

SYLLABUS FORM
WESTCHESTER COMMUNITY COLLEGE
Valhalla, NY 10595

COURSE # **COMM 119**

1. NAME OF COURSE **Television Production 1**

2. DATE OF LAST REVISION

3. NAME OF REVISOR Prof. William C. Winters

Fall 2002

Spring

4. NUMBER OF CREDITS

3

5. NUMBER OF CONTACT HOURS PER WEEK

3

6. APPROXIMATE FREQUENCY OF OFFERING THIS COURSE

Every semester

7. PREREQUISITES OR ENTRY LEVEL SKILLS

No prerequisites required

8. COREQUISITES

No corequisites required (TV Production 2 suggested)

9. PLACE OF THIS COURSE IN CURRICULUM: Required for Curriculum

 Required for College Core X Elective

 Part of Required/Recommended Sequence with (Number of Course) _____

10. IS THIS COURSE DESIGNED FOR TRANSFER? X Yes No

11. COURSE OBJECTIVES:

List the course's **learning objectives** and describe how each objective/outcome will be measured.

Objective - Upon successful completion, the student will be able to:	This outcome will be measured by one or more of the following:
Understand the basic terms and theories of television production through the text, workbook, class lecture, demonstration, and practical hands-on experience.	Exams, quizzes, homework assignments in the accompanying workbook, and participation in the group "Final Project"
Operate TV equipment (cameras, lights, audio, character generator, switching console, video tape recorders, and associated equipment) in "lab" time during class.	Participation in the group "Final Project". Weekly participation (operate at least one piece of equipment) in the class lab time during class. Professor keeps track of each piece u\operated by student.
Each student will assume a TV production "role" (director, camera operator, etc.) as part of a "group team" final class project.	After participation in the group "Final Project" (last 3 weeks of the semester), each student will write a report on their own performace and comment on the other students in their group.

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12. GENERAL EDUCATION OBJECTIVES: Check each of the following Westchester Community College General Education goals that are addressed in this course:

- A. Gaining knowledge of the natural and technological world
- B. Gaining understanding of the individual and human society and its institutions
- C. Gaining an appreciation of human culture and creative expression in their various manifestations
- D. Developing the ability to analyze a situation critically, synthesize, create and articulate an argument or point of view
- E. Developing a sense of personal values and ethics, as well as openness to differing perspectives and assumptions
- F. Gaining the ability to gather and integrate information, and communicate effectively through reading, writing, speaking, mathematics and information technology
- G. Utilizing the methods of inquiry of the various disciplines to promote intellectual growth;
- H. Gaining an historical perspective
- I. Gaining a global perspective
- J. Striving for an emotionally and physically healthy lifestyle, and the pursuit of self-insight

Describe how the course achieves each **general education objective** . Describe how each objective will be **measured**

General Education Objectives Indicate objective by letter.	How the Course achieves this objective.	This objective will be measured by one or more of the following:
A	Through the text and class demonstrations	Exams, quizzes, homework assignments, and participation in the Final Project.
F	By having the student read the text and complete assignments in the workbook.	Exams, quizzes, and homework assignments.
H	Through class discussions and watching historical video tapes.	Exams and quizzes.

13. COURSE GRADE

Based on the above measures, how will the final course grade be calculated?

MINIMUM METHODS OF ASSESSMENT

1. **ASSIGNMENTS:** We will try to cover one chapter in the text each week in addition to class material not in the handbook. Unless otherwise indicated, the section of the workbook covering a chapter will be due each week. **LATE WORKBOOK ASSIGNMENTS LOSE 20 POINTS and MUST BE HANDED IN BEFORE THE NEXT CLASS MEETING OR RECEIVE A ZERO. ABSENCE IS NOT AN EXCUSE FOR A LATE ASSIGNMENT.** The workbook assignments are worth 25% of your grade. **DO NOT** do the essay questions at the end of each chapter (Problem-Solving Applications).
2. **QUIZZES:** There may be 2 to 3 short quizzes during the semester. They will usually be announced, but some may not. A missed quiz counts as a zero (attendance is important). Any quizzes will be

factored into an exam average, counting no more than 5% of the final grade. Form is usually short answer, true/false, and multiple choice.

3. EXAMS: There will be four written tests, each covering several chapters in the text as well as class material not found in the book. The fourth test is a **comprehensive** final exam. The five tests are worth 55% of your total grade. **Any exam missed for any reason will be downgraded by 20 points.** Any missed exam **must be made up prior to attending the next class.** Most exams are the "Scantron" type.
4. FINAL PROJECT: Eventually, the class will be broken up into groups to work as production crews on various projects. Participation will be evaluated, but no grade on actual skill will be given until the final production. Toward the end of the semester you and your crew will have a final production that is worth 20% of your grade. Your grade will be based on your individual work on the crew, your participation with the rest of the crew to complete the project, and an average group grade on the quality of the production. Individually you will also be graded on the write-up that is required of each crew member. There is no make-up for the final production; it requires a crew, if you miss it...zero. It is to your advantage to work together as a team since the group grade may effect each individual in the group. More information on the final production will be given prior to the production.

GRADE BREAKDOWN SUMMARY:

Workbook assignments	25%
Quizzes..(only if given).....	(05%)
Final Production	20%
Five Tests	55%
total	100%

ATTENDANCE:

According to college policy, it is suggested that you miss no more than 6 hours of class. It is suggested that you be asked to withdraw from the course after missing 6 hours of class time on the assumption that after that amount of time it would be nearly impossible to make up all the work and still pass the course. In some extenuating circumstances arrangements might be made for extra help to keep up with the course if withdrawal is not an acceptable option. Since you will be working in groups and depending on each other as crew for a production, you should encourage one another to attend because it may affect your grade. Excessive absences (over 6 hours) may result in a lowered grade.

14. INSTRUCTIONAL METHODS:

Instructional methods include class lecture and discussion, chalkboard, overhead transparencies, slides, video and audio tapes, and equipment demonstrations. In general, one hour class meeting will be devoted to lecture, review of workbook assignments and demonstrations of equipment. The other class meetings (2 hour) will be split between studio production (lab) "hands-on" learning; practice time with available equipment; and class lecture. The last few sessions will be reserved for work on the final project.

SUPPLEMENTAL LEARNING OPTIONS

1. Students are encouraged to contact a local cable TV company in order to get more practical hands-on experience. They can do this officially for credit as an internship or unofficially as a cable volunteer.
2. If you own or have access to a camcorder.....practice. Many of the same principles of professional television apply to the simplest video system.
3. Be critical and analyze what television you already watch.
4. Participate in the WCC Video Club.

lighting, personnel, the TV studio and control center, basic directional techniques, the production process, film vs. video.

APPENDIX III BIBLIOGRAPHY OF SOURCE MATERIAL

Prof. Winters has dozens of texts and television related books in his office that are used as source material. Students may use all of these books as well.

APPENDIX IV STUDIO RULES

Hands On / Hands off - Part of the purpose of this facility is to allow qualified students the opportunity to have hands-on experience in its operation. However, please **DO NOT TOUCH ANY EQUIPMENT WITHOUT PERMISSION AND/OR PROPER INSTRUCTION**. Pressing buttons or touching the wrong wire could harm you, damage expensive equipment, or erase a videotape meant to be saved.

We have to share our space with other classes. Non-the-less, whatever condition you find the studio, **YOU** will leave it **NEAT, CLEAN, and ORDERLY**. (Except as props) **NO FOOD, DRINKS, OR SMOKING IN THE STUDIO**.

If you bring chairs into the studio (from the hallway), don't forget to put them back when we are finished. Normally you will shut off all equipment when leaving the studio/control room.

SAFETY: Remember you are working with electricity and electronic equipment. Every safety rule you've ever learned about electricity goes double here. A soda accidentally spilled into a piece of equipment could end up costing literally thousands of dollars, shocking the hell out of you and your pocket book. The studio lighting panel has high voltage waiting to use you as the shortest path to ground! You don't have to fear electricity, just respect it. Don't yank on cords and wires -- they should plug and unplug easily -- if not, find out why. Most of the studio lights are 1000 watts each and get very hot very quickly; use gloves when handling any lighting instruments. If you have to reach the studio lights to adjust them, use the studio ladder, not a chair or table. If possible, wear soft shoes for better grip on studio floor and watch out for cables and wires when walking through the studio.

APPENDIX V WCC VIDEO CLUB

WCC now has a Video Club. I am the faculty advisor. Since the Spring of 1995 we have attempted to produce and air on closed circuit TV a bi-weekly news show (Week In Review). For several semesters we also produced a half-hour entertainment show, featuring interviews and comedy bits. Studio time is each Friday afternoon at 1:00. Studio setup time is 11:00, with our general weekly meeting at 12:00 in AAB222. We need a complete crew and talent (writers, on-air talent, reporters etc). The object of the club is to allow the members to practice and enhance their video skills. This would include using camcorders, studio work, editing, writing, covering news stories, etc. All (TV Production) students are welcome to join. Ask me for details. I will post a schedule of additional meetings on the door of AAB 222.

APPENDIX VI

Professor William C. Winters
Academic Arts Building, Room 222 (AAB 222)
Phone: 785-6449 Home: 769-9433 or Bill.Winters@SUNYwcc.edu

Class always meets in AAB 222 or in the TV Studio, AAB 224. Office hours for each semester are posted on all bulletin boards near AAB 222, in the classroom, and on the door to AAB 222. If the scheduled times of my office hours are not convenient to you, please make an appointment.