

FUNDAMENTALS OF TELEVISION PRODUCTION
CTVA 240
Fall 2009
Tuesday and Thursday 8:00 AM – 11:45 AM
Course Outline

Instructor: Professor Geri Ulrey
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Office Hours: Tuesdays & Thursdays 4:45 PM - 6:15 PM
Also by appointment.

Course Text: VIDEO BASICS 6 Herb Zettl
Zettl's Video Lab 3.0 DVD LAB
Additional support at website: <http://communication.wadsworth.com>

Class Online Community: <http://ctva240wm.ning.com/>
www.ning.com (to create an account and id)

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 35 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.

CTVA Television Option Code of Conduct: All the rules and regulations set forth in the signed Television Option Code of Conduct agreement are adhere to by all Television Option Production students, their talent, actors and guest in the classroom, studio or on location environment.

Equipment Use: All equipment reserved for this class is to be used only for the completion of the class assignments. If equipment is used for any purpose other than this class the student's equipment and editing privileges will be immediately revoked.

Professional Behavior: Professionalism 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—might 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 despite the collaborative nature of the class, individuals assigned to a position should be the one completing the task.

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	50
First Draft Production Package Proposal	10
Production Package	50
Discussion Program	100
<u>Exams</u>	
Chapter 1, 8+notes	50
Chapter 7+ notes	20
Chapter 2, 3, 4, 5, 6	50
Midterm- Written- CH1-8, 10, 11	75
Midterm- Practical- audio, camera, CG	70
Final Exam- Written- CH1-11, 14-17	125
Final Exam – Practical: Lighting Exercise, Switcher , AD	50
<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.

WEEK ONE 8/25 & 8/27	Review syllabus. Introduction to the course, studio and begin discussion of audio production. DUE 9/1: READ CH 1, 7, 14 + DVD LAB for “Audio” and “Process”. ALSO journal entries due 9/1 for Chapter 1, 7 & 14.
WEEK TWO 9/1 & 9/3	Audio control functions, audio signal flow, mic demonstration and AUDIO EXERCISE DUE 9/1: Journal CH 1, 7 & 14. ASSIGNMENT: Study for Test 1 – CH 1 & 7 + notes.
WEEK THREE 9/8 & 9/10	9/8: Test 1: CH 1 & 7 Begin discussion of lighting. ASSIGNMENT: CH 8 + lighting exercise, DVD LAB for “Lights”
WEEK FOUR 9/15 & 9/17	Discuss lighting functions and instruments. LIGHTING WORKSHOP: Work in lighting groups to learn focusing and patching. DUE 9/17: Journals for CH 8 ASSIGNMENT: Study for Test 2: CH 8. Begin CH 2, 3, 4, 5, 6 + camera exercise DVD LAB for “Camera”
WEEK FIVE 9/22 & 9/24	9/24: Test 2: CH 8 Discussion of cameras and lenses and tape recorders. Discuss crew assignments. WORKSHOP: Camera Workshops I & II. Intro to Switcher LAB. ASSIGNMENT: CH 2, 3, 4, 5, 6 + camera exercise DVD LAB for “Camera” 9/24: LAB – Still Picture Exercise
WEEK SIX 9/29	FURLOUGH DAY – NO CLASS
10/1	Continue Discussion of Cameras and Lenses. 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. Discuss camera blocking and shot sheets Review directing commands for still picture exercise. WORKSHOPS: Finish Camera Workshops. Switcher LAB LAB: Marking up the script for still picture exercise READ CH 9, 10, 11, & 14. DVD LAB for “Switching” and “Editing: Post Production Guidelines.” Study for Test 3: CH 2, 3, 4, 5, 6. 10/1: Begin Still Picture Exercise

WEEK SEVEN
10/6 & 10/8

Still Picture Exercise

10/8: Test 3 : CH 2, 3, 4, 5, 6

DUE 10/6: Journals for CH 2, 3, 4, 5, 6.

DUE 10/6: A marked up script for Still Picture Exercise.

ASSIGNMENT: READ CH 9, 10, 11, & 14. DVD LAB for “Switching” and “Editing: Post Production Guidelines.”

ASSIGNMENT: Prepare proposal for final package. Mark up script for Still Picture Exercise. Prepare for Still Picture Exercise.

WEEK EIGHT
10/13 & 10/15

Still picture exercise in class.

Discuss Production Package Details. Go over Production Package Handout.

DUE 10/13: Journals for CH 9, 10, & 11

DUE 10/13: Proposal for final production package.

ASSIGNMENT: READ CH 14 & 17. Still picture exercise. STUDENTS MEET ONE ON ONE WITH

INSTRUCTOR MUST MEET BY 11/12

WEEK NINE
10/20

FURLOUGH DAY – NO CLASS

ASSIGNMENT: Prepare for midterm CH 1-8, 10, 11+ practical

10/22

FURLOUGH DAY – NO CLASS

WEEK TEN
10/27

FURLOUGH DAY – NO CLASS

ASSIGNMENT: STUDY FOR MIDTERM: CH 1-8, 10, 11+ practical. Read CH 16 & 17, Review DVD LAB “Process”

10/29

Finish Still Picture Exercise in Class

10/29: Written Midterm

WEEK ELEVEN
11/3

PRACTICAL MIDTERM

Discussion of principles of design and direction. Review commands for discussion program.

LAB: Switcher Review and Operating the Clock

DUE 11/3: Journals for CH 16 & 17.

DUE 11/10: 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.

11/5

FURLOUGH DAY – NO CLASS

WEEK TWELVE Discussion Program
11/10 & 11/12 LAB TIME for discussion program.
ASSIGNMENT: Prepare production package
DUE 11/10: Marked up script for Discussion Program, Camera Shot Sheets, and be prepared with questions and answers to play moderator and panelists.
11/12: Last day to meet with instructor about production package.

WEEK THIRTEEN Discussion Program
11/17 & 11/19 ASSIGNMENT: Prepare Production package

WEEK FOURTEEN
11/24 **FURLOUGH DAY – NO CLASS**
11/26 Finish Discussion Program
DUE 12/3: Production Package.
ASSIGNMENT: Begin review for final exam CH 1-11, 14-17

WEEK FIFTEEN Complete Practical Final. Wrap class. Review for Final
12/1 **FURLOUGH DAY – NO CLASS**
12/3 PRACTICAL FINAL
ASSIGNMENT: Study for final exam

WEEK SIXTEEN
12/8 FINISH PRACTICAL EXAM
REVIEW FOR FINAL

FINALS WEEK **Written Final Exam**
Thursday 12/10 8:00 AM – 10:00 AM