

**FUNDAMENTALS OF TELEVISION PRODUCTION**  
**CTVA 240**  
**FALL 2009**  
**Monday and Wednesday 7:00 PM – 9:45 PM**  
**Course Outline**

- Instructor:** Bill Stratford  
Office: 180 Manzanita Hall  
Voice Messages: (818) 677-3192 (*CTVA dept. office*)  
Email: stratfordonbill@yahoo.com
- Office Hours:** Mondays 6:00 PM - 7:00 PM  
Also by appointment.
- Course Text:** VIDEO BASICS 5 Herb Zettl  
Zettl's Video Lab 3.0 DVD LAB  
Additional support at website: <http://communication.wadsworth.com>
- Class Email List:** [fa07.ctva240.01-c@csun.edu](mailto:fa07.ctva240.01-c@csun.edu)
- Course Description:** Introduction to television production facilities and techniques.
- Course Objectives:** The objectives of the course are: to familiarize the students with the principles of directing, picture composition, camera movement, lighting, basic audio production and control room operation. The student should be able to apply these principles in a creative manner and ultimately be responsible for forming these elements into a television production.
- Course Requirements:** The student will be expected to know basic television production principles, terminology, and procedures and use them in the assigned television projects. The student will be responsible not only for directing short projects but also working effectively in crew positions on other student's projects.
- Attendance:** All students are expected to attend all classes and lab sessions. There will be NO MAKE-UP of lab assignments without prior consent of the instructor. Unexcused absences as well as tardiness will be considered in your final grade. **THREE** unexcused absences will result in a grade reduction (i.e. up to one full letter on the final grade). (Three lates, or leaving class early will equate one unexcused.) Attendance is taken daily and it is the student's responsibility to SIGN IN WITH THE PA DOING ATTENDANCE! These penalties are designed to encourage professionalism, participation and fair treatment for all. Disruptive, unprofessional behavior will be counted as an unexcused absence. Class or project switching is prohibited without prior consent of the instructor.

**In-Studio Policy:** All cell phones, computers, personal digital assistants, blackberries, palms, ipods or any other electronic device must be turned OFF once a student enters any of the studios. These devices are not only disruptive but also interfere with the microphones. If a student must receive an urgent call, the student is to set the cell to vibrate and leave the studio before answering the call. **IF A STUDENT USES AN ELECTRONIC DEVICE IN THE STUDIO (INCLUDING LAPTOP COMPUTERS) THE STUDENT WILL BE DOCKED 25 POINTS FROM THE TOTAL GRADE.** During production days all students must wear closed toed shoes for safety. The first time a student wears inappropriate shoes the student will receive a warning. Any further infractions on the closed shoe policy will result in the student leaving class and receiving an unexcused absence. Also, there is no food or drink allowed in any of the studios or control booths.

**Professional Behavior** is expected at all times in the course of work related to this class. Disruptive, unprofessional behavior in this class will not be tolerated. Inappropriate behavior will be dealt according to the university regulations and be referred to the Dean of Students.

**Academic Dishonesty:** In conjunction with examinations, projects and written assignments, it should be noted that severe penalties--including failure in the course and even expulsion from the University--may be applied for any infraction of accepted academic rules of honesty. Among other things, it is understood there shall be no sharing of information on any examination; there shall be no reference to any notes during any test (unless otherwise announced); and all work on each written assignment shall be an individual and original effort--except where collaborative team projects are specifically designed.

**Students with Disabilities:** Students with disabilities must register with the Center on Disabilities and complete a services agreement each semester. Staff within the Center will verify the existence of a disability based on the documentation provided and approve accommodations. Students who are approved for test taking accommodations must provide a proctor form to their faculty member signed by a counselor in the Center on Disabilities prior to making testing arrangements. The Center on Disabilities is located in Bayramian Hall, room 110. Staff can be reached at (818) 677-2684.

**CTVA 240 Student Learning Objectives:**

- Understand and articulate the history, theories and critical models of electronic media.
- Understand the fundamental concepts of pre-production, production and post-production in multi-camera studio television production.
- Understand the basic television production principles, terminology, and procedures and use them in the assigned television projects.
- Understand the basic oral and written communication tools to function professionally in a multi camera television studio.

**Evaluation:** The student grade will be based on double-entry journal writing, DVD labs, written tests, equipment operation exercises, creation of written material for a production package and two full facilities exercises. As a director the student will be evaluated on their ability to translate the ideas from the script to the screen. This includes preparation and planning, execution of work as producer or director, clarity, originality, and ability to communicate your directions with crew members. As a crew member you will be evaluated on your ability to execute the production skills needed for each position. **ALL WORK MUST BE TYPED. NO LATE WORK WILL BE ACCEPTED. NO EMAILED WORK WILL BE ACCEPTED.**

**Grading:** The total number points accumulated by the student over the semester will determine final grades. There will be plus/minus grading. The following list will apply unless otherwise amended.

*The following points system will apply unless otherwise amended.*

<u>Projects</u>	<u>Points Possible</u>
Audio Exercise	10
Still Picture Exercise	100
Production Package	100
Discussion Program	100
<u>Exams</u>	
Chapter 1, 8+notes	30
Chapter 7+ notes	20
Chapter 2, 3, 4, 5, 6	50
Midterm- Written- CH1-8, 10, 11	75
Midterm- Practical- audio, camera, CG	50
Final Exam- Written- CH1-11, 14-17	125
<u>Double Entry Journal</u> for each assigned chapter	50
<u>Extra Credit</u>	30
<i>Visit up to THREE exhibits AND write a paper on each visit.</i>	
<u>TOTAL COURSE POINTS</u>	<u>710</u>

## **COURSE SCHEDULE:**

*The following course schedule will apply unless otherwise amended.*

<b>WEEK ONE</b> 8/24 & 8/26	Review syllabus. Introduction to the course, studio and begin discussion of audio production. <b>DUE 8/31: READ CH 1, 7, 14 + DVD LAB for "Audio" and "Process". ALSO journal entries due 8/31 for Chapter 1 &amp; 7.</b>
<b>WEEK TWO</b> 8/31 & 9/2	Audio control functions, audio signal flow, mic demonstration and <b>AUDIO EXERCISE</b> <b>DUE 9/2 Journal CH 14.</b> <b>ASSIGNMENT: Study for Test 1 – CH 1 &amp; 7 + notes. Come up with three topics for discussion program.</b>
<b>WEEK THREE</b> <b>9/7 (Labor day)</b> 9/9	Complete Audio Exercise. <b>9/9: Test 1: CH 1 &amp; 7.</b> Discuss Final Project (Discussion Program) and view past programs. Begin discussion of lighting. <b>DUE 9/14: Three topics for discussion program. MUST BE TYPED.</b> <b>ASSIGNMENT: CH 8 + lighting exercise, DVD LAB for "Lights"</b>
<b>WEEK FOUR</b> 9/14 & 9/16	Discuss lighting functions and instruments. <b>LIGHTING WORKSHOP: WORKSHOP: Work in lighting groups to learn focusing and patching.</b> <b>DUE 9/16: Journals for CH 8</b> <b>ASSIGNMENT: CH 2, 3, 4, 5, 6 + camera exercise DVD LAB for "Camera"</b>
<b>WEEK FIVE</b> 9/21 & 9/23	<b>9/23: Test 2: CH 8</b> Discussion of cameras and lenses and tape recorders. Discuss crew assignments. <b>WORKSHOP: Camera Workshops I &amp; II. Intro to Switcher LAB.</b> <b>DUE 9/23: Journals for CH 2, 3, 4, 5, 6.</b> <b>ASSIGNMENT: Study for Test 3: CH 2, 3, 4, 5, 6.</b>
<b>WEEK SIX</b> 9/28 & 9/30	<b>9/30: Test 3 : CH 2, 3, 4, 5, 6</b> Introduction to the switcher, VTRs, and directing commands. Review creation of shooting scripts. Overview of Master Control tape recorders, patching, CG operation and Still Storer. Discuss Final Production Package Proposal. Go over Proposal Handout. <b>WORKSHOP: Switcher LAB</b> <b>ASSIGNMENT: CH 9, 10, 11, &amp; 14. DVD LAB for "Switching" and "Editing: Post Production Guidelines"</b> <b>DUE 10/5: Journals for CH 9, 10, &amp; 11</b>
<b>WEEK SEVEN</b> 10/5 & 10/7	Review directing commands for still picture exercise. Discuss camera blocking and shot sheets. <b>WORKSHOP: Marking up the script.</b> <b>LAB TIME for picture exercise.</b> <b>DUE 10/12: A marked up script for Still Picture Exercise.</b> <b>ASSIGNMENT: READ CH 14 &amp; 17. Prepare proposal for final package. Mark up script for Still Picture Exercise. Prepare for Still Picture Exercise.</b>

WEEK EIGHT: Still picture exercise in class.  
10/12 & 10/14 Discuss Production Package Details. Go over Production Package Handout.  
DUE 10/19: Proposal for final production package.  
ASSIGNMENT: Still picture exercise.

WEEK NINE Still picture exercise in class.  
10/19 & 10/21 DUE by class 10/21: Research (2 sources) emailed to entire class.  
CLASS EMAIL LIST: [fa07.ctva240.01-c@csun.edu](mailto:fa07.ctva240.01-c@csun.edu)  
ASSIGNMENT: Prepare for midterm CH 1-8, 10, 11+ practical

WEEK TEN **10/26: Practical Midterm. 10/28: Written Midterm.**  
10/26 & 10/28 ASSIGNMENT: CH 16 & 17, Review DVD LAB "Process"

WEEK ELEVEN Discussion of principles of design and direction. Review  
11/2 & 11/4 commands for discussion program.  
LAB: Switcher Review and Operating the Clock  
LAB TIME for discussion program.  
DUE 11/4: Journals for CH 16 & 17.  
DUE 11/9: Marked up script for Discussion Program, Camera Shot Sheets, and be  
prepared with questions and answers to play moderator and panelists.  
ASSIGNMENT: Prepare for Discussion program.

WEEK TWELVE Discussion Program  
11/9 ASSIGNMENT: Prepare production package  
**11/11 (Veterans Day)**

WEEK THIRTEEN Discussion Program  
11/16 & 11/18 ASSIGNMENT: Prepare Production package

WEEK FOURTEEN Complete Discussion Program. Begin Practical Final  
11/23 & 11/25 DUE 11/25: Production Package.  
ASSIGNMENT: Begin review for final exam CH 1-11, 14-17

WEEK FIFTEEN Complete Practical Final. Wrap class.  
11/30 & 12/2 ASSIGNMENT: Study for final exam

WEEK SIXTEEN Review for Final.  
12/7 & 12/9

FINALS WEEK **Written Final Exam**  
**MON. DEC 14 8:00 PM – 10:00 PM**