

WEEKLY COURSE SCHEDULE (SUBJECT TO ADJUSTMENT) *This schedule is based on classes beginning the week of January 8th, 2024, and ending the week of April 26, 2024*

ASSIGNMENTS AND GRADES

Grades are based on the timely submission and quality of assignments, preparation for class, engagement in class discussions, individual initiative, professional behavior and team collaboration.

- *Personal Podcast - 15%*
- *Segment 1-Sheet - 10%*
- *Segment Outline - 15%*
- *Segment Rough Cut- 10%*
- *Final Podcast - 15%*
- *Final Summation Essay - 10%*
- *Participation and Collaboration - 25%*

Week 1: January 10th

-Skills Survey
-Community Agreements
-Review Syllabus and Expectations
-Overview of types of Podcast Formats, discuss everyone's favorite podcast, and reasoning behind taking the class.

-Discuss Audience and format, and Identify the Main Topics for our Class Show.

Assignment due next week:

-Listen to Colors: What is Color, Really? | Radiolab Podcast

-Listen to "Making Radiolab"

-Listen to "The Sound of The Artificial World" | 99% Invisible

FOR ALL THE ABOVE: consider the background research, interview questions, producing required, the style/tone, sound design, the archival materials; assets - please be prepared with 3 notes on each podcast

Week 2: January 17th

Discuss Assigned Podcast Episodes

Defining Our Podcast Style: Interviews, Tone, and Sound Design Elements Phases of Podcast Production, Our Podcasting Format, and Our Roles & Responsibilities (Producer, Host/Interviewer, Editor)

-Introduce the concept of a "low entry point" for podcasts and listener retention.

*Begin Tech Training, introduction to **Riverside > Avid Pro Tools** > Music and ADR/VO
Outline 5-minute Personal Podcast Exercise*

Assignment due next week:

-Listen to Fiasco | This American Life

-Find 2 TV opening credit segments that showcase the essence of the show (title, music, imagery etc.)

*-Listen to last semester's episode of It Takes A Trojan Village, after listening add 3 notes and/or questions you have about the episode**

-Identify Format and Podcast Topic for Personal Podcast, add to drive

Week 3: January 24th

Discuss TV show openings.

Breakdown an episode of "How I Built This" identifying each component

-Podcast Teams Get Assigned– segment pitch development ideas and brainstorm potential guests to interview within teams Demos on Studio Equipment

Assignment due next week:

-Create a title for your personal podcast

-Meet in your group and determine roles. At least 1 audio editor per group and max 1 host per group.

-In your groups brainstorm 3 theme ideas for our group podcast to pitch in class

-Email grodnik@usc.edu if you want to be considered for the host of the episode

Week 4 January 31st

Group Podcast Theme Pitches Theme Selected

Developing a Logline

Podcast Pitch Process

Assignment:

-Pitch story and interview potential within your teams, remember to focus on stories where you have access to interviewees.

-Group Podcast create Story Segment Pitch 1-sheet due next class- add to drive. Be prepared to pitch 1-sheet in class.

- Personal Podcast create Pitch 1-sheet due next class- add to drive.
- Record the intro to your personal podcast
- Email grodnik@usc.edu if you want to be considered for the host of the episode

Week 5 February 7th

Present and Review Pitches

Overview of how to find royalty-free music and how to implement it.

Discuss Booking Process and Guests

Production Calendar

Pre-Production: Research, Questions, and Booking

Assignment due next week:

- Draft Production Calendar-Based on Production Calendar milestones in drive
- Send ask emails to your interview guests, and send follow-up to confirm dates and get appearance release signed- templates in drive
- Schedule pre-interview
- Draft Interview questions for pre-interview
- Conduct pre-interview
- Finalize 1-page pitch sheet for Story Segment

Week 6 February 14th

Listen to Personal Podcast Intros

Elements of a Trailer

Overview of Scripted Hosting/Interviewing and Voice Over

Assignment:

- Get Appearance Release Signed add to drive
- Send Reminder Email About Guest Arrival Details and Map
- Final Prep For Next Week's In-Studio Recording
- Finalize Questions and Interview Outline
- Listen to 2 Trailers from your favorite podcasts and add 3 reflections about them to the drive
- Draft VO for Segment Trailer

Week 7 February 21st

IN CLASS Production Day #1 Record Team 1 and 2 Interviews Teams 3 and 4 Crew (IF NEEDED)

Assignment due in Google Drive next week:

Team 3 and 4 Preparation to Record Interviews

Teams 1 and 2 Write (or Record) a Reflection (3 wins, 3 learns, 3 changes) due in Google Drive Next Week

Begin Editing Podcasts

Week 8 February 28th

*IN CLASS ASSIGNMENT Production Day #2 Record Team 3 and 4 Interviews
Teams 1 and 2 Crew (IF NEEDED)*

Assignment due next week

*Teams 3 and 4 Write (or Record) a Reflection on the Experience due in Google Drive
next week Begin Editing Podcasts*

Both Groups

Develop Episode Outline Draft

Week 9 March 6th

Review Outlines, Transcripts, and Making Selects Podcast Editing

Guest Lecture: Standing out in a crowded market/what makes a compelling story

Assignment due next week:

*Teams 1-2 Turn In Rough Draft and Outline for Scripted VO for Episode, Trailer, and
Bonus Material for next class (post on Google Drive)*

*All Teams Listen to Promotional Trailers and Make Outline For Your Segment
Draft VO for Episode and Trailer
Complete Episode Outline and Post Into Google Drive*

Week 10 March 20th

IN CLASS Production Round 2:

Teams 1 and 2 Record Voice Over for Episode and Trailer Material Teams 3 and 4 Crew (IF NEEDED) or Pick-ups

Assignment due next week:

Teams 3 – 4 Turn In Rough Draft and Outline for Scripted VO for Episode and Trailer for next class (post on Google Drive)

Team 1-2 begin editing Trailer

Week 11 March 27th

IN CLASS Production Round 2:

Teams 3 and 4 record Voice Over for Episode and Trailer Teams 1 and 2 crew (IF NEEDED)

Assignment due next week:

Group Podcast Rough Cut Due

Upload Rough Cut Podcasts to the Google Drive.

Begin Listening and Preparing Listening Notes and Critiques

Week 12 April 3rd

Critical Feedback for Rough Cut

IN CLASS Production Round 3- Episode VO and Pickup Recordings

Assignment due next week:

-Make Edits to Group Podcast Rough Cut

-Bring Questions for the Guest Speaker: Listen to at least one episode of their show

Week 13 April 10th

Summation Essay Guidelines

Critical Feedback on Episode Segment

Assignment due next week:

-Finalize Podcast Trailers

-Listen to the first and last episode of your favorite podcast. Provide a written (or recorded) reflection on the differences and recurring themes in the reviewed episodes,

due in the Google drive.

-Final Version of Group Podcast Segment due to Post Supervisor

Week 14 April 17th

Assignment due next week:

Personal Podcast 1-Sheet

Prepare Final Pitch for Individual Podcast

Week 15 April 24th

*Class Activity: Pitch Individual Podcast with finalized 5 minute sample to Guest Speaker
Podcast Show Week Completed Podcasts Ready to Publish. .*

