**RTVF 2210 – INTRO TO RTVF PRODUCTION - STUDIO**

**Tuesday / Thursday 9:00 - 10:50 pm Spring 2015**

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| **Instructor:** James M. Martin **Office Hours: TU**: 3:30–4:30pm **WED**: 4–5pm **TH**: 3:30-4:30pm  **Office:** RTFP 272-B **Phone:** 940-369-7448 **Email:** james.martin**3**@unt.edu |

**TEXT:** INTRODUCTION TO RTVF WORK TEXT

**(can be downloaded from Blackboard)**

**OBJECTIVES:**

This course will introduce students to multi-camera studio production through class discussion and hands-on work using studio equipment. Formats, common vocabulary, standard practices, crew functions and the effective application of core techniques will be covered. Students will apply these skills through the execution of basic video segments.

Upon completion of the course students should:

Have a basic understanding of directing, producing and scriptwriting for multi-camera projects.

Have basic competency in studio crew positions such as camera operation, switching, audio mixing and graphics.

Develop an understanding of the production process as a means of communication, and the construction of a mediated message that will have meaning for a targeted audience.

**PRODUCTIONS:**

Each student will complete two studio productions; one where a semi-complete script ia provided and a second with an original script. Each production will demonstrate mastery of the skills learned in the multi-camera studio section of the course.

**TARDINESS AND ABSENCE POLICY:**

ANY absence or late arrival WILL cause problems with productions by using class time

to reorganize the production schedule or crew roster. As such *students* *are* *expected to attend*

*every class meeting and arrive on time*. Excused absences and late arrivals may be obtained for

illnesses and true emergencies.

If you must miss a class, or arrive late, it is your responsibility to speak to the instructor directly

*prior to the class meeting.* DO NOT leave a voice-mail or send email regarding a missed class or

late arrival. Speak with the instructor directly. Emails and voice-mails may take up to 48 hours to

be received and/or generate a response. ***Sending an email or leaving a voicemail DOES NOT***

***automatically excuse an absence or late arrival.***

Late arrivals (after 10 minutes) will result in a 2 point deduction.

Later arrivals (after 15 minutes) will result in a 5 point deduction

Late arrivals (after 25 minutes) will result in an unexcused absence

Unexcused absences will result in a 10 point deduction.

**These deductions will be made from the final section grade.**

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If you are experiencing difficulty with a concept or project I urge you to visit with me as I am here to aid in your success. Office hours are posted in the syllabus. Other meetings can be scheduled by appointment.

***Student Eagle Mail accounts will be used for all course correspondence. If you choose to use another email service you must enable your Eagle Mail account to forward any messages. Instructions on how to configure Eagle Mail can be found at: http://eaglemail.unt.edu***

**GRADING:**

Vocabulary Quiz **15%**

Switcher Skills Test **15%**

Project One **15%**

Project Two **25%**

Section Exam **30%**

**Total 100%**

**A = 100 – 90% B = 89 – 80% C = 79 – 70% D = 69 – 60% F = 50% - below**

***NO MAKE-UP EXAMS WILL BE GIVEN WITHOUT A VERIFIED MEDICAL EXCUSE****.* If you arrive late and an exam is already in progress or has been completed, your grade for that exam will be ZERO.

**BASIC COURSE SCHEDULE:**

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| **DAY** | **CONTENT AREA** |
| **1** | Multi-camera production: defined. Multi-camera formats and equipment. Studio control and master control orientation. (Video switcher, teleprompter and character generator and digital disk recorder). |
| **2** | Phases of production. Production crew positions and responsibilities.  Composition and camera movements. Studio floor orientation. (Studio cameras, microphones, audio mixer). |
| **3** | Commands, floor director cues and script mark up.  Project One Review and demonstration. Begin Project One. |
| **4** | Continue Project One.  **Vocabulary Quiz** |
| **5** | Complete Project One.  Project Two Prep. |
| **6** | Begin Project Two **Switcher Skills Test** |
| **7** | Continue Project Two |
| **8** | Complete Project Two |
| **9** | Video Section Exam |

**SCHEDULE NOTES:**

HB 256 provides students with an excused absence from attending classes, taking examinations or other required activities in observance of a religious holy day and related travel. It also provides that students be given reasonable time to take an exam or complete an assignment. Requests for accommodation must be made to the instructor a minimum of *three days prior* to the observed religious holy day.

**SECTION FINAL EXAM: Last Scheduled Section Meeting**

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**RTVF DEPARTMENT DROP POLICY:**

This is an RTVF major course. Students without the correct prerequisites (both non-majors and pre-majors) are subject to being dropped from the course automatically with or without notice.

*Students missing class on the first day who do not immediately contact the instructor with an legitimate excuse may be dropped immediately without notice.*

**SAFETY NOTICE:**

This course is categorized as a Level 2 safety course. While students are exposed to some significant hazards, they are not likely to suffer serious bodily injury. Students may be exposed to some or all of the following potentially hazardous situations: Lifting and carrying heavy objects, exposure to electrical equipment, exposure to hot objects, climbing ladders and falling objects. Safety procedures involving these activities are presented in the course text and in the instructor’s lectures and will be reinforced in class with practical demonstrations.

**DISABILITY ACCOMMODATION:**

The RTVF Department cooperates with the UNT Office of Disability Accommodation in order to make reasonable accommodations for qualified students.

Students in need of an accommodation, who have not registered with the ODA, are encouraged to do so. Please present written Accommodation Requests within the first three weeks of class.

**SEMESTER EVALUATIONS:**

Students should complete the SETE (Student Evaluation of Teaching Effectiveness). The SETE is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Feedback from students is very important to the Radio, TV and Film Department. And this evaluation is considered an important part of your participation in this class.

**MOBILE DEVICE POLICY:**

The Department of RTVF prohibits the use of personal mobile devices during class, unless otherwise allowed by the individual Instructor. If no exceptions are contained in a course syllabus, then the department policy remains in effect until changed by the Instructor.

Personal mobile devices are defined as anything and everything from cell phones to smart phones to digital media players to personal handheld computers.

All devices should be turned off before entering the classroom or laboratory area. Portable Laptop Computers may be used in the classroom if the student sits on the back rows.

Any student using a personal mobile device during class will have 5% deducted from their overall course grade for EACH occurrence.

**SYLLABUS POLICY:**

While this syllabus outlines the expectations for successful completion of the course, it is not a contract. Therefore some elements of the course may be altered by the Instructor as needed.

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**ACADEMIC INTEGRITY:**

This course adheres to the standards outlined by the University of North Texas Policy Office (sec: 18.1.16 Student Standards of Academic Integrity). This information may be viewed on the UNT Policy Office website- <http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf>

**STUDENT BEHAVIOR:**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom. And the instructor may refer the student to the Center for Student Rights and Responsibilities for consideration as to whether the student's conduct violated the Code of Student Conduct.