

ADVANCED VIDEO PRODUCTION
CTVA 340
SPRING 2009 M/W 11:00AM- 1:45 PM
Course Outline

Instructor: Professor Quinn Saunders
Office: Manzanita Hall 317
Email: quinn.saunders@csun.edu
(818) 677-7066 (**TRY EMAIL FIRST**)

Office Hours: Office Hrs. Mon/Weds 1:45-3:15pm

Course Text: Del Valle, Robert. The One-Hour Drama

Suggested Reading: Ball, William. A Sense of Direction

Course Description: Advanced study of multi-camera television production techniques.

Course Objectives: The objectives of the course are: to familiarize the students with advanced principles of directing, picture composition, camera movement, lighting, audio production and control room operation. Along with introduction to single camera production and editing. The student should be able to apply these principles in a creative manner and be responsible for forming these elements into a television production.

CTVA TELEVISION OPTION CODE OF CONDUCT:

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

Student Learning Outcomes: (CTVA Department SLO 1, 2, 3) Intermediate/Practiced Students in this course will:

- understand and articulate the history, theories and critical models of electronic media.
- research, structure, and write dramatic and/or non-dramatic scripts for television.
- understand the fundamental concepts of pre-production, production and post-production in multi-camera studio television production.
- have an understanding of 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.
- conceptualize, produce, direct and edit video production projects.

Course Requirements: The student will be expected to know 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. Students are responsible to purchase their own DV Pro tape stock for their projects.

Evaluation: The student grade will be based on written tests, full facilities exercises and creation of written material supporting those projects. As a producer and director the student will be evaluated on their ability to translate their 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 crewmembers. As a crewmember you will be evaluated on your ability to execute the production skills needed for each position.

Attendance:

- All students are expected to attend all classes.
- There will be **NO MAKE-UP** of lab assignments without prior consent of the instructor.
- If you miss a day of class during production, you will receive a (0) for that day.
- If you are working on another student's project in a non-graded position, you will receive -5 points from your semester total for EACH project missed, meaning if there are two projects shot that class, you will lose 10 points for the day.
- THREE Unexcused absences will result in FAILURE OF THE CLASS. NO EXCEPTIONS. You cannot work in TV Production if you do not show up.
- THREE LATES will equal one unexcused absence.
- Attendance is taken daily and it is the **student's** responsibility to **SIGN THE ATTENDANCE SHEET!**
- 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.

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.

Grading: If students are not capable of operating studio equipment during the full facilities exercise they can be asked to drop the class. 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.

Script Marking Exercise	
5 Quizzes	125 points
Dramatic Scene Exercise	240 points
Final Project	250 points
Studio Production Crew	85 points

Total Course Points **700 points**

If a student misses an assigned crew assignment for which they are being graded on the any project it will result in a ZERO (0) for that assignment. As stated above: if the student misses a crew assignment with an unexcused absence for a day in which they are NOT graded, they will receive -10 points from their total for the semester.

ATTENDANCE IS MANDATORY

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.

Course Schedule:

(The Instructor reserves the right to change the schedule due to class size or student needs.)

Week One Introduction to course.

Mon 8/24	Review class syllabus. Build Set. Script Formatting. Marking the Script for camera and actors. ASSIGNMENT: Script Marking Exercise Choose scene for assignment #1 READING: Del Valle CH 1-3
Wed 8/26	LECTURE: Casting and working with actors. GUEST LECTURER, Shawn Ku, Director of “American Mall.” QUIZ: Del Valle CH 1-3 DUE: Script Marking Exercise ASSIGNMENT: READING: Del Valle CH 4 - 8
Week Two	
8/31	LECTURE DUE: Scenes for assignment #1 for approval QUIZ Del Valle Ch 4 – 8 ASSIGNMENT: READING: Del Valle CH 9 - 12
9/2	LECTURE: STUDIO LIGHTING LECTURER: Chris Lockett, Cinematographer for “Trick My Truck” QUIZ: Del Valle CH 9 – 12 ASSIGNMENT: READING: Del Valle CH 13 - 23
Week Three	
9/7	NO CLASS—SCHOOL CLOSED FOR LABOR DAY
9/9	NO CLASS—FURLOUGH DAY
Week Four	Dramatic Exercise
9/14	DIR 1 QUIZ Del Valle CH 13 – 19
9/16	DIR 2 & 3
Week Five	Dramatic Exercise
9/21	DIR 4 & 5
9/23	DIR 6 & 7
Week Six	Dramatic Exercise
9/28	FINAL PROJECT PITCHES. PICK GROUPS
9/30	DIR 8 & 9
Week Seven	Dramatic Exercise
10/5	DIR 10 & 11
10/7	DIR 12 & 13
Week Eight	Dramatic Exercise
10/12	DIR 14 & 15

10/14	DUE: 1ST DRAFT of Final Project Script DIR 16 & 17
Week Nine	Dramatic Exercise
10/19	DIR 18 & 19
10/21	DIR 20 & 21
	QUIZ: Del Valle CH 20 - 23
Week Ten	BEGIN FINAL PROJECTS
10/26	DIR 22 DISCUSS Final Project
	DUE: 2ND DRAFT of Final Project Scripts. Read Aloud.
10/28	Final Project Meetings
Week Eleven	
11/2	NO CLASS—FURLOUGH DAY
11/4	Final Project Meetings
Week Twelve	
11/9	NO CLASS—FURLOUGH DAY
11/11	NO CLASS SCHOOL CLOSED FOR VETERAN’S DAY
Week Thirteen	CLASS IN PRODUCTION FINAL PROJECTS
11/16	GROUP 1: Set dress and blocking rehearsal
11/18	GROUP 1: Shoot and wrap
Week Fourteen	CLASS IN PRODUCTION FINAL PROJECTS
11/23	GROUP 2: Set dress and blocking rehearsal
11/25	GROUP 2: Shoot and wrap
Week Sixteen	CLASS IN PRODUCTION FINAL PROJECTS
11/30	GROUP 3: Set dress and blocking rehearsal
12/2	GROUP 3: Shoot and wrap
Week Seventeen	CLASS IN PRODUCTION FINAL PROJECTS
12/7	GROUP 4: Set dress and blocking rehearsal
12/9	GROUP 4: Shoot and wrap
Finals Week	Screen Final Projects

ASSIGNMENT #1 DRAMATIC EXERCISE

Assignment: The student will prep and direct in the multi-camera format, a 3-5 page dramatic or comedic scene from a pre-existing film, TV show, or play. The scene can be of any style, type, or nature as long as it adheres to the following criteria:

- 1) The scene must contain two (2) and only two characters.
- 2) The scene must occur within a space resembling the living room of a house (dorm room, den, remodeled basement, etc.)
- 3) The scene cannot exceed five (5) TYPEWRITTEN and properly formatted pages.
- 4) The scene **MUST** be from an existing film, TV show or play that has been released in theaters, aired, or published (in the case of a play). It **CANNOT** be the original writing of the student.

These criteria are necessary to enable the project to be set up, shot, and broken down within the confines of the class.

PREP:

- The student director is expected to cast and rehearse his actors **PRIOR** to the shooting day
- The student director will come to class with scripts marked **IN PENCIL** for their T.D. and A.D., as well as three camera cards marked **IN PENCIL** for their **CAMERA OPERATORS**. These will be turned in at the end of the production.
- The student director will bring in his/her **MARKED SCRIPT** for the **CAMERAS** as well as a script marked for the **ACTORS**. These will be turned in at the end of the production.
- The student director will bring in a list of **ALL CREDITS** for their production. This entails finding out **BEFOREHAND** who will be operating each element of their production.
- The student director **MUST** bring in music to be used for the Title Credit and the End Credits on a CD.

DRAMATIC EXERCISE GRADING MATRIX: DIRECTOR 200 POINTS

- ___ **100 points:** **SCRIPTS:** Appropriately marked for CAMERAS and ACTORS. Scripts marked for CAMERAS will include all cuts, transitions, and movements, as well as the commands for rolling and stopping tape. Scripts marked for actors will include their objectives for the scene, as well as active verbs for each line, and delineation of each beat change.
- ___ **25 points:** Calls APPROPRIATE commands clearly. Each command will be executed in a clear and timely manner.
- ___ **25 points:** Working with actors and crew in a professional way. Making sure each element of the crew is aware of their job, and capable of completing it. Professional demeanor. No hysterics or diva-like behavior from the director.
- ___ **15 points:** Shot Composition. Shots are properly composed, and no shots are taken before they are ready.
- ___ **15 points:** Preparation for the day of the shoot. Actors have been rehearsed. Know their lines. Know their marks. Know their characters and objectives.
- ___ **10 points:** Casting. Actors cast are appropriate for their roles, and capable of executing them.
- ___ **5 points:** Credit List.
- ___ **5 points:** Camera cards.

CREW EXERCISE EVALUATION
(for Dramatic Exercise)

NAME: _____

DATE: _____

ASSISTANT DIRECTOR:

Proper prep of shots and FX

Roll-in time and music counts accurate (15)

TECHNICAL DIRECTOR:

Ability to follow commands and complete effects (10)

AUDIO:

Ability to follow commands, open mics, SOT, levels (10)

BOOM:

Mic sound is on-axis. Able to follow the dialogue. (10)

Avoidance of boom shadows in the shot

CAMERAS:

Ability to frame talent, focus and zoom smoothly

And compose picture on time. (10 each)

1.

2.

3.

4.

TOTAL: (85 possible)

CREW MATRIX FOR PROJECTS
(To be amended depending on enrollment)

Director	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Dir. Obs	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1
T. D.	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2
T.D. Obs	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3
A.D.	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4
A.D. Obs	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5
Audio	7	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6
Audio Asst.	8	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7
Boom	9	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8
Cam A	10	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9
Cam B	11	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10
Cam C	12	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11
Cam X	13	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12
A.C.	14	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13
Floor Mgr 1	15	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Floor Mgr 2	16	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
CG	17	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Tape Op	18	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
L.D. 1	19	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
L.D. 2	20	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

CTVA 340 FINAL PROJECT:

Students will form 4 (FOUR) groups to complete an eight minute, multi-cam final projects. The requirements of the project are as follows:

- Project will be EXACTLY 8 minutes from the first frame of the opening credits to the final frame of the end credits.
- Project MUST have a 30 second opening credit sequence shot single-camera style.
- Project may be of any type, including Comedic/Dramatic Narrative, Music, Talk, Game Show, etc. as long as it is 4 CAMERA MULTI-CAM.
- Each project will have AT MINIMUM, a Director, Producer, Lighting Director, Production Designer, and Writer. If there are extra students in the class over 20, they will be assigned to groups as a second Producer, L.D., or P.D. as needed.
- Sets to be constructed may use NO MORE than HALF of the flats provided by the University, which at the moment equals 12 flats.
- All groups are REQUIRED to abide by the CTVA Code of Conduct.

CODE OF CONDUCT

Television Production Option Regulations

It is the policy of the CTVA Television Option that all rules and regulations specified in the California Occupation Code (CAL OSHA) are adhered to by all student while working on CSUN CTVA student television productions either on the CSUN property or on location off campus. Some of the safety code includes:

- **All off campus production must be approved and permits must be obtained before any production begins.**
- **Any use of any firearms, pyrotechnics or fire in any of the CTVA television productions or assignments.**
- **Any use of fire, smoke machine, fog machines or any motor vehicle in the CTVA Television studio.**
- **Proper close footwear will be worn at all times by all the members of the production crew.**
- **Proper safety equipment will be used with the use of any and all electrical equipment. Including by not limited to the use of fully grounded extension cords, never overloading any electrical circuit, heavy gloves when working with lighting instruments, proper use of department lighting kits.**
- **Production crews will not work for more than 10 hours in any given 24-hour period. During that 10 hours of production there must be two meal breaks and two 15-minute rest breaks.**
- **No drugs, alcohol or illegal substances can be on the production location or used during the production day with any and all CTVA Television option production assignments or projects.**
- **No food or drink are allowed in any of the production studios, editing suites or audio rooms.**

It is the policy of the CTVA Television Option that all the following rules and regulations are adhere to by all Television Option Production students, their talent, actors and guest in the classroom, studio or on location environment:

- **Following all directions, instructions or orders given by the class Professor or CTVA Engineering staff member.**
- **Follow all direction, instructions or orders given by the assigned student Producer or Director.**

- **Work in a collaborative manner with assigned or chosen production team members on classroom productions or assignments.**
- **Fulfill all the necessary duties, responsibilities and obligations of assigned production position.**

Student Conduct Code

from the CSUN 2006-2008 Undergraduate & Graduate Catalog, page 535.

The personal behavior and ethical conduct of each student of California State University, Northridge impacts, positively or negatively, on the climate and reputation of the entire institution. Thus it is imperative that each student act at all times with integrity and respect. The University assumes that all students will conduct themselves as mature, responsible, and law-abiding citizens who will comply with University policies and regulations.

Any student may be expelled, suspended, placed on probation or given a lesser sanction for the causes listed below.

- Obstruction or disruption, on or off campus property, of the educational process, administrative process, or other campus function.
- **Engaging in activities prohibited by the Television Option Regulations**

Those persons who do not comply with CTVA Television Option Regulations and the California State University Northridge Code of Conduct may be removed from the CTVA classroom, Television Studio or off campus production location and will thereafter be prohibited from entering classroom, studio or production location, will be immediately dismissed from the course, and will receive a grade of F.

California State University Northridge

Department of Cinema and

Television Arts

CODE OF CONDUCT AGREEMENT

Student Conduct Code

from the CSUN 2006-2008 Undergraduate & Graduate Catalog, page 535.

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I have received a copy and have read and understand the Television Option Regulations / California State University Northridge Code of Conduct and agree to abide by its provisions.

Print Name

Student ID Number

Signature

Date