**COM 163 INTRO TO TELEVISION PRODUCTION**

**FALL 2019**

*Description:* Development of skills necessary in producing a television program. Function of television equipment and facilities. Evaluation of current production techniques. Producing and directing included.

2 hours of *lecture*, 2 hours of *lab*, and 1.5 hours of *experience*

**Lecture 001: M 1-2:50 Fell 52**

**Lab 002: T 1-2:50 Fell 85**

**Lab 003: W 1-2:50 Fell 85**

*Instructor:* Kelly Lambert klambe2@ilstu.edu Fell 54

Office Hours: MW 10:30-1 & 3-4

available at other times by appointment

*Text:* Video Basics 7, Herbert Zettl, Thompson ISBN 13:978-1-11-34446-7

*Contact Hours:* 2 hours of lecture, 2 hours of lab, 2 newscasts per week

*Prerequisite:* COM 160/180 or concurrent registration

*Course Overview:* Intro to Television Production will teach students the process of TV and video production, as well as the skills needed to evaluate television programming with a critical eye. This is a hands-on course that requires participation in all students. The basics of television aesthetics will be stressed along with the fundamentals of shooting, editing, lighting, audio, storytelling, and control room operations. It is a *privilege* to use the professional technology in this course, one that may be taken away at the instructor’s discretion.

*Communication:* It is a requirement to check your email every day. If you are not using your ILSTU email address for school related emails you need to have these forwarded to the email account that you will check daily. Emails will be sent out with important information and instructions about this course and any newscast information as well. Due to the nature of newscasts and technical equipment, it is also likely we may need to communicate by text or phone call.

**Course Objectives**

On successful completion of the course, students will be able to:

* write a 2-column AV Script
* define video production terms
* demonstrate an understanding of **studio** and **field** television production techniques
* demonstrate and use lighting principles with knowledge of technical and non-technical objectives
* demonstrate an ability to critique television production
* operate studio and control room audio and video equipment
* demonstrate an understanding of multi-camera studio directing
* perform all duties of individual video production crew member positions
* operate field video equipment
* compose a well-balanced shot with proper exposure, white balance and focus
* operate field audio equipment with proper mic placement and good levels
* properly care for professional audio and video equipment, including cables
* shoot a visual sequence with multiple camera angles without breaking the 180° axis
* edit a visual sequence without jump cuts, flash frames or black holes
* produce short form non-studio video production projects
* demonstrate an understanding of digital filing systems in a shared work environment

**Course Requirements/Assignments**

*Newscasts:* Students are REQUIRED to participate in 2 newscasts each week at TV10. Weekly shifts will be assigned at the beginning of the semester.

*Critiques:* Twice during the semester students will have to critique a video product. This critique will involve watching a 2-3 minute video (that is aligned with the assigned topic) then providing the instructor with a link to that video and a description of each shot in the video (the composition and a critique of that shot choice).

*Lighting Project:* Students will work with their entire lab section to produce a short sequence using skills learned throughout the course, specifically after the lighting lesson. Select projects may be submitted for entry to film festivals.

*Final Project:* Students will work in small groups to produce a 30 second Public Service Announcement that will be aired during future TV10 programs. Over the course of the semester, groups will be responsible for turning in a treatment, script, storyboard, and critique in conjunction with the final edited project. Select projects may be submitted for awards with the Illinois Broadcasters Association and the Illinois News Broadcasters Association.

*360 Evaluation:* Each student will evaluate the participation of others in his/her group, as well as evaluate themselves. The instructor will use these evaluations along with her own observations to determine the percentage of group participation for each student. This percentage will be applied to each portion of the group project (treatment, storyboard, site inspection, script, and PSA). This concept can seem confusing, there is an example below. If you are holding up your end of the bargain on group projects your final score will only be a percentage of the group scores you see in the gradebook.

*Bob’s group works hard. His group scores look good in the grade book. But Bob hasn’t pulled his weight. At the end of the semester, the 360 evaluation shows that Bob has only done 75% of what he was expected in the group. This means that each group project score in the grade book will ultimately be reduced to 75% of the group score for the final grade- bringing him down from an A to a C.*

|  |  |  |
| --- | --- | --- |
| Project | Group Score | Bob’s Final Score |
| Proposal | 10 | 7.5 |
| Script | 8 | 6 |
| Storyboard | 9 | 6.75 |
| Site Inspection | 10 | 7.5 |
| PSA | 95 | 71.25 |

Keep in mind that the 360 evaluation is not a competition. Every single person in the group can get 100%. Just be sure to communicate and don’t let your group down. Completion of the evaluation form is worth 50 points.

**Course Policies**

*Special Needs.* Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at StudentAccess.IllinoisState.edu.

*Mental Health Resources.*Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

*Illinois State University Bereavement Policy.*If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations.  The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work.  Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: http://policy.illinoisstate.edu/students/2-1-27.shtml

**Newscast Attendance is MANDATORY.** If you miss a newscast (or are late) it will be considered an unexcused absence. You can call/text/email me or the TV10 director Bob Carroll but if you do not get a reply/response to the message that means it was NOT received, if this happens call the newsroom. Do not send one message and expect that to excuse you.

Newscast Rules:

* TV10 will operate even on official ISU snow days, unless you receive communication from me that indicates otherwise you are expected to be present at your scheduled shift.
* You are expected to show up 15 minutes before the start of the show and work until equipment is put away after the show you are working.
* Cell phones are NOT allowed in the studio or control room. Turn them OFF or on AIRPLANE mode.
* Clean up includes laying microphones in the correct position, headsets laying in the right place and cameras put away as instructed. I will instruct the proper way to put away microphones, headsets and cameras during the first lab.

**Lab Attendance is MANDATORY.** Attendance rules for lab are the same as the newscast. You need to let me know in advance if you cannot make it to lab, excused and unexcused absences will be discussed and determined by the instructor. Your lab group depends on you, do not let them down (360 evaluation… hint hint). There will also be participation points in lab, so be prepared to offer opinions and answer questions.

Lab Rules

* Labs will frequently involve outdoor shoots. Prepare and dress for the weather.
* Be respectful. This means respect for the instructor, your lab groups, and other lab groups.
* Equipment is an important element of this course and you will learn the proper use and care of the equipment. The equipment is very expensive and it is a privilege to use it, so treat it with care and follow all the rules. Negligent or irresponsible use of equipment will negatively affect your grade.

**Unexcused Absences from Newscasts or Labs will affect your grade**

2 absences = drop 1 letter grade

3 absences = drop 2 letter grades

4 absences = drop 3 letter grades

**5 absences = automatic failure**

**Lecture Attendance is not mandatory.** You can decide whether or not you come to class or not. You are adults and knowing the material is your responsibility. There will be a quiz in almost every lecture that will not be allowed to be made up. Only students present for lecture can take the quiz. Participation points will also be part of the lecture.

Lecture Rules

* Come prepared. Unless told otherwise follow the syllabus schedule for due dates and assignments.
* Stay OFF the web, unless I tell you otherwise. You will miss most of the class and it is distracting to those around you. I have the ability to lock your computer so if I find you checking websites or doing any non-class related actions on the computer I will lock it for the day. And if this becomes a constant problem I will lock it for the semester.
* Electronic devices (phones, tablets, etc.) are not to be used for personal reasons during class. It is distracting to others and not welcome in my class.
* All assignments that are required to be handed in must be typed and printed, unless asked to submit them via ReggieNet.

|  |  |
| --- | --- |
| GRADING |  |
| Quizzes (10pt each) | 110 |
| Class Participation | 100 |
| Critiques | 50 |
| Lighting Project | 100 |
| PSA Preproduction | 40 |
| PSA Final Project | 100 |
| 360 Evaluation Form | 50 |
| Final Exam | 100 |
| TOTAL | 600 |

The grading scale is a standard 10 percentage point scale:

90-100%=A, 80-89%=B, 70-79%=C, 60-69%=D, 0-60%=F

In this course, simply doing an assignment does not result in an “A.” Failure to follow directions or meet criteria will result in a loss of points. Students should note the definition of each letter grade:

“A” is reserved for work that is exceptional

“B” is reserved for work that is above average

“C” is reserved for work that is average (meets criteria)

“D” is reserved for work that is below average

“F” is reserved for work that is failing, late, or not submitted for evaluation

**Tentative Course Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| Week | Date | Lecture | Lab |
| 1 | 8/19 | Intro to Course  Basic Camera Operation | Newscast Positions Practice |
| 2 | 8/26 | Shot Composition  Camera Basics | Newscast Positions Practice |
| 3 | 9/2 | LABOR DAY NO CLASS | Intro to Cameras |
| 4 | 9/9 | Production Process  *Treatment & Production Request Assigned* | Shoot a sequence |
| 5 | 9/16 | Editing  *Treatment & Production Request Due* | Shoot & Edit a sequence |
| 6 | 9/23 | Audio  *Critique 1 Assigned* | Intro to boom mic  Sequence with Audio |
| 7 | 9/30\* | Script/Storytelling & Intro to Lighting  *Critique 1 Due,Script & Storyboard Assigned* | Intro to Light Kits  Plan Lighting Project |
| 8 | 10/7 | Lighting & Color Grading  *Script & Storyboard Due* | Lighting Project Shoot |
| 9 | 10/14 | Graphics & Camera Sign Up Info  *Critique 2 & Site Inspection Assigned* | Lighting Project Edit |
| 10 | 10/21 | Editing & Audio for TV10, Watch Lighting Projects *Critique 2 & Site Inspection Due* | Edit News Story  (PSA shooting in progress/done) |
| 11 | 10/28 | Video Recording & Formats | Edit News Story  (PSA shooting done) |
| 12 | 11/4 | Production Environments | Mock Newscasts |
| 13 | 11/11 | News/Sports Video  *360 Evaluations Assigned* | Best Sequence Ever Challenge |
| 14 | 11/18 | PSA Workshop Week  *PSAs & 360 Evaluations Due Friday 11/21* | PSA Workshop Week |
| 15 | 11/25 | THANKSGIVING BREAK |  |
| 16 | 12/2 | Critique PSAs and Final Exam Review | Edit News Story Review |

Final Exam Day and Time will be announced by the university.