

# C228

## Multi-Camera TV Studio Production I The Media School – Indiana University SYLLABUS - Fall 2020 v1.3

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Office Hours: Tuesday 2:30-4:30 PM Location: RTV 350 or via Zoom

**Lab Instructors:** Garrett Poortinga [gpootin@indiana.edu](mailto:gpootin@indiana.edu) (812) 340-4451  
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### Required readings & materials:

- [www.cybercollege.com](http://cybercollege.com) ([http://cybercollege.com/typ\\_ind.htm](http://cybercollege.com/typ_ind.htm))
- On-line Class notes (available via the class website)
- ExFat-formatted USB drive to copy/transfer media (min 1 TB recommended)

**Description** – C228 is a hands-on course focusing on multi-camera television studio production. Students will learn technical aspects of the video signal and become proficient operating the cameras, audio board, lighting console, video switcher, character generator, and other studio equipment. Students will write scripts, interpret & block scenes, produce short TV shows, and direct individual and team projects. Lectures are spent reviewing material, readings, assignments, and projects. Labs focus on developing hands-on production skills and producing multi-camera TV productions.

**Prerequisites:** C223 with a grade of C- or better

**Policies: No laptops, cellphones, or portable devices** – To reduce distractions and focus attention, **please keep your 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.

**COVID-19 Safety:** The pandemic-related safety guidelines are too large to fit into a syllabus, but you can access them through [this link](#). As a reminder, masks **MUST** be worn inside the RTV Building and everyone must practice physical distancing. Please plan for extra time when checking out or returning gear and take note of the locations of cleaning/sanitizing supplies in Studio 5 and throughout the RTV building.

**Attendance and punctuality at lab and lecture are required. Repeated absences, tardiness, and lack of communication and participation will result in a reduced grade.** (5 points per lecture & the value of the lab exercise, typically 10 points.) More points will be deducted if an absence or lack of communication and professionalism creates a hardship for fellow lab partners. **Be on time and dependable** (two attributes required for success). Your classmates and instructor will appreciate it.

**Every week there are graded, in-class production exercises, which cannot be made up if missed!** If you are sick, call or e-mail your instructor and AI *before class* and bring a doctor's note to the next class. If you are working on a group project, contact your group ASAP so they can make alternative plans. Assuming an excused absence or sickness, it is the student's responsibility to make up work with a 4-page paper or equivalent production work. It is the student's responsibility to inform instructors of any 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 lab instructor 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:** Producing videos is not like writing papers and carrying out other homework (often put off until the night before it's due). Talent must be coordinated, scheduled, and rehearsed in advance. Graphics and sound cues must be created ahead of time, and props, costumes and proper wardrobe obtained. Don't wait until the last minute to carry out your work, which guarantees failure. **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 materials and your competence with skills demonstrated in the studio. There are short quizzes, a final exam, written critiques, and hands-on studio projects every week, which altogether total 300 points. There are no make-ups for missed quizzes, assignments, and productions. **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.

----- **C228 Grading Criteria - 300 total points** -----

- 5 Week 1 Bio/Expectations Exercise
- 5 Week 1 Basic Studio/Camera Skills (rotation exercise)
- 5 Week 2 Studio 5 Camera Challenge (rotation exercise)
- 10 Critical viewing exercise
- 10 Week 3 "Studio 5 Profiles" Camera/Audio Exercise (Camera and Audio rotation Exercise)
- 10 Week 4 Sound Check Exercise (audio practice)
- 4 Week 5/6 "Studio 5 Perspectives" Topic & talent duties (Create topic and host a talk show.)
- 8 Week 5/6 "Studio 5 Perspectives" Part 1 (Design & light a talk show.)
- 8 Week 5/6 "Studio 5 Perspectives" Part 2 (Run audio for a talk show.)
- 10 Week 7 Key Graphic Exercise (Create a keyable graphic using Photoshop, then import into the Chyron)
- 20 Week 8 News Update/feature story (group rotation exercise). You will be graded on:
  - News story & script (5 pts)
  - One "over the shoulder" (OTS) graphic & one background graphic/video (10 pts)
  - Production/direction/execution (5 pts)
- 10 Week 9 & 10 Demonstration Video (part 1) Working in small groups, students produce a demonstration video. You will be graded on:
  - Pre-Production: (10 points – individually graded. Includes: proposal, treatment, storyboarded key shots, floor plan, & lighting plot.
  - Production (15 pts)
  - One-page critique (5 pts)
- 10 Week 11 Performance Project (participation & critique)
- 30 Week 12 Dramatic/Comedic Scenes (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. (10 pts – group grade)
  - Production (10 pts – group grade)
  - One-page critique (5 pts)
- 30 Week 13 Final Projects (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. (10 pts – group grade)
  - Production (10 pts – group grade)
  - One-page critique (5 pts)
- 20 Week 15 Remote Multi-camera Proposal & Budget
- 50 Quizzes 1-5 (10 points each)
- 35 Final Exam
- 20 In-class participation & attitude
- 300 Total Points**

----- C228 Schedule -----

|                        |  |
|------------------------|--|
| <b>WEEK 1</b><br>8/24  | <b>COURSE and STUDIO 5 INTRO</b><br>Readings: Cybercollege units 10, 12, & 13  |
| <b>LAB:</b>            | Studio Introduction & Basic Safety/Studio/Camera/Switcher Skills   |
| <b>WEEK 2</b><br>8/31  | <b>VIDEO CAMERAS 101</b><br>Readings: Cybercollege units 15, 16, 17 & 18   |
| <b>LAB:</b>            | Studio 5 Camera Challenge (rotation exercise)  |
| <b>WEEK 3</b><br>9/7   | <b>VIDEO CAMERAS 202</b><br>Readings: Cybercollege units 19, 20, and 21  |
| <b>LAB:</b>            | Intro to basic lighting & set construction – Jib practice<br>Produce: “ <i>Studio 5 Profiles</i> ” (Rotation exercise TV show)   |
| <b>WEEK 4</b><br>9/14  | <b>SOUND CHECK!</b><br>Readings: Cybercollege units 37, 38, & 39 (Sound)   |
| <b>LAB:</b>            | <b>QUIZ #1</b> (Cameras & Studio Technology)<br>Microphone techniques, cable care, and audio mixing/monitoring   |
| <b>WEEK 5</b><br>9/21  | <b>SETS &amp; LIGHTING 1 - PRODUCING SIMPLE TALK SHOWS</b><br>Readings: Cybercollege units 27, 28, 29, & 30 (lighting)   |
| <b>LAB:</b>            | Basic lighting & set construction 1<br>Produce: “ <i>Studio 5 Perspectives</i> ” (Rotation exercise TV show – Part 1)  |
| <b>WEEK 6</b><br>9/28  | <b>SETS &amp; LIGHTING 2 - ENHANCING THE LOOK</b><br>Readings: <a href="#">Arri Lighting Handbook</a>  |
| <b>LAB:</b>            | Basic lighting & set construction 2<br>Produce: “ <i>Studio 5 Perspectives</i> ” (Rotation exercise TV show – Part 2)  |
| <b>WEEK 7</b><br>10/5  | <b>GRAPHICS</b><br><b>QUIZ #2</b> (Lighting)   |
| <b>LAB:</b>            | <b>Graphics Workshop / Photoshop tutorial</b> (Location/Venue TBA)<br><b>CREATE: Keyable Graphic</b><br><b>DUE: Demonstration Video - Project Proposal &amp; Pitch</b> |
| <b>WEEK 8</b><br>10/12 | <b>VIDEO SWITCHER SKILLS / SIGNAL FLOW / NEWS PRODUCTION</b><br>Readings: Cybercollege units 57 (timecode) & 60 (video switchers)                                      |
| <b>LAB:</b>            | <b>DUE: News graphics &amp; script</b><br><br><b>PRODUCE: Studio 5 News Update</b>   |

**WEEK 9**                    **BLOCKING TALENT & CAMERAS | Demonstration Videos 1**  
10/19                        Readings: See on-line class notes

**LAB:**                        **Quiz #3**  
**PRODUCE: Demonstration Videos (1<sup>st</sup> set)**

**WEEK 10**                   **PRODUCTION ROLES**  
10/26                        Readings: Class notes

**LAB:**                        **DUE: Dramatic/Comedic Scene Proposal and Pitch**  
**PRODUCE: Demonstration Videos (2<sup>nd</sup> set)**

**WEEK 11**                   **CAPTURING LIVE PERFORMANCES**  
11/2                         Readings: See on-line class notes

**LAB:**                        **QUIZ #4**  
**DUE: Demonstration video critique**  
**DUE: Final Project Proposal and Pitch**  
  
**PRODUCE: Performance Piece**

**WEEK 12**                   **LEGAL AND INTELLECTUAL PROPERTY ISSUES**  
11/9                         Readings: See on-line class notes

**LAB:**                        **DUE: Dramatic/Comedic Scene Pre-production packet (Group Grade)**  
**PRODUCE: Dramatic/Comedic Scenes**

**WEEK 13**                   **REMOTE PRODUCTIONS & DISTRIBUTION / FINAL PROJECTS**  
11/16                        Readings: See on-line class notes

**LAB:**                        **QUIZ #5**  
**DUE: Final Project Pre-production packet (Group Grade)**  
**DUE: Performance Piece critiques**  
**PRODUCE: Final Projects**

**Thanksgiving Break! No lecture or labs this week. The rest of the semester will be on-line.**

**WEEK 14**                   **ADVANCED PRODUCTION TECHNOLOGIES**  
11/30                        Readings: See on-line class notes

**LAB:**                        **DUE: Final Project critique**

**WEEK 15**                   **FINAL EXAM PREP. SESSION**  
12/7

**LAB:**                        **DUE: Remote Multi-Camera / Proposal and Budget exercise**  
**DUE: 2-page Final Project/Class Critique**

**WEEK 16**                   **FINAL EXAM**

**FINAL EXAM:** The Fall P351 Final Exam (scheduled by the Registrar) is Monday, December 14 from 7:15-9:15 PM. It will be administered through Canvas and should take under an hour.