

COM 317 - 001 Television Production

(Prerequisite course: COM 267)

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OFFICE HOURS: FALL 2019
MW 11:00-Noon Thurs. 1 – 2:30 or by appointment.

TEXT: Zettl, Herbert, Television Production Handbook, Stamford CT, Cengage Learning, 2015 (12th edition) Cost: Used -- \$123.75

COM 317 can serve LCM majors as a concentration elective.

STUDENT LEARNING OUTCOMES:

By the end of this course students will be able to

- plan, produce and direct television programs using the traditional television studio live-on-tape approach. (Each student will direct three programs.)
- apply television crew techniques and serve as crew members in professional television studio settings.
- critique studio television production values with a newly acquired depth of understanding.

COM 317 COURSE OVERVIEW: Our catalog description says “Basic techniques of television studio production, including producing, writing, directing and electronic graphics production..” The early classes in the course are designed to empower you collectively to begin working cooperatively as a TV studio production crew. The ungraded exercises are essential components of the course design for this reason.

Studio work will increase in sophistication as we move through Demonstration Exercises and Final Projects. Lectures will cover critical topics ranging from directing and crew techniques to lighting, lenses, TV graphic design and video recording technologies, all intended to make the student a knowledgeable producer/director in the television studio environment. (See “PRODUCTIONS” on the next page and the class calendar.)

STATEMENT OF TRANSPORTATION:

Our lab sessions will take place in the television studio in the Butler Building located between Western Boulevard and Sullivan Drive. The WolfLink Bus stops nearby on Faucette Drive, located just behind the Butler Building. The Village Link bus route also stops nearby on Varsity Drive.

Students with at least 30 credit hours may purchase a commuter parking pass that will allow parking in the new West Deck, located directly in front of Butler. Sharing rides is, of course, highly recommended.

Due to the studio location, you should try to avoid scheduling class immediately before the lab session to ensure your prompt participation in all labs. See the Attendance Policy.

PRODUCTIONS:

I) Pix/Sound . . . several directors will be assigned to break the production ice with this basic exercise. (Ungraded)

II) "A Video Bag of Tricks" . . . The remaining directors will be assigned this more involved exercise scripted and organized by the instructor. (Ungraded)

III) Demonstration Exercise . . . Each student will write, produce and direct a 3-minute, 4-minute or 5-minute "how-to" show. (9pts.)

IV) Final Project . . . This is your big moment. Your final project may be narrative, informational, experimental or any format you wish . . . subject to the instructor's approval. This is your chance to let your imagination run wild. Great stress will be placed on pre-production planning. A proposal must be submitted . . . but help and suggestions will be abundant. This should also be 3, 4 or 5 minutes in length.

(30pts.)

TESTS:

Periodically, I give pop quizzes on the text, especially in the first several weeks of the course. The intent is to provide some additional motivation for reading the text. The quizzes should be indicative of who reads Zettl and who doesn't. Keep up to date on the readings and you'll have no problems. I do not give make-ups for pop quizzes.

Quizzes 10pts.
Test #1 20pts.
Test #2 20pts.

PROFESSIONAL ATTITUDE:

Instructor's assessment of your professionalism with regard to attendance(see below), participation, respect for equipment, consideration for fellow classmate/producers and general cooperation. (11pts.)

GRADING: Final grades will be assessed using cumulative point totals applied to the following

scale:

A+ = 98-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 94-97	B = 83-86	C = 73-76	D = 63-66
A- = 90-93	B- = 80-82	C- = 70-72	D- = 60-62
			F = 0 - 59

ATTENDANCE/ABSENCE POLICY:

"Full participation in classes, laboratory period and examinations is expected of all students . . . Instructors may use reasonable academic penalties commensurate with the importance of the work missed because of unexcused absences."

- NCSU REG 02.2.03

If you have an unexcused absence on a production day, you will lose 5 of your possible 11 "professional attitude" points. If you are late on a production day or absent(unexcused) on a lecture day, you will lose 2 points. If you accumulate 3 tardy days for lectures, you will lose 2 points. In the case of exceptional circumstances(see "emergency absences below") contact the instructor before class at the earliest possible opportunity.

The intent of this policy is not to penalize students. The intent is to produce quality education and experience in television. This cannot occur when absences cripple or even cancel productions. Furthermore, your classmates will be relying on you to be both a reliable and a knowledgeable crew member . . . hence the importance of lectures. Remember that each absence and each tardiness will also be considered in future recommendations the instructor may be asked to give.

You will be expected to produce your assigned programs on the lab days assigned to you. If you miss producing on your assigned lab day, a make-up will not be possible.

A bit of advice about the use of talent(actors) in productions: If humanly possible, have someone on standby as an emergency replacement. ALWAYS check on talent up to the last minute, and provide transportation, a taxi if necessary. As producer, YOU are responsible for your talent being there for the production, and for their performance.

ABSENCE POLICY(more)

Per University regulations, excused absences must fall into one of two categories: sanctioned anticipated situations and documented emergency situations. Anticipated situations (e.g., participation in official University functions, court attendance, religious observances, or military duty) *must be submitted in writing at the beginning of the semester or one week prior to the anticipated absence*. Emergency absences (e.g., student illness, injury or death of immediate family member, *must be documented by the Student Organization Resource Center 515-3323*) within one week following the emergency. Make-up work will be allowed only in situations where absences were excused. Please consult the following website for further information on University attendance regulations:

<http://policies.ncsu.edu/regulation/reg-02-20-03>

PHONE ETIQUETTE AND POLICY:

Please be courteous enough to turn off phones and put them away and out of sight during class. Because phones have photographic ability they should NEVER be seen during tests or quizzes, AND NEVER WHEN TESTS ARE BEING REVIEWED. If you use an iPad or other PDA with photographic ability, please also stow away when tests are being reviewed.

LAPTOP POLICY:

You may wish to take class notes using your laptop. This is certainly permitted. Sometimes doing a quick search to check a term or issue being discussed in class can lead to useful class contributions. But remaining engaged in class discussion should be your top priority.

Realize that your presence in class constitutes an opportunity to interact with a content specialist and with your peers on a particular instructional objective. Checking e-mail, using social media or indulging in other computer-mediated distractions can significantly erode the privilege you enjoy by being in class.

The instructor expects you to use your laptop to further your classroom experience rather than to undermine it.

IMPORTANT INFORMATION ON VISUAL MATERIALS:

You are required to create at least one TV graphic for each Demonstration and Final Project. It may be a camera-card or a JPEG, PNG or Targa file. Use the suffix .jpg for JPEGs. The canvas size of our screen is 720x486 pixels for compositional purposes. Note that out-of-aspect-ratio electronic graphics may result in significant distortion of an image's perspective. (More on this when we discuss the video switcher.)

Also, you may use no more than one DVD or videotape roll-in per production. Clips may be rolled into our system from DVDs (not data-discs) or from DV or DVCAM tapes. If you use DV(also known as mini-DV) be CERTAIN that your roll-in tape is recorded in the SP(Standard Play) mode. EP or LP recording speeds WILL NOT WORK on our system.

AND, you may roll-in video clips saved as QuickTime files. BUT NOT EVERY QUICKTIME FILE WILL WORK. Use the standard-definition DV/DVCPRO compressor to prepare your files. The screen size should be 720x480 or 720x486 for roll-in clips. Other compressors(codecs) that may work are "Component" & "Apple Pro Res 422."

The Quality setting should be "Best" & the Audio Settings(if applicable) should be Stereo PCM Data, 16 bit, 48kHz. Your resulting clip should have the .mov suffix. The instructor will give further details on loading graphics and clips to the system.

Testing graphics and video-clips the week before you produce is a good strategy.

STATEMENT ON ADDITIONAL EXPENSES:

You are responsible for scripting and producing (that is, staging) two studio productions upon which you will be graded. The instructor has no expectations for lavish set construction. Most of our productions rely upon simple representational sets. We have a few basic set pieces for your use in our scene shop. Some student producers find that a few well-chosen props or a piece of furniture from home will be of great assistance. Occasionally, a producer may choose to purchase a key prop, graphic or piece of music. But that is left entirely to your discretion.

COURSE AND TEACHER EVALUATIONS:

Online class evaluations will be available for students to complete during the last two weeks of class. Students will receive an email message directing them to a website: <https://classeval.ncsu.edu> where they can login using their Unity ID and complete evaluations.

Note that all evaluations are confidential; instructors will never know how any one student responded to any question, and students will never know the ratings for any particular instructors.

Please do respond to the class evaluation. Receiving your feedback is very important to the course's design, to the instructor and to the department. Many thanks in advance for performing this valuable function.

ACADEMIC INTEGRITY

Strict standards of academic honesty will be enforced according to the University policy on academic integrity found in the code of student conduct. NC State Students are bound to an honor code, which states: "I have neither given nor received unauthorized aid on this test or assignment." It is my understanding and expectation that a student's signature on any test or assignment means that you have neither given nor received unauthorized aid. Please consult the following website for further details on student conduct: <http://studentconduct.ncsu.edu/>

AMERICANS WITH DISABILITIES ACT (ADA)

Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with Disability Services for Students at 1900 Student Health Center, Campus Box 7509, 515-7653. For more information on NC State's policy on working with students with disabilities, please see <http://policies.ncsu.edu/regulation/reg-02-20-01>

INCOMPLETE AND LATE ASSIGNMENTS

Points earned for incomplete assignments will be reduced in proportion to the degree to which the assignment was completed. For example, an exam requiring three essays, with only one essay completed, will earn one third of the essay point total. Points earned for late assignments will be reduced by 50% if received within 24 hours of due date and time due. Assignments received later will not be accepted unless in accordance with the excused absence policy as referenced above.

INCOMPLETE GRADE POLICY

Students will not be given a temporary grade of IN (incomplete) unless they have attended classes regularly for most of the semester, have completed at least 60% of required work, have missed required work as a result of factors beyond their control, and have submitted satisfactory documentary evidence. An IN grade not removed by the end of the next semester in which the student is enrolled or by the end of twelve months, whichever is earlier, will automatically become an F (unless the student can present a compelling, well-documented case for the extension). For the NC State policy on grading and IN grades, see <http://policies.ncsu.edu/regulation/reg-02-50-03>

CREDIT ONLY POLICY

Requirements for Credit-Only: In order to receive a grade of S, students are required to take all exams and quizzes, complete all assignments, and earn a grade of C- or better. Credit-Only courses can only be included under the Free Elective category of the student's curriculum. Conversion from letter grading to credit only (S/U) grading is subject to university deadlines. Refer to the Registration and Records calendar for deadlines related to grading. For more details refer to: <http://policies.ncsu.edu/regulation/reg-02-20-15>

AUDIT POLICY

Requirements for Auditors: Auditors must consult with the instructor. For details refer to: <http://policies.ncsu.edu/regulation/reg-02-20-04>

ANTI-DISCRIMINATION STATEMENT

NC State University provides equality of opportunity in education and employment for all students and employees. Accordingly, NC State affirms its commitment to maintain a work environment for all employees and an academic environment for all students that is free from all forms of discrimination. Discrimination based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation is a violation of state and federal law and/or NC State University policy and will not be tolerated. Harassment of any person (either in the form of quid pro quo or creation of a hostile environment) based on race, color, religion, creed, sex, national origin, age, disability, veteran status, or sexual orientation also is a violation of state and federal law and/or NC State University policy and will not be tolerated. Retaliation against any person who complains about discrimination is also prohibited. NC State's policies and regulations covering discrimination, harassment, and retaliation may be accessed at <http://policies.ncsu.edu/policy/pol-04-25-05>.

GRADES AND GRADE POINT AVERAGE

Grade	Grade Points
A+	4.333
A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
C-	1.667
D+	1.333
D	1
D-	0.667
F	0

STUDENT RESOURCES

University Tutorial Center: <https://tutorial.dasa.ncsu.edu>

Academic Policies: <https://policies.ncsu.edu/audience/students/>

University Career Center: <http://www.ncsu.edu/career/>

Disability Services Office (DSO): <http://www.ncsu.edu/dso/>

Adverse Weather: Complete information about adverse weather policies is available at <https://policies.ncsu.edu/regulation/reg-04-20-07/>

Check email, news, the NCSU home page, or call 513-8888 for the latest information.

CODE OF CONDUCT

All students at North Carolina State University (NC State) are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth, and freedom of each member of the academic community are respected. Violations of campus or University policies, rules or regulations, or federal, state, or local law may result in a violation of the Code of Student Conduct and imposition of sanctions. For more information please view <http://policies.ncsu.edu/policy/pol-11-35-01>.

CHASS CAREER SERVICES:

Explore career options related to your major, make decisions about your major or minor, build resumes and cover letters, prepare for interviews, develop internship/ job search strategies, maximize career fairs, and more. Use ePACK to make an appointment with your career counselor through ePACK at ncsu.edu/epack. Career Development Center – careers.ncsu.edu.

SUPPORTING FELLOW STUDENTS IN DISTRESS:

As members of the NC State Wolfpack community, we each share a personal responsibility to express concern for one another and to ensure that this classroom and the campus as a whole remains a safe environment for learning. Occasionally, you may come across a fellow classmate whose personal behavior concerns or worries you. When this is the case, I would encourage you to report this behavior to the NC State Students of Concern website: <http://studentsofconcern.ncsu.edu/>. Although you can report anonymously, it is preferred that you share your contact information so they can follow-up with you personally.