RTV 409 Practicum, Fall 2015  
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Office Hours: TTh 12:30 – 1:30 pm, Wed. 10-12 am and 1:00 – 3:00 pm

COURSE INFORMATION

Text: As a practical, skills-developing practicum course, no textbook is required.

Course Description: To give each student training and experience in a professional broadcast and media work 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 and/or field 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.
• Learn particular media content creation skills based upon primary work assignment, in such areas as news coverage, film making activities, promotional content, Spanish-language media, radio operations and similar assignments.
• Develop proficiency with editing in Final Cut Pro X® and Adobe Audition®.

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 one letter grade from final course grade for each no-show to any required practicum shift.

COURSE REQUIREMENTS

Students may be assigned to (a) hours as TV studio crew and/or pre-production work and weekly pre-production work for the shows produced on those days, (b) weekly film project team pre-production, production and post-production, (c) weekly radio shift pre=production and production, (d) weekly field shooting and editing assignments in news or promotional video creation and distribution, and/or other specific, scheduled hours each week for production work, training or tests over assigned reading. ** Regardless of total points accumulated or grades on projects, students must perform a minimum of four hours of scheduled work every week for the Practicum course to earn a ‘C’ or higher course grade **

Course Schedule: The start 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 X, Adobe Audition and JVC and Canon cameras. Following completion of training, students will begin weekly shifts working on assigned projects.
PRODUCING
Each student may serve in producing roles during the semester once studio shows begin. 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, shared to DeMarsMedia from your own Google Drive account, to the instructor. Other students in Practicum will then be assigned by show producers 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 that Friday. Late submission of scripts or content cause the planned show to be canceled or receive no points. 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:
Training and overall demonstration of operations skills………………………………..200 points
Average of grades for specific assigned projects………………………………………..200 points
Individual Project work done weekly by each student………………………………..200 points
Proficiency Evaluations……………………………………………………………………200 points
Regular weekly hours and shifts work, including arrival time and work quality…..200 points

Points required for:

You must show proficiency on all field and studio cameras and all TV studio equipment before you can work as a crew member on a TV studio production. You lose a course letter grade for each week you miss because of not having passed proficiency exams. 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 40 hours of work with KETV / Mane Media TV to receive a grade of “C”, 50 hours to be eligible for a grade of a “B” and 60 hours for an “A” (and 3 hours minimum per week, every week as noted above). 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 email.

### 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/or Wednesdays, 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 assignment (109, 209, 309, 409) and the particular work position assigned (to the student) 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 may 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:**
You must attend Final Cut Pro X, Adobe Audition and field camera training sessions during the semester, and take production and studio proficiency exams at the end of the semester. Minimum Final Cut Pro, Motion, Audition and Garage Band skills will be expected. 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).

**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; 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.

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. you will 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. 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.

**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.

**COURSE EVALUATION APPEAL:** Students with concerns regarding their courses should first address those concerns with the instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). Students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

**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