

RTVF 220, TV Studio Production, Prof. Ed Fink, Fall 2011

1. Faculty Information

Name: Edward J. Fink, Ph.D., Professor, Radio-TV-Film

Contact: CP-650-09, 657-278-5399, efink@fullerton.edu, <http://commfaculty.fullerton.edu/efink/>

Office hours: Mo 2-4p, We 11a-12p

2. Course Information

Title: RTVF 220, TV Studio Production

Specs: Meets Monday mornings, 830a-1245p, library south basement, Aug 22 – Dec 12.

Disc: Mo 830a-1010a, EC-024A (sec 1, 13857); Lab: Mo 1015a-1245p, PLS-049 (sec 2, 15474)

URL: Use portal and “TITANIum” tab.

Prerequisites: none.

Description: Introduction to multiple-camera, live-to-tape, studio production. Theory and practice of producing “live” programs. Students crew all positions, including writer, producer, director, assistant director, lighting director, floor manager, camera operator, video switcher, audio engineer, video engineer, recording engineer, and graphics operator.

RTVF 220 introduces you to both the *theory* and *practice* of producing multi-camera programs for television. You learn production aesthetics and skills in both lectures and labs. Hands-on training is provided in a TV studio as you rotate through each crew position and operate each piece of equipment. You are also responsible for producing and directing different programs. All projects are produced in the studio and are recorded live. There is no field shooting or postproduction editing. Those techniques and concepts are taught in RTVF 225—Field Video Production and RTVF 325-Video Production 1.

If you have had an equivalent, lower division, introductory, three-camera, live-to-tape, studio television production class at a Community College (CC) or other university, or if you would like information about taking the equivalent course at a CC or other university, please see the instructor.

Text: Gross, Lynne S., Foust, James C., and Burrows, Thomas D. (2005). *Video Production:*

Disciplines and Techniques, 10th ed. New York: McGraw-Hill, ISBN 0-07-293548-0.

Objectives / Learning Goals / Assessment:

<i>RTVF Program Learning Goals</i>	<i>Assessment</i>
Goal 2: Demonstrate skills and knowledge for entry into professional practice.	Two TV production lab projects, graded with stated aesthetic and technical criteria
Goal 4: Demonstrate effective use of equipment and technologies appropriate to entry level.	Ungraded lab participation in all projects
Goal 5: Apply effectively appropriate concepts and theories of film and/or the electronic media.	Midterm and final exam, using multiple-choice questions
<i>Course Learning Goals</i>	<i>Assessment</i>
Apply the fundamental theoretic and aesthetic concepts of television production.	Two TV production lab projects, graded with stated aesthetic criteria
Apply the fundamental technical skills of multi-camera, live-on-tape, studio TV production.	Two TV production lab projects, graded with stated technical criteria
Prepare productions using accepted preproduction planning practices.	Two written proposals (one per project), graded with stated criteria
Assess the quality of student productions.	Ungraded class discussion and critique of projects
Compare different live-to-tape TV program formats.	Ungraded lab participation in all projects
Produce short TV programs of different formats.	Two TV production lab projects, graded with stated aesthetic and technical criteria

3. Grading Standards

UPS 300.020, "Grading Practices," <http://www.fullerton.edu/senate/PDF/300/UPS300-020.pdf>

Plus-minus: plus-minus grading is *not* used in this class.

Criteria: Your learning is assessed using one *examination* and two television production *projects*. The exams are worth 40% of your grade. The projects are worth 60% of your grade, and there are two productions—a public service announcement (PSA) and a drama, each worth 30% of your grade. All grading is based on the traditional 5-point scale: A=4, B=3, C=2, D=1, F=0.

<i>Examination</i>	<i>Projects</i>
Midterm Exam 20%	PSA Proposal 10%
Final Exam <u>20</u>	PSA Production 20
	Drama Proposal 10
	Drama Production <u>20</u>
Total Exams 40%	Total Assignments <u>60%</u>

4. Grading Policy

Exam: The *midterm exam* is week 8, Monday, October 10, in class. The *final exam* is week 16, Monday, December 12, from 12:00-1:50p. Note the FINAL begins at NOON and not at 8:30a. The midterm exam covers the material from the first seven weeks, and the final exam covers the material from the last seven week. That is, the final is NOT cumulative, though some concepts from the first seven weeks are restated for emphasis during the second seven weeks and may be on the final exam. A study guide will be provided in advance of the test to help students prepare. Each exam consists of 50 multiple-choice questions with five possible answers each. Bring a Scantron 882 and a #2 lead pencil.

Make-up policy: Consistent with UPS 300.005, "Final Examinations,"

<http://www.fullerton.edu/senate/PDF/300/UPS300-005.pdf>, no make-up assignments or exams are given except for "reasons of illness, verified emergency, or other serious and compelling reasons." Make-up work, if allowed, is at the discretion of the instructor.

Extra Credit Options: There are no extra credit options in this class.

Required Materials and Equipment: The exam is closed-book and closed-notes, so no materials are permissible during exams, other than a pencil and a Scantron 882 form. Other than exams, all readings, plus any other resources or materials students find of value, are permissible, including, but not limited to: electronic materials (e.g., DVDs, CDs), websites, audio and video recordings, and so on. Additionally, students must use the course website, available through their portals at the "TITANIum" tab. The instructor posts the syllabus, lecture outlines, assignments, and other items of interest here. This website is a key resource for success in the class. Another useful website for all your RTVF classes is the "Radio-TV-Film Library Research Guide" page:

<http://guides.library.fullerton.edu/radiotvfilm/>.

Penalties for Academic Dishonesty: According to UPS 300.021, "Academic Dishonesty,"

<http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf>, "Academic dishonesty includes such things as cheating, inventing false information or citations, plagiarism, and helping someone else commit an act of academic dishonesty. It usually involves an attempt by a student to show a possession of a level of knowledge or skill, which he/she in fact does not possess." The penalty in this course for academic dishonesty is a failing grade. The incident is reported to the Office of Judicial Affairs for additional action, if warranted.

Attendance Policy: The grading breakdown above assumes you are in all your class sessions, on-time, for the entire time. Television production is a team effort. Everyone has an assigned job and must be punctual to perform it. It is hoped you do not need an "attendance grade" to take this course seriously, just as you would a job in the TV-Film industry. But as an indicator of how seriously you take your attendance, your final grade will be lowered if you have an attendance problem.

Specifically, for each class you miss without a valid reason, your final course grade will be lowered by one full letter. Concerning tardiness and leaving early, if you're late two times or leave early two times that counts as one full absence. Concerning valid reasons, you must be able to document—within 24 hours—any illness, family emergency, or other reason for being late or missing a class. Six excuses that are **not valid**: (1) I overslept (get up); (2) I had to study for another class (budget your time to study at a different hour); (3) I had to work (if your job conflicts, drop the class); (4) I had an interview (schedule it at another time); (5) I got stuck in traffic (this is southern California—leave home early and study if you get to campus early); (6) I couldn't find a parking place (this is Cal State Fullerton—park far away where there are plenty of spaces and allow ample time to walk in).

That's a pretty serious attendance policy concerning grades... just like in the so-called "real world." If you fail to show, you're fired. As long as you show, you usually keep your job, though your work is evaluated by a supervisor. Likewise here, if you fail to show a few times you get an "F." Assuming you show, your work is evaluated according to the guidelines above.

Skill Level: In addition to being in class always and punctually, you are also expected to *learn each piece of equipment* and become skillful in its operation. Television production is a technological endeavor, as well as a conceptual one. If you lack the skill to operate the equipment, you burden yourself as well as the others in the class.

Practice Time: The television production facilities are available for you to *practice* when classes are not using them. You may walk in on a "first-come first-served" basis, or you may reserve time with the RTVF instructional technician, Claudia Acosta, cacosta@fullerton.edu, 657-278-3547, PL-069A. Please be considerate of others if they are waiting to use the studio and equipment.

5. Class Assignments

You have two television projects to produce and direct: a public service announcement (PSA) and a dramatic scene (drama).

PSA: For the PSA, you work individually and propose, write, storyboard, design, plan, rehearse, set up, produce, and direct a 60-second spot for a cause or non-profit organization you wish to promote. See the class schedule for due dates. The PSA is 30% of your grade, including both proposal (10%) and production (20%).

Drama: For the drama, you work in pairs and propose, write, design, plan, rehearse, set up, produce, and direct a fully-scripted scene of four-to-five minutes. One partner directs and the other assistant directs for the first half, then you play a pre-recorded 60-second "roll-in," during which you change chairs, and for the last half the other partner directs. See the class schedule for due dates. The drama is 30% of your grade, including both proposal (10%) and production (20%).

6. Special Needs

Students have a right to accommodations for documented special needs via the Office of Disabled Student Services, UH 101, 714-278-3117, <http://www.fullerton.edu/disabledservices/>.

7. Academic Integrity

It is each student's responsibility to be familiar with the University Policy on "Academic Dishonesty," UPS 300.021, <http://www.fullerton.edu/senate/PDF/300/UPS300-021.pdf>.

8. Campus Emergency Procedures

Students should be familiar with campus emergency preparedness: http://www.fullerton.edu/emergencypreparedness/ep_students.html.

Get Involved. I encourage you to consider joining the RTVF listserve rtvf-subscribe@yahoogroups.com or <http://groups.yahoo.com/group/rtvf/join>, and Titan Communications <http://titancom.fullerton.edu/>, including Titan TV <http://titancom.fullerton.edu/titantv.html> and Titan Radio <http://tir.fullerton.edu/>.

Calendar of Topics

<i>Wk</i>	<i>Date</i>	<i>Read</i>	<i>Topic/Activity</i>
1	8/22	Read ahead Ch 9, Video Switchers	Disc: Introduction, policies, terminology Lab: Switcher, cameras
2	8/29	Ch 6, Lighting	Disc: Lighting Lab: Audio, lighting
3	9/5	*** LABOR DAY ***	*** HOLIDAY - NO CLASS ***
4	9/12	Ch 3, Producing	Disc: Crew, producing, project 1 -- PSA Lab: Finish equipment training
5	9/19	Ch 4, Directing	Disc: Directing Lab: Practice rotations, <i>The Hobby Show</i>
6	9/26	Ch 2, Cast & Crew	Disc: Composition Lab: Finish practice rotations, chroma key (if time) Due: PSA proposal 1, 2, 3, 4
7	10/3	Catch up, review	Disc: Aesthetics, project 2 – drama, exam prep Lab: PSA 1, 2, 3, 4 Due: PSA proposal 5, 6, 7, 8
8	10/10	MIDTERM EXAM	Disc: MIDTERM EXAM Lab: PSA 5, 6, 7, 8 Due: PSA proposal 9, 10, 11, 12
9	10/17	Ch 8, Graphics & Sets	Disc: Design Lab: PSA 9, 10, 11, 12 Due: PSA proposal 13, 14, 15, 16
10	10/24	Ch 7, Audio	Disc: Audio Lab: PSA 13, 14, 15, 16 Due: PSA proposal 17, 18, 19, 20
11	10/31	Ch 5, Cameras	Disc: Cameras Lab: PSA 17, 18, 19, 20 Due: Drama proposal 1, 2
12	11/7	Ch 10, Video Recording & Playback	Disc: Technical stuff Lab: Drama 1, 2 Due: Drama proposal 3, 4
13	11/14	Ch 1, Introduction	Disc: Exam prep, course evaluations Lab: Drama 3, 4 Due: Drama proposal 5, 6, 7
--	11/21	*** FALL RECESS ***	*** THANKSGIVING – NO CLASS ***
14	11/28	Catch up	Disc: All lab Lab: Drama 5, 6, 7 Due: Drama proposal 8, 9, 10
15	12/5	Review	Disc: All lab Lab: Drama 8, 9, 10
16	12/12	FINAL EXAM	FINAL EXAM: 12:00-1:50p, Scantron #882, #2 pencil

This syllabus complies with University Policy Statement (UPS) 300.004, "Policy on Course Outlines," <http://www.fullerton.edu/senate/PDF/300/UPS300-004.pdf>.