

P356

Television Studio Production The Media School – Indiana University Syllabus - Fall 2016 v1.0

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Tuesday 3-5 PM RTV Room 350

AI: Emelie Flower eflower [at] uemail.iu.edu
Office Hours: TBA

Required readings & materials:

- www.cybercollege.com (http://cybercollege.com/tvp_ind.htm)
- Portable USB storage device to copy/transfer your work

Description - P356 is a hands-on production course focusing on television studio operations and production. Students will become proficient operating the cameras, audio board, lighting equipment, video switcher, character generator and other studio equipment. Students will write scripts, interpret & block scenes and direct individual and team projects. Lectures are spent reviewing material, readings, assignments and projects. Labs focus on hands-on production activities.

No laptops, cellphones, or portable devices – To reduce distractions and focus attention, please keep your laptop, phone, and other portable devices powered down and out of sight during class. 3 points of your total course grade will be deducted each time your personal device distracts you from carrying out your duties during a production.

Attendance and punctuality are required. Attendance at every class and promptness at the start of every lab are mandatory. **Missing a class or repeated tardiness will result in a drop in your final grade.** (5 points per lecture & the value of the lab exercise, typically 10-20 points.) More points will be deducted if your absence creates a hardship for fellow lab partners. **Be on time and dependable** (two attributes required for success). Your classmates and instructor will appreciate it.

The production exercises cannot be made up if missed! If you are sick, call or e-mail your instructor and AI *before class* and bring a note within 48 hours. Assuming an excused absence, it is the student's responsibility to make up the work with a 4-page paper or equivalent production work. Students must initiate and coordinate the makeup work with the instructor or AI. It is the student's responsibility to inform instructors of Religious Holy Days/Holiday conflicts *no later than the second week of the semester* so that reasonable accommodations may be provided.

Lab Protocol: Studio 5 contains a great deal of expensive and delicate equipment. Please treat the gear carefully. Report any problems to the instructor, AI or studio engineer immediately. **At the end of lab, please do not leave until chairs, ladders, set pieces, props, cameras, microphones and other gear are all properly cleared and stored.**

Computers, Procrastination & Murphy's Law: Don't wait until the last minute to carry out your work. If you do, your computer will most likely malfunction and unexpected things will go wrong. **It doesn't take any less time to delay- so do your work early.** That way you won't have last minute issues and stress. ALWAYS make backup copies of anything you do and all of your work.

Grading: Your grade will be based on your understanding of class material and your competence with skills demonstrated in the studio. There are short quizzes, a final exam, written critiques and hands-on studio projects-, which altogether total 500 points. There are no make-ups for missed quizzes & assignments. **Assignments must be turned in on time or not at all.**

Your score out of 500 will be resolved into a percentage of 100. The final grading criteria is: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-89, C = 74-76, C- = 70-73, D+ = 67-69, D= 64-66, D- = 60-63, F = below 60.

----- **P356 Grading Criteria - 500 total points** -----

- 5 Pretest/Bios (1st day of class no make-ups)
- 10 Studio 5 Camera Challenge (Rotation exercise). Execute a series of camera shots.
- 15 Critical viewing exercise
- 15 "Studio 5 Profiles" Directing Rotation Ex. (Direct an unscripted interview show)
- 15 "Studio 5 Perspectives" Audio Rotation Exercise (Mix talent, music & SFX for a talk show.)
- 10 "Studio 5 Perspectives" Set & Lighting Exercise (Design & light a talk show. Group exercise)
- 10 TV Graphics (Create promo graphic using Photoshop, then import into the Chyron)
- 35 News/feature story (group rotation exercise). You will be graded on:
 - News story & script (10 pts)
 - One OTS graphic & one background graphic/video (10 pts)
 - Group production/direction/execution (10 pts)
 - One-page critique due the lecture after your production (5 pts)
- 10 Week 10 Performance Project (participation and 1-page critique)
- 40 PSA – Students will work with a partner and write & produce a PSA for a real-world client. You will be graded on:
 - Pre-Production (10 pts) proposal & script
 - Production (10 pts)
 - One-page critique (5 pts)
 - Edited, final digital version (turned in via IUBox) (5 pts)
 - YouTube/Vimeo posting & client contact letters/emails (10 pts)
- 40 Demonstration Video – Working in small groups, students produce a demonstration video. You will be graded on:
 - Pre-Production: (15 points – individually graded. Includes: proposal, storyboarded key shots, treatment, floor plan & lighting plot.
 - Production (20 pts)
 - One-page critique due the lecture after your production (5 pts)
- 45 Dramatic scene (Small group production). You will be graded on:
 - Proposal, pitch & treatment (10 pts – individually graded)
 - Pre-production packet: Includes script, floor plan, lighting plot & camera shot sheets, etc. (10 pts – group grade)
 - Production (20 pts – group grade)
 - One-page critique (5 pts – individually graded)
- 30 Remote / Site Survey / Budgeting Exercise (Plan & budget a multi-camera remote production)
- 100 Quizzes 1-5 (20 points each)
- 50 Final Exam
- 50 Final Project (group project). You will be graded on:
 - Final Project Proposal, pitch, proposal & treatment (5 pts – individually graded)
 - Pre-production packet: Includes script, floor plan, lighting plot & camera shot sheets, etc. (10 pts – group grade)
 - Production (25 pts – group grade)
 - Two-page final project/class critique (10 pts – individually graded)
- 20 In-class participation & attitude
- 500** Total Points

----- P356 Schedule -----

- WEEK 1**
8/22 **STUDIO & COURSE INTRO / VIDEO CAMERAS I**
Readings: Cybercollege units 10, 12, 13, 15 & 16
- LAB:** Studio tour & camera review
Studio 5 Camera Challenge (rotation exercise)
- WEEK 2**
8/29 **VIDEO CAMERAS II**
DUE: Critical Viewing Exercise
- Readings: Cybercollege units 17, 18, 19, 20 & 21
- LAB:** **Produce “Studio 5 Profiles”** (Directing rotation exercise)
DUE: Bring an object you can talk about and show to the camera!
- WEEK 3**
9/5 **Labor Day! No lecture or labs this week**
Readings: On-line lecture notes
- WEEK 4**
9/12 **SETS & LIGHTING**
Quiz #1 (Cameras)
- Readings: Cybercollege units 27, 28, 29, 30, 31, 32 & 34
- LAB:** **DUE: “Perspectives” topic & 5 questions**
Produce “Studio 5 Perspectives”
Audio/Set & Lighting Exercise #1 (CG demo, lighting & audio rotation – part 1)
- WEEK 5**
9/19 **LIGHTING (cont.) & AUDIO**
Readings: Cybercollege units 37, 38, 39, 40, 41 & 43
- LAB:** **DUE: PSA Proposals**
Produce “Studio 5 Perspectives”
Audio/Set & Lighting Exercise #2 (CG demo, lighting & audio rotation- part 2)
- WEEK 6**
9/26 **GRAPHIC DESIGN for TV**
Quiz #2 (Audio & lighting)
- Readings: [Jim’s graphic tips](#)
- LAB:** **Graphics Workshop / Photoshop tutorial** - Location TBA
- DUE: Demonstration Video pre-production materials**
Includes: Pitch, proposal, treatment, storyboarded key shots, & floor plan.
Pitch Demonstration Videos – Assign groups & schedule
Assign teams & select talent for News Exercise (clothing!)

WEEK 7 10/3	STUDIO GEAR, SIGNAL FLOW / NEWS PRODUCTION Readings: Cybercollege units 57 & 60
LAB:	DUE: News graphics & news scripts Produce "Studio 5 News Update" (Small group rotation exercise)
WEEK 8 10/10	STORYBOARDS & BLOCKING / DEMONSTRATION VIDEOS I Quiz #3 (Graphics, studio gear, and signal flow) Readings: See website for on-line readings
LAB:	DUE: News Exercise critiques DUE: PSA materials (Latest draft of PSA proposal & script) Produce Demonstration Videos (Part 1)
WEEK 9 10/17	FROM SCRIPT TO PRODUCTION / DEMONSTRATION VIDEOS II Readings: See website for on-line readings
LAB:	DUE: Groups 1 & 2 Demonstration Video critiques DUE: Dramatic Scene pitch, proposal & treatment (Select scenes & groups) Produce Demonstration Videos (Groups 3 & 4)
WEEK 10 10/24	MULTI-CAMERA PERFORMANCE PRODUCTION TECHNIQUES Readings: See website for on-line readings
LAB:	DUE: Groups 3 & 4 Demonstration Video critiques DUE: PSA script & graphics (with check off from client)] Produce Performance Piece
WEEK 11 10/31 (BOO!)	LEGAL ISSUES & UNIONS / RATINGS & SHARES / PRODUCE PSAs Quiz #4 (Scripts, rehearsals & blocking) Readings: Cybercollege 66 & 67
LAB	DUE: Performance Piece critique Produce PSAs

WEEK 12 **BIG REMOTES / BUDGETS / PRODUCE DRAMATIC SCENES**
11/7 Readings: See website for on-line readings

LAB: **DUE: Final Project proposals & pitches (Select projects & groups)**
DUE: PSA critiques

Produce Dramatic Scenes (Part 1)

WEEK 13 **TV DISTRIBUTION / PRODUCE DRAMATIC SCENES (cont.)**
11/14 Readings: See website for on-line readings

LAB: **DUE: Final Project Group Pre-Production work.**
 Includes: final script, floor plan & lighting plot.
DUE: Dramatic Scene (Groups 1 & 2) critiques
Produce Dramatic Scenes (Groups 3 & 4)
DUE: Dramatic Scene Critiques (Groups 3 & 4) 5 PM Friday, 11/19
 Be sure to turn them in before you leave for Thanksgiving break!

11/21 **No Lecture or Labs - Thanksgiving Week**

Be ready to hit the ground running when you return immediately following Thanksgiving break!

WEEK 14 **ADVANCES in STUDIO TECHNOLOGY / PRODUCE FINAL PROJECTS**

11/28 **Quiz #5**
DUE: Budget / Remote exercise

LAB: **Produce Final Projects (Groups 1 & 2)**

WEEK 15 **CLASS REVIEW / PRODUCE FINAL PROJECTS (cont.)**
12/5

LAB: **DUE: Final Project/Class critiques (Groups 1 & 2)**
Produce Final Projects (Groups 3 & 4)

DUE: Final Project/Class critiques (Groups 3 & 4) 5 PM Friday, December 9th

WEEK 16 **FINAL EXAM**
Final Exam: 5:00 – 7:00 PM Wednesday, December 14th
(Date & time assigned by registrar)