**RTVF 3220.001 - VIDEO PRODUCTION**

**Tuesday / Thursday 12:30 - 3:20 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:** *Television Production* – Jim Owens & Gerald Millerson; Focal Press – 15th Edition.

**OBJECTIVES:**

This course builds on the basic video production skills learned in RTVF 2210. Students will continue to develop skills in all multi-camera studio crew positions as well as develop intermediate field production skills in lighting, audio and videography. Studios will also take on expanded Producer and Director roles.

Class meetings will include assigned readings, lectures, screenings and demonstrations in addition to studio and field assignments. This combination is meant to give students a broader understanding of video production theory, technology, standards and production values as well as develop a professional attitude toward the video production process.

**PRODUCTIONS:**

Each student will complete four individual (a combination of studio and field) projects as well as participate in 4 comprehensive half hour programs. Each project is meant to exemplifying the competencies learned throughout the course. Successful completion of the assigned projects will require a mastery of each the primary components of each phase of production.

**CREWS:**

Crew rosters will be distributed at the beginning of the semester listing assigned crew positions

and production numbers. Unless otherwise noted the crew positions and production schedule

listed in the crew roster will remain the same for the semester.

**DISCUSSION AND CRITIQUE:**

Discussions of the assigned readings, productions and demonstrations will be held each class meeting. Productions, crew performance and the supervision/organization of the Producer’s and Director’s will be evaluated. All students are expected to participate in a constructive and non-disruptive manner.

**STUDIO CLEAN-UP:**

The Producer and Director of each day’s productions will be responsible for studio set-up and

strike after productions have finished. The Director and Producer will be held responsible (and

penalized accordingly) if this is not done properly.

**TARDINESS AND ABSENCE POLICY:**

ANY absence or late arrival WILL cause problems for the ENTIRE crew. Either will prevent a

production from beginning on schedule and waste class time while the producer and/or director

re-arranges the crew. 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.***

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ONE unexcused absence and ONE late arrival is allowed without penalty. Any additional unexcused absences or tardiness will lower your over-all grade in the following ways:

1. Each additional unexcused absence will result in the loss of 5 percentage points off your total course grade.

2. For each additional late arrival to class, you will lose percentage points based on the number of minutes you are late.

Tardiness Penalty Schedule:

# If you arrive after 12:40 pm you will lose 2 percentage points

If you arrive after 12:50 pm you will lose 3 “ points

If you arrive after 1:00 pm you will lose 5 “ points

If you arrive after 1:10 pm you will lose 6 “ points

If you arrive after 1:15 pm considered an unexcused absence

***These percentage points will be deducted from your over-all course grade.***

**GRADING:**

 **Project ONE** - (2:00 Studio Package with VOSOT) 10 %

 **Project TWO** - (3:00 Studio Interview) 10 %

 **Project THREE –** (3:00 Field Interview) 15 %

 **Project FOUR** - (4:00 Studio Demonstration) 15 %

 **Project FIVE** – (30:00 Comprehensive Group Projects) 20 %

 **Chapter Quiz Average** 15 %

**Final Exam** 15 %

**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 for class when an exam is already in progress or has been completed, your grade for that exam will be ZERO.

**PRODUCTION SCHEDULE:**

This schedule may be adjusted as needed by the instructor during the semester.

January 20 --- **Course Introduction**

January 27 --- **Individual Project Topics Due**

February 5 -- **Project ONE Due**

February 19 --- **Begin Project TWO**

March 26 --- **Project THREE Due**

March 31 --- **Begin Project FOUR**

April 21 --- **Project FIVE** **Work Day**

April 23 --- **Project FIVE** **Work Day**

April 28 --- **Project FIVE: A – Studio Production**

April 30 **--- Project FIVE: B – Field Production**

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**Basic Course Schedule:**

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| **Meeting** | **CONTENT AREA**  |
| **Jan 20** | **Course Introduction – Project Overview**  |
| **Jan 22** | Chapter 1 / Chapter 4  **Studio Orientation & Video Switcher Review** |
| **Jan 27** | Chapter 2 / Chapter 3 (Exam 1: Ch. 1,4)**Working with Studio Cameras & Studio Audio**  |
| **Jan 29** | **Individual Project Topics Due****Field Production Workshop I (Basic Single Camera)** |
| **Feb 3** | Chapter 6 / Chapter 7 (Exam 2: Ch. 2,3)**Video Graphics Workshop**  |
| **Feb 5** | Chapter 17 (Exam 3: Ch. 6,7)**Project One Due** |
| **Feb 10** | **Field Production Workshop II (Intermediate Single Camera)** |
| **Feb 12** | Chapter 18 / Chapter 19 (Exam 4: Ch. 17 & Cam Ops.)  |
| **Feb 17** | Master Control, Recording, Playback & Transfer (Exam 5: Ch. 18 & 19) |
| **Feb 19** | **Begin Project Two**   |
| **Feb 24** | **Continue Project Two**  |
| **Feb 26** | Chapter 8 / Chapter 9 |
| **Mar 3** | Chapter 11 (Exam 6: Ch. 8 & 9) |
| **Mar 5** | **Basic Lighting Demo**  |
| **Mar 10** | **Location INT & EXT Lighting Demo** (Exam 7: Ch. 11) |
| **Mar 12** | Chapter 20 / Chapter 21  |
| **Mar 24** | Chapter 14 / Chapter 15 (Exam 8: Ch. 20 & 21) |
| **Mar 26** | Chapter 12 / Chapter 13 (Exam 9: Ch. 14 & 15)**Project Three Due**  |
| **Mar 31** | **Begin Project Four**  |
| **Apr 2** | **Continue Project Four (**Exam 10: Ch. 12 & 13) |
| **Apr 7** | **Continue Project Four**  |
| **Apr 9** | Chapter 10 / Chapter 16  |
| **Apr 14** | Chapter 5 / Chapter 22 (Exam 11: 10, 16) |
| **Apr 16** | **Project 5 Work Day** (Pre-production)(Exam 12: Ch. 5, 22) |
| **Apr 21** | **Project Five Work Day** (Segment Production)  |
| **Apr 23** | **Project Five Work Day** (Segment Production) |
| **Apr 28** | **Project Five (Program A – Studio Production)** |
| **Apr 30** | **Project Five (Program B) – Field Production) (alternate dates May 1st and May 2nd)** |
| **May 5** | **TBA** |
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**SCHEDULE NOTE:**

Along with the requirements listed in the production and course schedule, additional studio practice and/or workshop days may be scheduled. These additional meetings will allow students extra hands-on time with studio equipment and rehearsal time for intermediate and final projects. Any such meetings will be held on Fridays and will be announced at least one week in advance.

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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 a legitimate excuse may be dropped immediately without notice.*

**SAFETY NOTICE:**

Video Production 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.

**RELIGIOUS ACCOMMMODATION**:

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 religious accommodation must be made to the instructor a minimum of three days prior to the observed religious holy day.

**COMMUNICATION WITH STUDENTS:**

***UNT email accounts will be used for all course correspondence with students. If you choose to use another email service you must enable your UNT email account to forward any messages. Instructions on how to do this can be found on the myUNT website.***

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**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.***

**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.

**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

**INCOMPLETE GRADE FOR THE COURSE:**

***From the UNT Office of the Registrar:*** *An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.*

Under no circumstances will an “Incomplete” be assigned automatically. A student must make a formal request from the instructor (see the above information from the UNT Registrar) which satisfies the listed guidelines, not have excessive absences or late arrivals, and be able to demonstrate proficiency in the creative and technical techniques covered in the course. All requests will be considered on a case by case basis.

Students will not be assigned a grade of incomplete for the sole purpose of avoiding a failing grade or because of any current or impending graduation status.

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**PROJECT OUTLINE & DESCRIPTIONS**

During the course each student will produce a culminating project covering a pre-selected topic. This final production will be composed from elements used to complete the previous individual project assignments. The content of each component project must adhere to the topic, style and tone of the final project. The final production should be a demonstration of your originality, creativity and technical skills. Humorous content is acceptable but no parodies will be allowed.

Total final run time of the final production (including all component elements) is thirteen minutes. Productions running over or under the total run time will receive a point deduction.

Final productions will be recorded live-to-tape and evaluated as a comprehensive demonstration of each student’s mastery of the concepts, skills and procedures studied over the course of the semester.

**PROJECT ONE: Total Run Time – 2:00**

Basic Studio Production with Roll-In

(Studio Segment with VO/SOT) – Students will shoot and edit b-roll with corresponding audio. This footage will serve as a roll-in segment for the studio portion of the segment. B-roll must include voice-over, at least one on-camera soundbite and ambient (natural) sound. Total running time of pre-recoded footage must not exceed 1:00.

**Required: Open and Close from set.**

**1 – Wide / Long Shot to Close Up Transition**

 **2 – Pans (Left to right AND Right to Left)**

**2 - Medium Shots**

**1- Extreme Close Up**

**Finished projects must include: bars, tone and countdown**

**Bars, Tone and Countdown are not considered part of the total run time.**

**Proper audio levels and quality are expected on the required audio tracks.**

**All shots must be relevant to subject matter.**

**Segment must be air quality with regard to content, language and images.**

**PROJECT TWO: Total Run Time – 3:00**

Studio Interview Production

(Studio Interview Segment) – Students will direct a basic multi-camera interview demonstrating their understanding of pre-production, camera selection, sequencing and directing commands. Directors may include b-roll but this footage does not affect required total running time.

**Required: Each project will make use of *at least* three studio cameras.**

**Each project must demonstrate good directing techniques including:**

**Cross-shooting, reaction shots and proper coverage and composition, proper audio.**

**Clear, clean audio recorded at proper levels.**

**PROJECT THREE: Total Run Time – 3:00**

Field Production 2

(Field Interview Segment) – Students will shoot and edit a single camera field interview demonstrating an in-depth understanding of camera composition, lighting and audio outside of the studio environment.

**Required: Finished projects must include: bars, tone and countdown**

**Bars, Tone and Countdown are not considered part of the total run time.**

 **Interview must be fully lit using a minimum of three light sources.**

**All images must be properly exposed – relative to mood, tone and subject matter.**

 **Visuals must be clear, well composed and feature an aesthetically pleasing background.**

 **Clear, clean audio recorded at proper levels.**

**PROJECT FOUR: Total Run Time – 4:00**

Intermediate Studio Production

(Studio Demonstration) – Students will produce an in-studio segment that further explains (through demonstration and/or direct instruction) directly related to the program topic. Projects will be graded on multiple aesthetic and technical components including: directing technique, camera selection, audio quality, use of graphics and time management.

**Required:**

 **At least two cameras must be used.**

**Each project must demonstrate good directing techniques including:**

**Cross-shooting, reaction shots and proper coverage and composition, proper audio.**

 **Must make use of relevant props and/or equipment.**

**PROJECT FIVE: Total Run Time – 28:00 (minus commercial breaks)**

Comprehensive Production

(Full Programs) – Students will participate in four completed programs that will demonstrate their ability to apply the concepts and skills acquired in the previous projects (1-4) as well as those learned in class lectures. Crew positions for these projects may differentiate from the previous crew roster. Students will also work with RTVF graduate students who will act as supervising producers.

Additional needed production information will be given closer to production dates.

**Required: Finished projects must include: bars, tone and countdown**

**Bars, Tone and Countdown are not considered part of the total run time.**

**Must be a complete, pre-produced segment.**

 **Must use a combination of dialogue, nat/ambient sound, music, video and graphics.**

 **All openings must be preceded by bars, tone and countdown.**