

**South Plains College Writing for Radio, TV & Film**  
**Spring 2023 COMM 2339.001-T/TH 1 p.m. to 215 p.m.**

**Campuses:** Levelland

**Format:** Face-to-Face

**Instructor:** Margaret S. Kirby **Office:** CM 154 **Phone:** 716-2451

**e-mail:** [mkirby@southplainscollege.edu](mailto:mkirby@southplainscollege.edu) The fastest way to reach me, other than coming to my office during office hours, is to e-mail me. I check e-mails more often than voice mails. Please contact me using the e-mail address listed above- **not** Blackboard messages.

**Office Hours:** Face to face hours are held in my Levelland office, CM 154. Virtual meetings can be scheduled on Collaborate by appointment only.

- Mondays 9 – 10 a.m.
- Tuesdays 11 a.m. – 12 p.m.; 230 – 3 p.m.
- Wednesdays 9 – 10 a.m.
- Thursdays 11 a.m. – 12 p.m.; 230 – 3 p.m.
- Fridays 9 a.m. – 12 p.m.

**Prerequisites:** None **Credit:** 3 semester hours

**Course Description:** Introduction to basic script formats, terminology, and writing techniques, including the writing of commercials, public service announcements, promotions, news, documentary, and fictional materials.

**Recommended Supplies:** folder or notebook where you can save notes, handouts, and graded assignments.

**Recommended Textbook:** “Blueprint for Screenwriting A Complete Writer’s Guide to Story Structure and Character Development” by Rachel Ballon, PhD  
ISBN: 0 – 8058-4923-8

**Technical Requirements:** It is in your best interest to have reliable access to Internet service and a computer so that you can send and receive e-mail, access lectures and assignments, participate in Collaborate sessions, and type long scripts. Your final project in this class is to write a screenplay using free software that is available for a PC or a Mac. Because of that assignment, which is worth a lot of your final grade, you must have access to a remote computer without relying only on a smart phone!!

**Please visit with me about computer issues!** I can’t help you if I don’t know what your issues are.

**Technical Skill Requirements.** Be comfortable with the following:

Microsoft Word

Save Word compatible files (.doc or .docx) as an alternative, convert files to .rtf or .pdf prior to submission into Blackboard. I CANNOT open a .pages file from a MAC. You must export your file and save it as a .pdf if you have a MAC!!!

Use email for communication

Attach documents

Download video files and stream files

The ability to take digital photographs and upload them as .jpg files into Blackboard in case you need to take a photo of an assignment in order to submit a copy of it by a deadline

**Script Topics:** Commercials, Public Service Announcements, Documentaries, Film Short Screenplay

**Course Evaluation:** Students' grades in this class will be determined by the following:

Classwork Assignments/homework	495 points
PSA treatment/storyboard/script	100 points
Short Screenplay 5 - 40 pages – written to be entered in contest	450 points
Participation	100 points

**1031- 1145 points = A**

**917 – 1030 points = B**

**802 – 916 points = C**

**688 – 801 = D**

**687 and below = F**

**Sometimes the final number of points available for the course will not reach the 1145 mark. If that is the case, the scale will be recalibrated and you will be notified. Blackboard will automatically recalculate your grade.**

### **Participation**

Class participation (it's a communications class):

**Participation:** In addition to exams, classwork, homework and overall assignments, you will receive a participation grade that is worth 100 points to your final grade. The grade is earned using the chart below.

Missed (Classes for semester)	Class Contributions	Grade Range
0-2	Frequent contributions; well considered comments	90-100
0-2	Infrequent contributions or ill-considered comments	80-90
0-2	Rare or no comments	70-80
2-3	Frequent contributions; well considered comments	70-80
2-3	Infrequent contributions or ill-considered comments	60-70
2-3	Rare or no comments	50-60
3-4	Frequent contributions; well considered comments	50-60
3-4	Infrequent contributions or ill-considered comments	40-50
3-4	Rare or no comments	30-40
More than 4		30

### **Attendance Policy:**

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

### **Tardiness Policy:**

I enforce a 5-minute rule. I use the clock in the classroom or on my computer. You may come to class **up to** 5 minutes late. That’s the cutoff. If you arrive **after** that 5-minute window, you’ll be given one warning. Any time after that, you’ll be asked to turn around and leave if you passed the 5-minute window.

It will be an unexcused absence. I may or may not have taken attendance already if you arrive 5 minutes late. It's up to you to make sure you are marked present.

**Withdrawal Policy:** The last day to withdraw/drop with a grade of "W" is April 27<sup>th</sup>. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated frequently, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

### **Instructors Expectations of the Student**

You will be expected to log into the Blackboard course each week to be aware of possible announcements/reminders and check your progress in the course.

Higher institutions recommend that students plan to spend 2 hours of outside study for every 1 hour of in class time. So for this 3 credit-hour course, expect to spend 6 hours outside of class per week working on assignments.

**Deadlines-** ALL projects will have deadlines. You need to get used to deadlines that exist in the working world. Late assignments may or may not be accepted depending on the assignment and the reasons for missing the deadlines.

### **Lost/Corrupt/Disappeared Files**

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, I will request you to resubmit the files. In other words, if you submit a document to me, and I do not receive it or I can't open it, you need to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

### **Missed Work**

Please do NOT assume that I will contact you to tell you about missed work. Course materials will be available on Blackboard so you can keep track of all materials week by week. You can expect a new set of class materials each week.

The assignments in this class will be deadline driven. You must keep track of

deadlines and submit work when it is due.

Do NOT assume that I will move deadlines for you unless you contact me and offer very good and documentable reasons why you cannot meet deadlines that are in place.

### **COVID-19 Statement**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

### **Kirby Face Covering Policy:**

I may continue to wear CDC-compliant face covering masks throughout the semester.

### **Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **Campus Concealed Carry Statement-**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

### **Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **Civility Code:**

As future professionals, you are to communicate with each other in a professional and civil manner. Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded

- from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
  3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and cite them; or
  4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.