

## **Com 263 Advanced Television Production – 2019 FALL**

**Lecture: Friday 1:10 to 2:50 pm in FEL 102**

**Lab: By Appointment**

### **Instructor: Bob Carroll**

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Fell 024

News Room: 438-5481

Office: 438-7780

Control Room: 438-7930

Cell: (309) 242-6719

News Director: 438-5484

Office Hours: Monday 10:00am-11:00am, Thursday 12:30pm-1:30pm. Other times are available by appointment. I can usually be found in the newsroom, Post Production Room, studio, or my office every morning until the noon news cast.

### **Course Objectives**

Com 263 will build on television production skills learned in Com 163.

- Students will primarily work as news/sports multi media journalists (MMJs) for TV-10 News as they focus on shooting, editing, and story telling for local television news.
- Students will be expected to go out alone and gather interviews, and will be required to write and voice news stories.
- Students will demonstrate ability to write professionally
- Students will be able to operate studio and control room positions for live television production—including cameras, video playback, floor director, character generator, audio board and production switcher.
- Students will demonstrate a substantial increase in general knowledge of Mass Media.
- Students will demonstrate evidence of professional competence in sequence-specific technical skills.

Lectures will be every Friday, and will vary as to the needs of the class. Note that we will start at 1:10, due to the end time of Ten on 10. In addition to one lecture each week, students are required to work two MMJ shifts each week. During the shift, MMJs will shoot and edit news and sports stories in and around Bloomington/Normal. Shifts will be scheduled with the student, and may be in the morning, afternoon, or evening. MMJs will work two studio shifts per week.

### **Safety and Security**

There are many potential dangers in the course of news gathering. Always use common sense, and be aware of your surroundings. Heavy lifting may be required. Use proper technique (lift with knees, not back.) MMJs will be sent out in all weather conditions. Dress appropriately for the weather.

MMJs are responsible for gear they take out. All gear must be signed in and out by the MMJ. Be sure to shut the camera room door when you are done checking out.

Equipment problems must be written up and submitted to the engineer. If you have a question on how to operate a piece of equipment, ask me. If the equipment is broken, ask an engineer for assistance.

If you are on a shoot and have a question about how best to shoot it, or have a problem with your equipment, call me. If there is a question about your assignment, call the producer on duty or the News Director.

I would highly recommend that everyone have a portable USB drive, or at least a flash drive. You will be responsible for backing up and transferring all personal files before the semester end.

### **Course Policies**

Alcohol or drug use during a news shift is not permitted. This includes residual effects. Do not drink for at least 8 hours before your shift.

MMJs are responsible for keeping the TV10 news car clean and fueled.

Dress neatly and appropriately when working an MMJ shift (business casual or shirt and tie.)

SD Cards will be formatted at the beginning of each shift. You are responsible for your card. Bring it to every shift, and do not lose it.

Headphones will be required for all shoots and are recommended for editing.

### **Attendance**

Students will be allowed ONE excused absence (with proper advance notification) without penalty. Any additional lecture and/or shift absence will be considered unexcused. Any absence without notice will be unexcused. More than 10 minutes late for a shift without communicating = unexcused absence.

1st unexcused absence = verbal warning

2nd unexcused absence = drop one letter grade

3rd unexcused absence = drop another letter grade

4th unexcused absence = fail the course

### **Absence due to Illness or Student Bereavement**

If you have to miss class due to an [extended illness](#) (3 or more consecutive class days) or a [bereavement](#), the [Dean of Students Office](#) can help. It's located in Room 387, Student Services Building.

### **Academic Integrity**

You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism. In certain circumstances, I may be required to refer violations to the Office of Student Conduct and Conflict Resolution.

## **Evaluation and Projects**

All stories must be edited by the MMJ before leaving his or her shift.

When not on an assignment, MMJs are expected to advance their skills on either camera, editing or control room equipment. MMJs are not to leave before the end of their shift.

It is understood that not every story you shoot during the course of the semester will be perfect. Timing and conditions of certain stories would make it impossible. Because of this, you will be evaluated on three of your general assignment stories during the course of the semester. You will choose your best story since the last grading period. Use the story rubric to make decisions on your story choice. The goal is that every story will be an improvement over the last. Story Assignments will be handed in to Bob's Dropbox on the NEWS drive.

You will be required to compile a collection of every story you create over the course of the semester. These stories will be copied from the archive folder on the News drive to your personal work folder. You will be graded on the quantity of work in your folder at the end of the semester. There should be two stories for each week, excluding the first two weeks of training.

You will be expected to critique your own work, as well as the work of other students. At intervals during the semester, you will be required to turn in the best sample of your work to date for grading. This should hopefully help in the story selection.

There will be two major projects for the semester. The first project will be a photo-essay. Each MMJ will shoot and edit a photo essay to be aired on TV10 News. The story will be edited on Final Cut Pro, and should run approximately two minutes. Subject matter must be approved by the instructor. MMJs must export the story to an h.264/AAC file and copy to Bob's Dropbox. Late Projects will receive a 10% deduction the first day. The second day will be a 50% deduction. No projects will be accepted more than two days late. The second project will be a web-based portfolio. It will include a resume, and samples of your work.

Ask questions... individual instruction and assistance will be given to any student that asks. I will be happy to look at anything shot or edited and give feedback.

There may be quizzes during the course of the semester.

## **Notes for current or future Mass Media majors**

Portfolio Artifacts--One of the culminating experiences of a mass media degree is the completion of COM 396 Mass Media Capstone, a course that includes the preparation of a personal portfolio to organize and showcase your abilities. I encourage you to retain items from this class, whether produced independently or in groups, for inclusion as portfolio artifacts. Beyond the Capstone class, your portfolio may also prove a valuable tool as you seek entry into a graduate program or employment in your areas of specialization.

**Grading**

Attendance	As detailed above
Participation	100 pts
Control Room Performance	100 pts
Graded News Stories	100 pts each
Archived Story Quantity	100 pts
Photo Essay	300 pts
Final Portfolio	100 pts

*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](http://StudentAccess.IllinoisState.edu).*