RTV 440 Television Practicum, Fall 2014
Dr. Tony DeMars ~ Faculty Office: PAC 121
Office Phone: (903) 468-8649 ~ E-mail: Tony.DeMars@tamuc.edu
E-mail sent to any other e-mail address or through Engrade will not be read
Office Hours: TWTh 10–10:30 am, Tues. 2-3 pm, Wed. 1-1:30 pm

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. **Note:** The fall semester practicum is designed to focus more on **single camera shooting and editing**.

Learning objectives—students will:
- Become proficient with various TV production equipment, including cameras, lighting, audio, video switcher, video server, graphics, field cameras and Final Cut Pro editing.
- Create individual video projects that will also be incorporated into possible TV show productions.
- 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, and you must arrange for someone else in Practicum to cover for you when you are out. **You lose TWO LETTER GRADES from final course grade for a no-show to a shift, crew, or playback time. Never schedule an outside appointment during your Practicum work hours.**

COURSE REQUIREMENTS

Student work includes: (a) assigned hours as TV studio crew and production work (studio time to be on Mondays or Wednesdays starting at 3:30 pm) (b) one weekly production work shift creating content for TV show production days and/or as specified by the schedule below, and (c) show playback shifts when scheduled, along with (d) other specific, scheduled hours for production work, training, or tests over assigned reading.

The Practicum for the fall semester is operated concurrently with RTV 322. If you are in 322 this semester, your project work will be graded as both your Practicum work plus your class project grade. **Some of the assigned Practicum work will be in addition to the 322 project schedule.** The basic project schedule is based on the following:
Each 'Step' grading: Proficient (-0), Less Than Proficient (-25), Failing (-50). Maximum grade when you fail to submit required script is LTP. Project work non-submission is -100. Projects are

not accepted late. ALL content shot without proper lighting, miking and production aesthetics will be rejected and the work graded as not submitted. All work graded P, LTP, F, NS. Use of technology during production shift without approval -100 points each time. Food or drinks in production areas -100 points each time. Each production session late arrival and/or lack of involvement demerit causes a 20 to 50 point grade reduction.

You must reserve your camera and edit station times for each use.

Step 1, Weeks 1-2 (9/8 & 15) – Initial shooting training sessions, then initial Final Cut Pro training sessions. Students with previous FCP editing experience attend training to assist training others. Everyone must attend training. **Step 2, Weeks 3-4 (9/22 & 29).** Script due Week 3. Shoot Week 3, submit project Week 4. **Step 3, Weeks 5-7 (10/6, 13, 20)**. Script due Week 5. Motion training and shooting Week 5. Updated script due Week 6, continue shooting Week 6. Submit project Week 7. **Step 4, Weeks 8-10 (10/27, 11/3, 11/10**)—Script due Week 8. Shooting Week 8 & 9. Submit rough cut Week 10. **Step 5, Week 11 (11/17).** Cut sheet of project music and graphics due Week 11. Submit completed production by the end of Week 11.

The separate work done exclusively for RTV 409 will also be graded P, LTP, F, NS.

For RTV 409, in addition to the above schedule:

• in order to make a grade higher than 'C,' you will be required to be in charge of one 30-minute TV studio show production for the semester. You will have pre-production due dates starting three weeks before your scheduled show date—once you miss any of those deadlines, your show is canceled and you no longer have the opportunity to work toward a B or A in RTV 409—no exceptions. The producer's guide is linked on the online course outline. Doing this project gives you the opportunity to earn a B if you do B-quality work on the show or an A if you do A-quality work on the show—as long as the rest of your Practicum work also justifies an A or B grade.

• there will be assigned reading from an online video production textbook, as listed on the course outline. You must show up at times that will be scheduled during the semester to take tests over this assigned reading.

Course Schedule: The **first week** of the course (the second week of the semester) is a general meeting and preparatory work that everyone must attend. Non attendance = your first unexcused absence (see above). The remaining basic schedule is listed above but will be provided in more detail on the online course outline, found at www.tonydemars.com or

PRODUCING

Each student will be lead producer for one show during the semester as noted above. Detailed directions will be provided separately, but the basic requirements are: on the Monday two weeks before your show date, your firm, written show plans are due and 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 by noon Monday the week before the show date, by email and hard copy, to the instructor. Other 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 cause the planned show to be canceled as noted above. Not having a show ready for production by Friday the week before the show is scheduled causes the show to be canceled. You will direct the show you produce.

Grade evaluation:
Production Work Grade…… 400 points
Average of exams over assigned reading…. 400 points
Show Producing Grade……. 200 points

You must clock in and out each time you work. Make sure you understand the process and requirements. **NOT CLOCKING IN / SIGNING IN when you work means you DO NOT GET CREDIT for those hours.**

Points required for:
"A"—900+ "B"—800-899 "C"—700-799 "D"—600-699

You must show proficiency on all field and studio cameras and all TV studio equipment. Additionally, if you do not demonstrate a weekly, regular commitment to meeting the expectations of the course you will be dismissed from the course and receive an 'F.' **You cannot drop Practicum unless you also drop any other RTV class in which you are enrolled, since Practicum is required each semester of enrollment.** In any week in which they are scheduled, if you fail to schedule and/or attend required training sessions and/or proficiency exams, you lose a course letter grade each time.

In addition to the work done to earn a grade, no matter what the grade on project or performance work, students must perform 50 hours of work with KETV / Mane Media TV and at least three hours every week to receive a passing grade. 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).

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, but also in the fall semester focus on individual short project creation. Studio shows will normally tape on Mondays and/or Wednesays, 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. 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 exams during the semester. Minimum Final Cut Pro, Motion, 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, graduate assistants, 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).

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 Practicum meeting time. The only excused absence is verifiable and unavoidable illness. **Do not bring food or drink into production areas.**
IMPORTANT NOTE: Turn off and put away cell phones before start of class. You may not use any electronic device at any time during Practicum without specific permission in advance from the instructor. Any electronic device (computer, cell phone, iPad, etc.) brought to class must be turned off and put away during the full class time. EACH TIME you are found texting, browsing, making a call, listening to a portable media device, etc. – or any time you are found with food or drinks in production areas -- **you lose 100 points from your final course point total.** Students are expected to arrive to class on time and stay the entire class session to be counted present.

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. <u>All conversation engaged in during Practicum hours must be focused on the Practicum tasks</u>. 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. **<u>NOTE:</u> -->** 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.

Changes to syllabus: I maintain the right to make changes as needed, in my judgment, from the stated plans contained in the syllabus for this class. Such changes will be announced on the course outline and/or to the class.

Graduate Assistant and/or Production Assistant Supervision: Any time a Graduate Assistant and/or Production Assistant is assigned to supervise your Practicum work, you are expected to interact with that student with the recognition and respect due to that student as a duly assigned representative of the instructor. If you have difficulties with a GA or PA, you should schedule a time with the instructor to discuss the issues or problems.

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, please contact:

Office of Student Disability Resources and Services
Gee Library Room 132
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu