

[Main Campus](#) · [Other](#) · [Mass Communications](#)

Radio & Audio Production COMM-3351

Fall 2021 Section 01 3 Credits 08/11/2021 to 12/10/2021 Modified 08/08/2021

Description

This course is an introduction to radio and audio technology as well as radio program and audio production techniques through lecture and laboratory experiences. Students will learn how to operate basic radio and audio equipment and develop basic radio and audio production skills by producing several projects.

Requisites

Prerequisites:

COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

Instructor: Dr. Brad Yates

Email: byates@westga.edu

Office: Humanities 151

Phone: 678-839-4938

Google Voice Text: 678-752-7239

Office Hours

By Appointment and Virtually

Tuesday, Thursday, 2:00 PM to 4:00 PM

[Google Meet Link](#)

Meeting Times

Lecture/Lab

Tuesday, Thursday, 11:00 AM to 12:15 PM, Anthropology G15

Radio Suite - Anthropology G20

Materials

Modern radio and audio production: Programming and performance

Author: Hausman, C., Messere, F., O'Donnell, L., & Benoit, P.

Publisher: Wadsworth

Edition: 10th

ISBN: ISBN 10 (DayOne Access): 1305077490; ISBN-10: 1305077490; ISBN-13: 9781305077492

Availability: Campus Bookstore

Please Read Carefully:

- The UWG Bookstore, Cengage, UWG Online (CourseDen Support), and I have partnered together to provide the most cost effective option for you to receive your digital course materials for your COMM 3351 course. The material is provided to you through the LMS (CourseDen Account).
- **Simply log in to CourseDen and choose the tile associated with this course to gain access to the text and supplemental material.**
- **The cost of the text and supplemental material will be attached to your student bill on 08/11/21 in the amount of \$35.00.**
- *You do not need to look elsewhere for material.*
- **You can opt out of the delivery of the material before the end of drop/add on 08/17/21**, but will be responsible to obtain the material on your own without the lower discounted rate.
- For questions about your access please contact the Day One Access team at dayone@westga.edu (<mailto:dayone@westga.edu>) or 678-839-5563.

Textbook companion web site: 10th edition--<http://tinyurl.com/3351textbook10th>

Additional Materials

You will be assigned to listen to various broadcast and online radio programs as well as podcasts and given additional readings from selected textbooks, newspapers, magazines, and online sites throughout the semester.

*It is not possible to successfully complete the requirements of COMM 3351 without reading the textbook and additional materials.

Outcomes

ABOUT THE COURSE

COMM 3351-Radio & Audio Production is an introduction to radio and audio technology as well as radio and audio program production techniques through lecture and laboratory experiences. You will learn how to operate basic radio and audio equipment and develop basic radio and audio production skills by producing several projects.

Course Learning Outcomes:

1. Students will understand concepts and apply theories in the use and presentation of images and information (*ACEJMC SLO 5*). More specifically:
 - a. Students will describe the basic equipment, terminology, and production techniques used in radio and audio production.
 - b. Students will explain the nature of production and its relationship to radio program and podcast formats.
2. Students will apply tools and technologies appropriate for the communications professions in which they work (*ACEJMC SLO12*). More specifically:
 - a. Students will summarize and practice critical evaluation of production techniques used in radio and audio production.
 - b. Students will demonstrate the basic skills used to produce radio and audio programming.

Evaluation

GRADING POLICY

Grades **earned** in this class are based solely on the following:

Quizzes (10 out of 12 quizzes-drop lowest 2 grades)	100 points
Listening Assignment	25 points
Lab Assignment #1 (Record & Layer Sources)	25 points
Lab Assignment #2 (Produce News Field Report)	25 points
Lab Assignment #3 (Produce Commercial)	75 points
Team Project #1 (Conduct and Edit an Interview)	75 points
Team Project #2 (Produce "Live" Drive Time Segment)	75 points

Team Project #3 (Produce Podcast)

100 points

Total

500 points

Criteria

Grading Scale (Points needed to receive grade)

A	450-500
B	400-449
C	350-399
D	300-349
F	299 and below

*Note: I reserve the right to change the assignments and point values in an effort to meet the objectives of the course. Ample notice will be provided if such changes are made.

Breakdown

Assignments

Chapter Quizzes

Twelve (12) quizzes will be administered during the semester via CourseDen.

The quizzes will be a combination of Multiple Choice, True/False, and Fill-in-the-Blank and will cover textbook chapters, lectures, handouts, audio programs, podcasts, videos, films, and online content presented in class.

Each quiz is worth 10 points toward your final grade (100 points total).

The two lowest quiz grades will be dropped.

Listening Assignment

One (1) **listening assignment** will be required in an effort to improve your ability to analyze critically a radio program's or podcast's content and production value.

This assignment will be worth 25 points.

Details will follow in handouts.

Three (3) Lab Assignments

Three (3) **specific lab assignments** will offer you the opportunity to develop radio and audio production skills necessary to produce radio and audio programs.

Two assignments are worth 25 points each and one assignment is worth 75 points (125 points total).

Details will follow in handouts.

Team Projects

Three (3) **team projects** will be required in this course.

The first project is an exercise in **interviewing and editing**.

The second project affords the opportunity to produce a **"live" 15-minute drive time segment**.

The third project requires you to produce a **podcast**.

Team projects one and two are worth 75 points each, and the third one is worth 100 points (250 points total).

Details will follow in handouts.

Schedule

CLASS SCHEDULE

The class schedule and assignments are **subject to change** in order to accommodate guest speakers, reinforce course material, and maintain some flexibility.

Additional reading and viewing assignments will be made throughout the semester.

You are responsible for all material assigned.

August

Week One

Wed. 11-

- Classes Begin

Thurs. 12-

- Syllabus review
- General overview of radio industry
- Handout on Listening Assignment #1

Week Two

Tues. 17-

- Ch. 1-Production in Modern Radio and Online Audio Media
- Ch. 3-Consoles
- Radio Suite orientation

Thurs. 19-

- Handout on Lab #1-Adobe Audition-Record & Layer Sources
- Adobe Audition Training (Entire Class-ANTH G15)

Week Three

Tues. 24-

- Ch. 5-Editing
- Adobe Audition Training (Group 1-ANTH G20)

Thurs. 26-

- Ch. 5-Editing
- Adobe Audition Training (Group 2-ANTH G20)
- Listening Assignment Due @ 11:59 p.m. via Assignments Tool in CourseDen

Week Four

Tues. 31-

- 13-News Production
- Handout on Lab #2-Produce News Field Report
- Field Report and Recorder Training

- Quizzes - Chapters 1 & 3 - Due @ 11:59 p.m. via CourseDen

September

Thurs. 02-

- Adobe Audition Training Follow Up (Groups 1 & 2)

Week Five

Tues. 07-

- Ch. 11 – Writing for the Ear
- Vocal Training

Thurs. 09-

- Ch. 2-Sound and Microphones

Week Six

Tues. 14-

- Ch. 2-Sound and Microphones
- Lab#1-Adobe Audition-Recording & Layering of Sources Due @ 11:59 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 5 & 13 - Due @ 11:59 p.m. via CourseDen

Thurs. 16-

- Ch. 12-Commercial Production
- Handout on Lab #3-Produce Commercial

Week Seven

Tues. 21-

- Ch. 12-Commercial Production
- Commercial Copy Due in Class @ 11:00 a.m.

Thurs. 23-

- Ch. 9-Achieving An Effect
- Commercial Copy (cont.)

Week Eight

Tues. 28-

- Commercial Copy (cont.)
- Quizzes - Chapters 2 & 11 - Due @ 11:59 p.m. via CourseDen

Thurs. 30-

- Catch-Up
- Commercial Copy (cont., if necessary)

October

Fri. 01-

- ***Graduation Application Deadline for Spring 2022***

Week Nine

Tues. 05-

- Ch. 6-Recorded Program Production
- WideOrbit Orientation (ANTH G20)
- Handout on Team Project #1-Adobe Audition-Editing Interview

Wed. 06-

- *Last day to withdraw with a grade of W from Full Term (non-eCore) 16 week courses.*
- *Students who withdraw from a Full Term (non-eCore) class between August 21st and October 9th will receive a grade of W.*
- *Reminder there is no refund associated with withdrawing from a course.*
- *Undergraduate course withdrawals during this period are subject to the Limited Withdrawal Policy. [Click here](#) for more information.*

Thurs. 07-

- ***Fall Break – No Class***

Week Ten

Tues. 12-

- WideOrbit Orientation (cont.) (ANTH G20)
- Lab#2-News Field Report Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapter 9 & 12 - Due @ 11:59 p.m. via CourseDen

Thurs. 14-

- Ch. 7-Live, On-Air Production
- Commercial Rough Cut Due @ 11:00 a.m. via Assignments Tool in CourseDen

Week Eleven

Tues. 19-

- Commercial Rough Cut (cont.)
- Handout on Team Project #2-Produce Drive Time Segment

Tues. 21-

- Ch. 10-Drama and Dramatic Elements
- Ch. 14-Remote and Sports Production
- Lab #3-Radio Commercial Due @ 11:00 a.m. via Assignments Tool in CourseDen

Week Twelve

Tues. 26-

- Handout on Team Project #2-Produce Drive Time Segment
- Quizzes - Chapters 6 & 7 - Due @ 11:59 p.m. via CourseDen

Thurs. 28-

- Record Interview for Team Project #1

November

Week Thirteen

Tues. 02-

- Record Interview for Team Project #1

Thurs. 04-

- Pre-production for Team Projects #2 & #3

Week Fourteen

Tues. 09-

- Pre-production for Team Projects #2 & #3
- Team Project #1-Edited Interview Due @ 11:00 a.m. via Assignments Tool in CourseDen
- Quizzes - Chapters 10 & 14 - Due @ 11:59 p.m. via CourseDen

Thurs. 11-

- Record Team Project #2-Drive Time Segment

Week Fifteen

Tues. 16-

- Record Team Project #2-Drive Time Segment
- All Outstanding Quizzes Due @ 11:59 p.m. via CourseDen

Thurs. 18-

- Pre-production for Team Project #3-Podcast

Week Sixteen

Tues. 23-

- ***Thanksgiving Break – No Class***

Thurs. 25-

- ***Thanksgiving Break – No Class***

Week Seventeen

Tues. 30

- Record Team Project #3-Podcast

December

Thurs. 02-

- Record Team Project #3-Podcast
- Last Day of Classes

Sat. 04-

- Exams Begin

Week Eighteen

Tues. 07-

- Exam Period (11:00 a.m. - 1:00 p.m.) (NOTE THE EXTENDED TIME)

Sat. 11-

- Graduation

Note: I wish to acknowledge and thank Dr. Glenn Novak for allowing me to use parts of his syllabus to design this one. His materials and advice are greatly appreciated! I also wish to acknowledge Dr. Fritz Messere and Dr. Nola Heidlebaugh and thank them for writing the instructor's manual to *Modern radio production: Production, programming, and performance*. Their suggestions have been incorporated into the design of this course.

* Course Policies and Resources

COMMUNICATION & OFFICE HOURS

Below are the communication protocols for this class.

Communication Tools	Rules
CourseDen	Use this account as the primary method of communication for the duration of this course. Class-related inquiries should be sent in CourseDen email.
UWG E-mail Account byates@westga.edu (mailto:byates@westga.edu)	Use this account for all non-class related inquiries. General class-related inquiries may be copied to this address. The official university communication to students is through campus e-mail via myUWG (http://myuwg.westga.edu/cp/home/loginf). Be sure to access this several times a week to keep up-to-date on important information from the university.
My Response Time	Necessary responses to your email inquiries will be sent within 48 hours or less assuming there is no extenuating circumstance that does not allow for a response within the designated timeframe.
Google Voice 678-752-7239	Use this number to leave class-related voicemails or texts.
Office Phone 678-839-4938	Use this number for all non-class related inquiries unless we have made special arrangements to converse via phone.
Emergencies	If you have to contact me because of an emergency, you may use CourseDen email, my email, office phone, or Google Voice.
Office Hours	I will maintain virtual office hours from 2:00-4:00 p.m. Tuesdays and Thursdays during the semester and will be accessible via e-mail and Google Meet (http://meet.google.com/ari-vjfu-tcx). You may also schedule a face-to-face, phone, or virtual appointment outside of office hours.

ATTENDANCE & PARTICIPATION

You are expected to be in class and participate in activities, discussions, and simulations. You, too, are expected to complete all class and lab assignments. If you miss class, you are responsible for all material, equipment training, turning in assignments on time, and

taking tests/quizzes when scheduled.

LATE/MAKE-UP ASSIGNMENTS & TESTS/QUIZZES

Late assignments: Late assignments will be accepted at my discretion. If a late assignment is deemed acceptable, it will **suffer a half a letter grade penalty for each day (not class meeting)** it is late.

Make-up assignments and tests/quizzes: Any make-up assignments or tests/quizzes will be administered at my discretion. All requests to make-up assignments or tests/quizzes must be substantiated with official documentation as to why you were absent and unable to complete your work. Acceptable situations include a serious incapacitating illness or a death in your family, among others. See Health Services [Patient Advocates \(https://www.westga.edu/student-services/health/medical-academic-advocacy.php\)](https://www.westga.edu/student-services/health/medical-academic-advocacy.php) when relevant to obtain official documentation.

SUPPLEMENTAL HANDOUTS

You are responsible for reviewing all supplemental handouts, some of which will be shared in class. All handouts will be posted in CourseDen.

ACADEMIC DISHONESTY

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) in accordance with the academic misconduct policy as stated in the latest [Student Handbook \(https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf\)](https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf). University of West Georgia [Honor Code \(https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf\)](https://www.westga.edu/administration/vpsa/assets/docs/2019-2020-student-handbook.pdf) defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

Cheating: using or attempting to use unauthorized materials, information or study aids

Fabrication: falsification or unauthorized invention of any information or citation

Plagiarism: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty in any form compromises your grade and lowers the quality of your diploma. A fellow student who cheats may actually lower your grade, sometimes causing unfair and inflated grading scales. I hope each of you values your college education enough to protect yourself from dishonest classmates. If you are aware of cheating taking place, please contact me or Dr. Melanie Conrad, and proper action will be taken.

ACCESSIBILITY ACCOMMODATIONS

I will make accommodations for students who submit a UWG SAR (student accommodation report) from [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php). Students requiring short-term accommodations may work through Health Services [Patient Advocates \(https://www.westga.edu/student-services/health/about-us-patient-advocacy.php\)](https://www.westga.edu/student-services/health/about-us-patient-advocacy.php). If unusual circumstances arise, let me know **as soon as you can**, not a few days before an assignment or test/quiz is due. Don't wait until after the first assignment or test/quiz to talk with me! I am here to facilitate your learning, but I need to be informed to do so.

RADIO SUITE RULES

1. Use facilities only during class time or under the supervision of authorized personnel or after sufficient training.
2. [Sign up via Google Calendar \(https://calendar.google.com/calendar/selfsched?sstoken=UVBSenIJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWVjOTY\)](https://calendar.google.com/calendar/selfsched?sstoken=UVBSenIJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWVjOTY) to schedule time in the Radio Suite (Anthropology G20). Sessions will be limited to **ONE (1) HOUR if there are 3-4 students working at the same time. TWO (2) HOUR sessions are permitted if there are 1-2 students working at the same time.** Working after hours is permitted. Your UWG ID card will allow you to gain access to Anthropology G20 (typically 7 a.m.-9 p.m., which are the building hours). If you gain entry into Anthropology G20 during building hours, and the building closes while you are in the lab, you may remain in the lab until your allotted time expires. You will be permitted to bring "talent" to your lab sessions, but your "talent" must always be accompanied/supervised by you. Radio Suite privileges will be revoked if anyone is caught allowing someone other than students enrolled in COMM 3351 - Radio & Audio Production to use the suite. If privileges are revoked, assignments are still due as indicated in the syllabus. See who has signed up to use the Suite [here \(https://calendar.google.com/calendar\)](https://calendar.google.com/calendar)

[/selfsched?sstoken=UVBSenIJYTVLVGk4fGRIZmF1bHR8NTE4ODRIZjRhYzEzOTg4MzlxNzQwNDY0MTI0YWNjOTY\).](#)

3. **Sanitize your keyboard, computer screen, control board, mixer(s), and microphones before and after use.**
4. Do not operate anything until you understand it.
5. Put equipment and supplies where they are to be properly stored when you or the class are finished using them.
6. Never "force" anything. If you think something isn't working properly or is malfunctioning, notify the Radio Suite Supervisor or me immediately.
7. **NO EATING, DRINKING, SMOKING, OR TOBACCO CHEWING IN THE RADIO SUITE. ABSOLUTELY NONE! FAILURE TO DO SO WILL FORFEIT YOUR RIGHT TO USE THE SUITE WHETHER YOU HAVE A PROJECT DUE OR NOT. THIS APPLIES TO YOU AND ANY OUTSIDE TALENT YOU MAY BRING IN FOR YOUR PROJECT.**
8. Do not step on any cables.
9. Respect equipment as if it were your own. It is expensive and crucial to your successful completion of this course. If you abuse equipment, harsh academic and/or financial consequences could result.
10. Do not attempt to repair equipment. Do not take apart any equipment.
11. Use courtesy and patience with each other when working in teams. Do not physically or verbally abuse other people.
12. Watch your time so as not to go over time and start eating into the allotted time slot of another student.
13. It is recommended that no more than four students be in the lab at one time until further guidance from the USG, CDC, and GDPH.
Per USG guidance - August 3, 2021: "The University System of Georgia recognizes COVID-19 vaccines offer safe, effective protection and urges all students, faculty, staff, and visitors to get vaccinated either on campus or with a local provider. Additionally, *everyone is encouraged to wear a mask or face covering while inside campus facilities.* The system continues to work closely with the Georgia Department of Public Health to prioritize the health and safety of our campus communities."

TIME AND LIMITED EQUIPMENT

- Time is a critical element in radio production. Each student is responsible to be ready for lectures and labs on time. If it is your turn to do your production, be ready. There will be no postponements. Make sure your script, props, talent, etc. are ready to go when it is your turn. If you fail to do your production when it is your turn, you will get a zero for that assignment. There are 18-20 students and a limited amount of equipment and class time, so our schedules will be tight. Be ready. Be on time. Plan ahead.
- Equipment is limited. Thus, you must properly sign out each piece of equipment from the School of Communication, Film, and Media Equipment Pool, which is located in Anthropology G12. The Media Lab Supervisor who oversees the Equipment Pool or other authorized personnel can check out equipment to you. When the equipment is in your possession, you will be responsible for it. Please do a complete check of your location. For any item that you do not return, you will be liable for it, and the proper authorities will be notified.

BEHAVIOR IN THE CLASSROOM

You do not need me to tell you how to behave in a classroom environment. However, I want you to know what I expect from you in order to avoid embarrassing situations.

- You are expected to participate in class discussions and critiques. Comments should be constructive and not personal. Feel free to speak your mind during class, but I expect you to show respect to your classmates. If you disagree with their point of view or their artistic interpretation, please express that disagreement in a way that is not offensive.
- I will be well aware of the clock during our class meetings. Therefore, please refrain from slamming books and closing backpacks until the class is over! I will be respectful of your schedules and will not purposely keep you longer than our allotted time; however, there may be occasions that we complete our tasks for the day, but still need to put the Radio Suite in order. Everyone is required to return the Radio Suite to its proper state after use or suffer a grade penalty.
- Turn off all mobile phones or put them on silent. If a phone rings or vibrates, I reserve the right to answer the phone or respond to a text and to ask you to leave class.

College/School Policies

Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the School of Communication, Film, and Media strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and

video production, and public relations.

Vision

The School of Communication, Film, and Media is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

Strategic Priorities

Invested Teaching

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

Experiential Learning

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

Connectedness

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the School is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The School has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

<p>6 X 6 MASS COMM SUCCESS (https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)</p> <p>(click to view image)</p>	<ol style="list-style-type: none"> 1. Freedom of Speech & Press 2. History 3. Diversity 4. Global Impact 5. Theory 6. Ethics 7. Think Critically & Creatively 8. Research & Evaluate 9. Write Effectively 10. Self-Evaluate 11. Apply Numbers & Statistics 12. Apply Technology
---	---

Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile,

adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes

part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please visit the [Office of Community Standards \(https://www.westga.edu/administration/vpsa/ocs/index.php\)](https://www.westga.edu/administration/vpsa/ocs/index.php) site.

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

The health and safety of our students, faculty, and staff remain the University of West Georgia's top priority.

For the most recent information on coronavirus disease (COVID-19) visit:

- [UWG's Guidance on Face Coverings \(https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php\)](https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php)
- [Centers for Disease Control and Prevention FAQ \(https://www.cdc.gov/coronavirus/2019-ncov/faq.html\)](https://www.cdc.gov/coronavirus/2019-ncov/faq.html)
- [Georgia Department of Public Health \(https://dph.georgia.gov/\)](https://dph.georgia.gov/)

Additional Items