

P356 Television Studio Production The Media School – Indiana University Syllabus - Spring 2019

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Office Hours: <http://www.indiana.edu/~jkmedia>
Tuesday 8:30-10:30 AM RTV Room 350

AI: Layn Pieratt [lpierat \[at\] iu.edu](mailto:lpierat[at]iu.edu)
Office Hours: Monday 11:30 AM – 12:20 PM & Wednesday 11:30 AM – 1:15 PM

Required readings & materials:

- www.cybercollege.com (http://cybercollege.com/tpv_ind.htm)
- ExFat-formatted USB drive to copy/transfer your work (1 TB recommended)

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.** 2 points will be deducted each time your personal device distracts you from carrying out your duties during a production.

Attendance and punctuality are required. Missing a class or repeated tardiness will result in a drop in your 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 to the next class. Assuming an excused absence, it is the student's responsibility to make up the work with a 4-page paper or equivalent production work. It is the student's responsibility to inform instructors of Religious Holy Days/Holidays conflicts or special needs *no later than the second week of the semester* so that reasonable accommodations may be provided. University Policies can be found at: <https://policies.iu.edu/index.html>

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.**

Procrastination & Murphy's Law: Video production assignments are NOT like writing a paper (which are often put off until the night before it's due). Talent must be coordinated, scheduled and locked in weeks in advance. Graphics and sound cues must be created ahead of time and props and costumes obtained. Don't wait until the last minute to carry out your work. If you do things *will* go wrong and your production (and grade) will suffer. **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 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)
 - 10 "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)
 - 5 "Studio 5 Perspectives" Talent & guest duties + topic & 5 questions
 - 10 Key Graphic Exercise (Create a keyable 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)
 - 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 (5 pts) program proposal & script
 - Graphics (5 pts)
 - 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 (5 pts – individually graded)
 - Pre-production work & packet: Includes script, graphics, floor plan, lighting plot, camera shot sheets, prop list, etc. (15 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 (5 pts – individually graded)
 - Pre-production packet: Includes script, floor plan, lighting plot & camera shot sheets, etc. (15 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
1/7

STUDIO INTRO / VIDEO CAMERAS I

Readings: Cybercollege units 10, 12, & 13

Homework: Critical Viewing Exercise (due by the start of Week 2's lecture)

Bring an object you can show and tell a story about for week 2's lab!

(Favorite keepsake, picture, guitar, juggling balls, etc.)

LAB:

Studio tour & camera operation

PRODUCE: Studio 5 Camera Challenge (rotation exercise)

WEEK 2
1/14

VIDEO CAMERAS II

Readings: Cybercollege units 15, 16, 17 & 18

DUE: Critical Viewing Exercise

LAB:

PRODUCE: Studio 5 Profiles - Bring an object you can show & tell a story about!
(rotation exercise)

WEEK 3
1/21

MARTIN LUTHER KING DAY – NO LECTURE OR LABS THIS WEEK

Readings: Cybercollege units 19 & 20

WEEK 4
1/28

SETS & LIGHTING I

QUIZ #1 (Cameras)

Readings: Cybercollege units 27, 28, 29, 30, 31, 32 & 34

LAB:

Basic lighting & cable/microphone handling

PRODUCE: Studio 5 Perspectives (Audio/Set & Lighting Exercise #1)

DUE: Topic and 5 questions (Bring in hard copy and submit via Canvas.)

(CG demo, set/lighting design & audio rotation. Build & light an interview/talk show)

WEEK 5
2/4

LIGHTING II & AUDIO

Readings: Cybercollege units 37, 38, 39, 40, 41 & 43

LAB:

DUE: PSA Proposals (Share & discuss in lab.)

PRODUCE: Studio 5 Perspectives (Audio/Set & Lighting Exercise #2)

(CG demo, set/lighting design & audio rotation- continued)

WEEK 6
2/11

GRAPHIC DESIGN for TV

QUIZ #2 (Audio & lighting)

Readings: Jim's [Intro to graphics](#) and Jim's [Graphic Guidelines](#).

LAB:

Graphics Workshop / Photoshop tutorial - Location TBA

DUE: Demonstration Video pre-production materials

Includes: pitch (oral), proposal, treatment floor plan & lighting plot.

Pitch Demonstration Videos – Assign groups & schedule

Assign teams & select talent for News Exercise (Talent must dress appropriately)

CREATE: Keyable Graphic

WEEK 7 VIDEO SWITCHER / SIGNAL FLOW / NEWS PRODUCTION

2/18 Readings: Cybercollege unit 60 (video switcher)

LAB: LIGHTING & SWITCHER SETUP FOR CHROMAKEY

DUE: News graphics & script

(Turn in via Canvas & bring a printed copy to lab.)

PRODUCE: Studio 5 News Update

WEEK 8 STORYBOARDS & BLOCKING / DEMONSTRATION VIDEOS I

2/25 **QUIZ #3** (Graphics, studio gear, and signal flow)

Readings: Cybercollege unit 57 (timecode) & on-line class notes

LAB: **DUE: PSA pre-production materials due** (Program proposal & script)

PRODUCE: Demonstration Videos (Groups 1 & 2)

WEEK 9 FROM SCRIPT TO PRODUCTION / DEMONSTRATION VIDEOS II

3/4 Readings: See on-line class notes

LAB: **DUE: Groups 1 & 2 Demonstration Video critique**

DUE: Dramatic Scene Proposal and Pitch

DUE: PSA client-approved script, graphics, & SFX/music

Assign PSA production schedule

Pitch dramatic scenes - select scene, groups & set schedule

PRODUCE: Demonstration Videos (Groups 3 & 4)

3/11 **SPRING BREAK** (WooHoo!!!)

WEEK 10 PRODUCTION PEOPLE / LEGAL ISSUES / Performance Production

3/18 Readings: See on-line class notes

LAB: **DUE: Groups 3 & 4 Demonstration Video critique**

DUE: PSA teleprompter scripts, Chyron graphics, GV Summit video roll-ins & Music/SFX loaded into audio station

PRODUCE: Performance Piece

WEEK 11 FROM SCRIPT TO PRODUCTION / UNIONS / LEGAL ISSUES

3/25 **QUIZ #4** (Production people, scripts, rehearsals & blocking)

Readings: Cybercollege units 66 & 67

LAB **PRODUCE: PSAs**

WEEK 12
4/1

RATINGS & SHARES / DRAMATIC SCENES

Readings: See on-line class notes
Assign Budget/Remote Exercise

LAB:

DUE: Drama Storytelling Pre-production packet (Group Grade)
DUE: Final Project Proposal & Pitch
Pitch Final Projects. Select projects & assign groups
DUE: PSA critique & on-line edited master (exactly 30 or 60 sec)

PRODUCE: Dramatic Scenes (Groups 1 & 2)

WEEK 13
4/8

BIG REMOTES / BUDGETS / PRODUCE DRAMATIC SCENES (cont.)
QUIZ #5

Readings: See on-line class notes

LAB:

DUE: Final Project Pre-Production work (Group grade)
Includes: final polished script, floor plan, lighting plot, camera shot sheets, etc.
DUE: Dramatic Scene Critique (Groups 1 & 2)
Produce Dramatic Scenes (Groups 3 & 4)

WEEK 14
4/15

FINAL PROJECTS

DUE: Budget Remote Exercise (by 5 PM Friday, April 19)

LAB:

DUE: Dramatic Scene Critique (Groups 3 & 4)
PRODUCE: Final Projects (Groups 1 & 2)

WEEK 15
4/22

CLASS REVIEW / FINAL EXAM prep session / FINAL PROJECTS (cont.)
Course Evaluation

LAB:

PRODUCE: FINAL PROJECTS (Groups 3 & 4)

DUE: 2-page Final Project/Class Critique (by 5 PM Friday, April 26)

WEEK 16

FINAL EXAM: Friday, May 3 10:15 AM - 12:15 PM
(Date & time assigned by registrar)