



RTV 332 Multi-camera TV Production, Spring 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: TR 1:30-3:00 pm, Wed. 10:00 am – 1:00 pm

COURSE INFORMATION

Text: Video Production Textbook Online at http://www.cybercollege.com/tvp_ind.htm

Course Description: Lectures and laboratory experiences in control room and studio procedures for television broadcasting. Provides the students with an opportunity for learning pre-production, production and post-production of television programs using field shooting for pre-production and multi-camera production techniques of a TV studio. Experiences provided include operation of cameras, control panels, lights, and audio in directing and producing non-dramatic programs such as news, commercials, and interviews. Attention is given to the television performance as well as to production techniques.

Student Learning Outcomes--Through readings, instruction, practice, and projects, students will:

1. Achieve high level of skill in contemporary video technology and operation of cameras, audio, lighting and other television production equipment;
2. Achieve high level of appreciation for the aesthetics of sound and image production;
3. Achieve a high level of literacy in the “language” of film and video, including shot composition and continuity;
4. Develop skills in pre-production and producing aspects of TV content creation; and
5. Gain a greater understanding of directing and performance in multi-camera TV production.

COURSE REQUIREMENTS

Grading policies:

Projects: The class is organized to produce TV-type content throughout the semester, primarily on Thursdays during class, with some outside class production work also required. Each student will submit produced content and/or do other required pre-production work as dictated by the individual projects. Assigned work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Carefully read and follow the posted ‘workbook’ (posted on the web site) directions for each project. Projects require submission of scripts and/or storyboards, shooting and editing, in-class presentations and discussion, and/or arranging of guests. Missing any part of a project will affect the final project grade. Scripts must be submitted complete, typed, and in the assigned format to be counted as being submitted. **You must work alone when shooting or editing, except when specifically approved in writing by the instructor or as specified by a particular project.** You are also graded based on editing training and skills.

Projects: The three major productions are: you producing and directing a newscast, talk show, and demonstration show. Due dates are posted on the course outline. **Each day** of missing any required project deadline reduces the project grade by 20 or more points. Not getting the project completed at all, within the class's standard allotted time frame, results in a zero for the project plus an additional 50 points being deducted from your final course grade. Additionally, each student will be graded on his/her participation in practice and project studio productions and quality of knowledge of equipment use—the Studio Production Grade. This grade will be based on the instructor's and graduate assistant's evaluations of each student's work during production time as well as through an individually administered skills assessment at the end of the semester, and related to crew position work quality and crew time missed during in-class productions. While all three productions are done during class time, each project requires outside-class pre-production work, including shooting & editing and script writing. **Each absence resulting in a missed crew position** will cause a 20 point reduction to your Studio grade. **You must plan for staying in class slightly longer on some production days.**

Exams, Daily Work, Quizzes: Exams, Daily Work, Quizzes: Quizzes: Each student must log in and take online Chapter Exams every week. You must have read and studied the associated chapter before taking the exam in order to be able to answer each question quickly. Making a high grade on an online exam then making a very low grade in a matching in-class exam will lead to possible cheating investigation—online exams must be your own work and representative of your own knowledge. Taking every quiz is required--missing quizzes and/or low grades on the online quizzes will reduce your Daily Grade. For example a 65 average on the chapter quizzes would lead to a maximum 65% Daily Grade. Quizzes will each have a window of time available and cannot be made up if you miss that window. Technical or connection issues will not change this—don't wait until the last minute to try to do the quizzes. There are four major short-answer and/or multiple choice/True-False type questions. The last exam is given on the course's final exam day. Be sure you keep notes and accumulate knowledge of what we cover in order to be prepared for the exams. No make-up exams will be given except in a dire emergency and then only if the instructor is contacted in advance; no make-up is possible for the Final. Documentation verifying the cause of the absence would be required; make-up exam is subject to an automatic letter grade reduction, or two letter grade reduction if not taken within a week of the scheduled test date. Test dates are listed on the outline; plan accordingly. Daily work over assigned reading may be announced or unannounced. You are expected to have read assigned chapters before the day they are to be discussed in class--see the course outline. Written assignments may not be made up. Quizzes over each week's reading may be given at random in class. Missed quizzes cannot be made up.

Grade evaluation:

Section and Mid Term Exams.....(3 @ 100 points each).....	300 points
Final Exam.....	200 points
Production Projects.....(3 @ 100 points each).....	300 points
Quizzes, Attendance, Participation.....	100 points
Studio Crew, Participation, Practical Exam.....	100 points

GRADE REQUIREMENTS: Points required for:

"A"—900+ "B"— 800-899 "C"— 700-799 "D"— 600-699

COMMUNICATION AND SUPPORT

Faculty / Student Commitment:

- To accomplish the course objectives, the instructor will be in class on time, and prepared to guide each student's learning. Students should also be in class 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 the instructor in his 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.
- The keys to success in this class: Commit to learning the material we cover, read the required reading, take good notes in class and while reading, study the material as we go through it, ask questions in class about things you do not understand, and do the assigned work and turn it in on time.
- Each student must provide a ream of paper to supply the MMCT mini computer lab

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Attendance: See www.time.gov for the correct time—the time that shows on your watch or cell phone may not be accurate. Students arriving late are marked absent. Class begins at the scheduled starting time. Arriving late or leaving at any time, even if you return, will result in being marked absent. There are no excused or unexcused absences. Points related to attendance are based on missing in-class work as noted above, plus deductions of 10 points each time from your point total starting with the 3rd late / absence. Excuse reports are not required for this class except as noted above. If you have an emergency reason to arrive late or leave early you should discuss this with the instructor in advance. Note: Very occasionally, an emergency break might be needed. If this occurs, feel free to leave without penalty, and simply remind me to mark it at the end of that class. If you do not remind me that day, it would remain marked as an absence. You should expect to have no more than one of these per semester. A major component of the Studio Production grade is the instructor's subjective assessment of each student's involvement and contribution during class times--affected by but not limited to such issues as mistakes made on crew positions during productions, violating stated course policies, any inappropriate talking during class—including production times, disrupting class, late arrivals, and not taking notes during lectures. Children or other guests are not allowed in classes.

IMPORTANT: STUDENTS WHO MISS MORE THAN SIX CLASSES MAY FAIL AUTOMATICALLY OR BE DROPPED FROM THE COURSE.

UNIVERSITY ATTENDANCE POLICY 13.99.99.R0.01 Class Attendance – “Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student’s Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.” Students are responsible for reviewing remaining university attendance policy elements.

Academic Honesty: If you turn in work that is plagiarized, or take any action that violates TAMU-Commerce Academic Honesty policies, you will fail the course. All TAMU-Commerce students are responsible for knowing the standards of academic honesty. Please refer to the Student's Guide Handbook for the University Academic Honesty Policy. Plagiarism is the use of someone else's work as your own and/or failing to properly cite sources. Work submitted will be checked via an Internet search including www.turnitin.com for each submission. Using a report you did not create or having someone else do any of your work violates Academic Honesty guidelines.

Courtesy Rules regarding Cell Phone and Computer Use

Cell phones: As a courtesy to your teacher and to your classmates, please make sure at the beginning of each class period that your cell phones are silenced and put away. Any texting or similar behavior in taking out your phone without explicit advance approval during class will result in you being counted absent for the day and loss of points to your course grade.

Laptops and tablets may only be used in class on days we will need to work on computers.

I will let you know ahead of time what days you can bring a laptop or tablet. All other days, you should take notes by hand. Studies show that students who take notes by hand remember more and have a deeper understanding of the material than students who use a computer to take notes.

No use of any electronic device during class. Any electronic device (computer, cell phone, iPod, iPad, etc.) brought to class must be turned off and stored off your desktop during class.

Each time you check your phone, your phone rings, you load a web page, or any other activity that has not been approved, up to 100 points is subject to being deducted from your grade.

Classroom Policies: Students are expected to keep up with assigned reading and be prepared to answer questions in class--be sure you have done all required reading by the date noted on the course outline. **Do not come to class if you have not done the required reading for the day as shown on the online course outline.** Keeping up with assigned reading is required to succeed.

Deadlines: Work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Deadlines are always at the beginning of class in which anything is due. Work submitted incomplete will be marked as not submitted. **Work not submitted on time is still required but has no point value. Late = zero.**

Behavior: "Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education." -- Texas A&M University System Student Rights and Obligations

"All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment." (See Student's Guide Handbook, Policies and Procedures, Conduct) -- Texas A&M University-Commerce Procedures, 12.01.99.R0.05
Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty
Anyone who persists in disruptive behavior will be permanently removed from class.

A few other words and restatements on classroom behavior:

- No leaving during class, unless ill. Go to the bathroom and/or get a drink before class.
- Take notes. You won't accomplish much by just sitting through class, uninvolved.
- You may bring drinks or food into class, but use good manners while eating or drinking, and remove all trash when you leave. You **MAY NOT** have food or drinks in the editing rooms or during TV studio productions at any time. 100 point deduction for doing so.
- Read assigned readings in advance. Be prepared to talk about them.

- **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 to the class.

ACCOMMODATIONS FOR 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, Texas A&M University-Commerce, Gee Library Room 132. Phone (903) 886-5150 or (903) 886-5835. Email: StudentDisabilityServices@tamuc.edu

EARLY INTERVENTION FOR FIRST YEAR STUDENTS: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process allows students to be knowledgeable about their academic progress early in the semester and provides faculty and staff with useful data for assisting students and enhancing retention. Grade reports are mailed by the end of the 6th week of the semester.

BASIC COURSE OUTLINE / CALENDAR – more detail at www.tonydemars.com
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- Week 1 1/20 – Production Overview – See online reading list. “Art” in video production.
Week 2 1/27 – Read as listed online. Understanding media content, shot composition, crew.
Week 3 2/3 – Read as listed. Pre-production of talk shows. Non talking head shows. Directing.
Week 4 2/10 – Every week—Read as listed on the online course outline. **Exam 1 Thursday.**
Week 5 2/17 – Read as listed; **Interviews Tuesday and Thursday in TV studio.**
Week 6 2/24 – Read as listed; **Interviews Tuesday in TV studio.** Demonstration start.
Week 7 3/3 – Read as listed; Demonstration, other studio and field productions discussed.
Week 8 3/10 – Read as listed; **Demonstration practice Tuesday. Mid-Term Exam Thursday**
Week 9 3/24 – Read as listed; working with talent; above the line / below the line
Producing & Directing Newscasts; **TV Newscast Practice Thursday.**
Week 10 3/31 –Read as listed; Final demonstration planning; Producing & Directing 2
Demonstrations Thursday in TV studio
Week 11 4/7 – Read as listed; **Demonstrations in TV studio**
Week 12 4/14 – Read as listed. **Exam 3 on Tuesday.** More about newscast production.
Week 13 4/21 – Read as listed. **Newscasts in TV studio.**
Week 14 4/28 – Read as listed. **Newscasts in TV studio.**
Week 15 5/5 – Read as listed; **Multi-camera field experience.**
Studio Proficiency Exams scheduled outside class time
Week 16 5/12 – Final Exam at scheduled time

FINAL NOTE: Practicum is required to be enrolled in this class. If you are not enrolled in and receive a grade for an RTV Practicum course at the end of the semester, your course grade for RTV 332 will be an ‘F.’
