COURSE INFORMATION

Text: (online): http://www.cybercollege.com/tvp_ind.htm

Course Description: To give each student training and experience in a professional broadcast environment working under the supervision of faculty and student mentors. The student should progress to as near professional standard as he/she is capable.

Learning objectives—students will:
• Become proficient with various TV studio equipment operation, including cameras, lighting controls, audio mixer, video switcher, video server,
• Participate in pre-production activities related to TV shows produced by Practicum students.
• Participate in playback of shows on KETV TV and promotion of our TV programming.

You must contact the instructor well in advance of your scheduled time any time you cannot be here for a Practicum shift at the number above or the Department Office, 903-886-5346. You lose TWO LETTER GRADES for a no-show to a crew or playback time.

COURSE REQUIREMENTS

Students are assigned to (a) 3 hours as TV studio crew and/or pre-production work on Mondays from 2-5 pm and weekly pre-production work for the shows produced on Mondays, (b) a weekly one-hour minimum show playback shift, and (c) one other specific, scheduled hour each week for show and/or other production work and/or TV studio work (lighting, set work, etc.). Any time this hour is not fully used, the student will receive no credit for any hours that week.

** Regardless of total points accumulated or grades on projects, students must perform a minimum of 5 hours of scheduled work every week for the Practicum course to earn an ‘A’ or ‘B.’**

Course Schedule: The first week of the course is a general meeting and preparatory work that everyone must attend. Non attendance = your first unexcused absence (see above). Following this meeting, each student must come in for training or certification on Final Cut Pro and cameras. The second and third week of the course, each student will write, plan, shoot and edit spots and promotional materials. A :30 promo script is due by 8/31 and production is due by 9/7. Scripts for :60 and :30 PSAs for the same client are due by 9/10 and the productions are due by 9/21. Scripts for Imaging Materials created using Motion and GarageBand are due by 9/24 and completed productions are due by 9/28. Starting with the fourth week, two shows each week will be
produced on Mondays based on assigned producers’ duties from within the Practicum class. 

NOTE: Late submission of project scripts reduces the project grade by 50%. Late submission of a completed, final quality production makes the assigned grade for the project a zero (graded for credit only). Non-submission of a project causes the assigned grade to be -50.

PRODUCING

Each student will be lead producer for a minimum of two shows during the semester. Detailed directions will be provided separately, but the basic requirements are: one week before the show production date, all specific guest and content arrangements have been finalized and a typed show summary and list of contacts is turned in at the start of Practicum to the instructor. Students in Practicum will then be assigned by the Producer to specific work for the week and will supervise the work being done as assigned and completed. Final quality scripts and all show pre-production elements will be submitted by Friday. Late submission of scripts or content reduces the project grade by 50%. Not having a show ready for production by 2 pm on the Monday in which the show is scheduled causes the assigned grade to be -50. You will direct the shows you produce.

Grade evaluation:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promo Assignment</td>
<td>100</td>
</tr>
<tr>
<td>PSA Assignment</td>
<td>100</td>
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<tr>
<td>Imaging materials</td>
<td>100</td>
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<tr>
<td>Monthly evaluation reports</td>
<td>100</td>
</tr>
<tr>
<td>Producing grade</td>
<td>200</td>
</tr>
<tr>
<td>Crew work, playback &amp; proficiency evaluation</td>
<td>100</td>
</tr>
</tbody>
</table>

ANY TIME you fail to work five hours in a week or miss any assigned work or hours, or any time you arrive late for a shift, or make a mistake in your assigned work (like a visible mistake during a show production, or an error in playback, etc.) – you must submit a discrepancy report ON THE MONDAY immediately following that discrepancy. These must be submitted as an email – not an email attachment, before 5 pm, to rtvPracticum@gmail.com and the subject line MUST BE “RTV 409 discrepancy.” Errors made will cause standard grade evaluation reductions, but failure to submit a discrepancy report when one is due causes a loss of 50 points from your Practicum point total for each occurrence. Additionally, each student must submit a summary report of work and discrepancies to Dr. DeMars ONLY ON the specified date at the end of each month--not earlier or later. Due dates: 10/5, 11/2, and 12/7. Each report must be sent as a .doc / .docx or .pdf attachment e-mailed ONLY to rtvPracticum@gmail.com. The subject of the e-mail and name of the attachment must be Your Name and date of report (“Bob Smith 10/5 309 report”). You must start at KETR by the week of 9/3 and work through the week of 12/3, with a minimum of four hours each week. Not submitted as assigned = not submitted.

First in the report: List your full name and total hours to date. Second in the report: List and discuss the specific work you have done in the previous weeks. Thoroughly describe what days and hours you worked and what you did each of those days. Keep a log each time you work. YOU MUST REPORT any time that you clocked in late or clocked out early. Third in the report: Describe what you feel you have learned and benefited from in the work you have done. Be thorough and specific. Fourth in the report: List and describe what you think could be better for you about the TV Practicum experience. Fifth in the report: List shift(s) you have missed and why you missed it/them, assigned project deadlines missed and why you missed them, and all discrepancies reported in previous weeks. Each late or non-submitted report reduces your course grade by a letter grade. See points system on next page.
Points required for:
"A"—630+   "B"—560-629   "C"— 490-559   "D"— 420-489

COMMUNICATION AND SUPPORT

Faculty / Student Commitment:
• To accomplish the course objectives, students should always arrive on time, committed to benefiting from the class time by being prepared, arriving on time, and staying involved the full class time.
• If at any time you are doing your part to do well in this course, but are having difficulty, please arrange a time and speak with me in my office. I cannot discuss your course status, grades or other information about your work or activities in the course just before class, during class time (including breaks), or immediately after class—nor can I discuss or respond to any of these issues via phone or e-mail.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

ASSIGNMENTS:
Students will work an assigned position or positions in one or more of several weekly or bi-weekly television shows produced in the KETV studios, and/or in support of the shows. They will progress from semester to semester from the simplest assignment (usually camera) through floor director, video engineer, audio, character generator, video tape operator, technical director and the most complex assignment, director. Studio shows will normally tape on Mondays, and outside shooting, editing and other work will be done any and all days of the week. Assignments will be made by a faculty advisor based on available slots, the academic needs of the student and the needs of the RTV Division. Students will rotate on crew positions. In all cases the practicum course (109, 209, 309, 409) and the particular crew position assigned (to the student) in RTV 409 shall be at the sole discretion of the supervising faculty. In general, it is expected that each student will perform a combination of studio and field production assignments, and production software training during the semester. Students may earn extra hours working with other Practicum courses only when approved in writing by the RTV 409 instructor.

OTHER GRADING ISSUES
a) Students must be on time for the crew call start time and must remain the full crew time, and must accurately log hours in the Lab Hours Log Book found in the TV studio, and must also clock in and clock out on the time clock. Clocking someone else in or out causes failure of course.
b) Additionally, students will be assigned to run playbacks of shows during the day and/or in the evenings. Students must arrive no later than 10 minutes prior to the program start (air) time and leave only after completing all required duties. Any time there is any technical failure in the playback, no hours will be earned for that shift and will cause grade reductions.
c) Additionally, students will be assigned writing, field shooting and/or editing duties as part of pre-production for shows produced in the TV studio, and production software training leading to a proficiency exam at the end of the semester.

REQUIRED OF ALL STUDENTS:
Every student must attend Final Cut Studio and field camera training sessions during the semester, and take an editing and TV studio proficiency exam at the end of the semester. Minimum Final Cut Pro, Motion, SoundTrack Pro and Garage Band skills will be posted in the editing room. Missing assigned hours and/or lack of proficiency shown on the exam will reduce your RTV 409 grade.

**EVALUATION:**
Students will be evaluated by the student directors of the shows and supervising faculty. Points of evaluation will be based on; 1) attendance and punctuality on each assignment, 2) ability of the student to master the operation of equipment in his/her respective position, 3) the ability of the student to adequately execute the requirements set forth in the show format/rundown sheet and the directions given by the director in an accurate and timely manner, 4) mastering of production procedures, 5) the ability to work in coordination with others to achieve the desired program effect, 6) willingness to volunteer and assist with work outside one’s own crew assignment when the need arises, and proficiency exams at the end of the semester. Additional measures of evaluation may be specified by the faculty or student directors with the approval of the faculty supervisor(s). Beyond specific project grades, students must perform 30 hours for a ‘D,’ 45 hours of work to receive a grade of “C”, 60 hours to be eligible for a grade of a “B” and 75 hours or more for an “A”. However, no student regardless of number of hours will receive a grade higher than the quality of their work as determined by their practicum supervisor(s). Students may acquire additional hours toward their grade in other practica (109, 209, 309) and have them applied to their 409 hours total only as noted above. Each time a student misses a scheduled software training session will result in a course letter grade reduction. **You must work a minimum of five Practicum hours a week every week of the semester to be eligible for an ‘A’ or ‘B’ in the course, and a minimum of four hours every week to be eligible for a ‘B’ in the course, regardless of total points accumulated.**

**ADDITIONAL REQUIREMENTS:**
Each student is required to fill in all their practicum work hours PERFORMED DURING THE TIME THE WORK IS DONE on a log sheet provided in the TV studio area. Entries not made when work is done may not be added for credit later. No grade changes will be initiated to correct hours credit if the student fails to meet these deadlines.

**ATTENDANCE:**
Just as in the workplace, unexcused absences will not be tolerated. Each one will result in a drop of one full letter grade (‘no-show’ loses two letter grades); the second could result in being released from your position and failure of RTV 409. In addition, any time a student arrives late, he/she is subject to not being permitted to work that day—if so, this will be counted as an unexcused absence with the above-noted penalty applied and may also result in being released from your position in 409. Each of these factors will also be considered when evaluating final grades. Attendance starts with the first day of classes, and students are responsible for checking for posted crew information. Missing the first week General Practicum Meeting counts as an absence. Beyond specific penalties noted above, students who are late or miss a shift without calling the Instructor well in advance will be subject to a minimum of a letter grade reduction for each occurrence. A second such offense will make the student subject to expulsion from the Practicum and an “F” for the course.
DO NOT SCHEDULE any activities during Practicum time – appointments, court appearances, etc. DO NOT count as excused absences for the Monday Practicum meeting time. The only excused absence is verifiable and unavoidable illness.

BEHAVIOR: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. Practicum in the radio and television department of Texas A&M - Commerce is a professional assignment. Students are expected to exhibit professional conduct and behavior toward the supervisor and other students at all times. Instructions of supervisors (including student directors) must be followed at all times during radio shifts or television productions. Students who speak at an extraordinary volume, yell or otherwise show a lack of proper respect are subject to expulsion from and failure of the practicum. All conversation engaged in during Practicum hours must be focused on the Practicum tasks. Students may not work on class work or engage in phone conversations, text messaging and/or any other style of communication unrelated to the Practicum work during any Practicum hours. NOTE: --> Each time a supervisor finds a student not following this policy, the student is subject to being dismissed for the day and marked for an unexcused absence, with penalties as noted above. Records will be kept for failure to follow this policy, which will result in course grade reduction(s) or failure of the course. YOU MAY BE REQUIRED TO LEAVE PHONES IN THE EQUIPMENT ROOM DURING YOUR STUDIO HOURS. NO FOOD OR DRINKS are permitted in the TV studio; no food or drinks may be taken into marked areas. Having food or drink in the TV studio or control room or production areas will cause grade reductions in RTV 409.

PLAGIARISM: Plagiarism is the use of another person’s ideas or publications without giving credit to the original author or creator. Students representing someone else’s work as their own will be subject to dismissal from the course, major, or university. You must write, shoot, and edit your own work.

Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, information may be found at: Office of Student Disability Resources & Services: http://web.tamuc.edu/studentLife/campusServices/studentDisabilityResourcesAndServices