

SYLLABUS FORM
WESTCHESTER COMMUNITY COLLEGE
Valhalla, NY 10595

COURSE # **COMM 121**

1. NAME OF COURSE **TV Production 2**

2. DATE OF LAST REVISION

Fall 2002

Spring

3. NAME OF REVISOR Prof. William C. Winters

4. NUMBER OF CREDITS

3

5. NUMBER OF CONTACT HOURS PER WEEK

3

6. APPROXIMATE FREQUENCY OF OFFERING THIS COURSE

Usually Spring semester only (day & evenings)

7. PREREQUISITES OR ENTRY LEVEL SKILLS

None required, but TV Production 1 strongly recommended

8. COREQUISITES

None required, but TV Production 1 strongly recommended

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:
Students will learn the basic terms and theories of television production through the text, workbook, class lecture, demonstration, and practical hands-on experience.	Exams, quizzes, and workbook assignments.
The students will operate tv equipment (cameras, lights, audio, teleprompter, character generator, switching console, video tape recorders, and associated equipment) in "lab" time during class.	Professor keeps track of each piece of equipment that a students operates.
Each student will assume a tv production "role" (director, camera operator, etc.) as part of regular weekly in-class exercises.	Professor keeps track of each piece of equipment that a students operates.

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, workbook assignments.
F	By having the student read the txt and complete assignments in the workbook	Exams, quizzes, workbook assignments
H	Through class lecture and watching historical videotapes	Exams, 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 20% of your grade. **DO NOT** do the essay questions at the end of each chapter (Problem-Solving Applications).
2. **QUIZZES:** There may be several 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 10% of the final grade. Form is usually short

answer, true/false, and multiple choice. If no quizzes are given, exams will count as 65% of your final grade.

3. EXAMS: There will be five written tests, each covering several chapters (usually 2) in the text as well as class material not found in the book. The fifth 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.

GRADE BREAKDOWN SUMMARY:

Workbook assignments.....	35%
Quizzes.....	10%
Five Tests.....	55% (or 65% if no quizzes are given)
total	100%

ATTENDANCE

According to college policy, you are allowed 6 hours of cuts. 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. Excessive absences (over 6 hours) may result in a lowered grade. Excessive absence will result in forfeiture of any end of semester "perks" (like the dropping of the lowest assignment 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 demonstration of equipment. The other class meetings (2 hour) will mainly be used for studio production (lab) "hands-on" learning and practice time with available equipment.

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.

15. TOPIC OUTLINE

This general course outline will be followed as closely as possible throughout the semester. Of course circumstances may require some schedule changes as we progress. However, unless otherwise indicated, workbook assignments will be due during the week we are studying a particular chapter. The exact day due will be announced. Reminder: **a late assignment will be penalized by 20 points. Absence is not an excuse for a late assignment. No credit will be given for assignments handed in after I have returned that chapter to other students.** [As usual, do not do essay questions – "Problem Solving Applications" at the end of all chapters]

Weeks 1 & 2: Chapter 16, Production People
-ASSIGNMENT 1: Workbook Chapter 16 (skip pages 148 and 149).

Weeks 3 & 4: Chapter 17, Producing
-ASSIGNMENT 2: Workbook Chapter 17

-EXAM #1, Chapters 16, 17 and topics discussed in class.

Weeks 5 & 6: Chapter 11, SWITCHING
-Switching/instantaneous editing; basic functions & layout; basic operation; large production switchers.
-ASSIGNMENT 3: Workbook Chapter 11

Weeks 7 & 8: Chapter 12, VIDEO-RECORDING AND STORAGE SYSTEMS
-ASSIGNMENT 4: Workbook Chapter 12

-EXAM #2: Chapters 11 & 12 and class topics.

Weeks 9 & 10: Chapter 14, VISUAL EFFECTS
Chapter 15, DESIGN

ASSIGNMENT 5: Workbook Chapter 14

ASSIGNMENT 6: Workbook, Chapter 15

ASSIGNMENT 7: Design a title or graphic card. It may be color or black/white. Pay careful attention to aspect ratio; horizontal vs. vertical; and essential area. If it looks like you drew the card on the bus on the way to class you will be graded accordingly.

-EXAM 3: Chapters 14 & 15.

Weeks 11, 12, 13: Chapter 18, THE DIRECTOR IN PREPRODUCTION &
Chapter 19, THE DIRECTOR IN PRODUCTION & POSTPRODUCTION

-ASSIGNMENT 8: Chapter 18 [except pages 168 & 169 which are treated separately]

-ASSIGNMENT 9: "Larry & Natasha" pages 168 and 169 of Chapter 18. Don't forget to include a floor plan and camera positions (use a 3 camera studio shoot).

-ASSIGNMENT 10: Chapter 19

Weeks 14, 15: Chapter 13 EDITING

-ASSIGNMENT 11: Workbook Chapter 13

If time permits we will end with Chapter 20 FIELD PRODUCTION

Week 16: Final Exam. First section based on Chapters 18, 19 (and 20 if we covered it).
Second section is review of Chapters

16. UNIQUE ASPECTS OF COURSE

This is the only course on campus (along with TV Production 1) that deal with the production of television shows using a multi-camera, in-studio approach.

APPENDIX I: REQUIRED TEXTS AND/OR MATERIALS REQUIRED BY THE STUDENT (Include Supplementary Readings)

"Television Production Handbook" by Herbert Zettl, Wadsworth 8th edition

"Television Production Workbook" by Herbert Zettl, Wadsworth 8th edition

SUPPLEMENTARY READINGS OR PROJECTS

Supplementary readings or projects are **not** required. Many magazines & books are available:

1. The various trade magazines available in the AAB Media Department, college library, or media classroom AAB 222. This include: BME, VIDEO SYSTEMS, TELEVISION BROADCAST, INTERNATIONAL TELEVISION, VIDEO MANAGER, BROADCASTING and others.
2. The many texts and other books in Prof. Winters library in his office, room AAB 222a.

3. General interest magazines like TV Guide, Video Review, Video Systems, etc. This course is open to all students.

APPENDIX II: - CATALOG DESCRIPTION:

A broadening of basic television techniques including script preparation, sets and scenery, special effects, make-up and clothing, performing and acting, video editing, remote telecasts, music for television, outside production facilities, advanced producing and directing including directoral styles, dramatic content and staging. Combination lecture and lab. Student video projects recorded on video tape. Class hours: 3. Recommended pre-requisite or co-requisite is TV 1. Formerly course # 146 152.

APPENDIX 3, Bibliography

"Small Studio Video Tape Production" by Quick & Wolf; Addison Wesley
"Television Broadcasting" by Ennes; Sams
"Techniques of Television Production" by Bretz; McGraw-Hill
"The Home Video Handbook" by Bensinger; Video-Info
"Television Production" by Millerson; Hastings House
"The Television Cameraman" by Peter Jones; Hastings House
"TV Camera Operation" by Millerson; Hastings House
"Television Production" by Burrows & Wood; William C. Brown

APPENDIX 4

Professor William C. Winters

Academic Arts Building, Room 222 (AAB 222)

Phone: 785-6449 Home: 769-9433 PROFWCW@AOL.COM

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.

APPENDIX 5 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 6 WCC VIDEO CLUB

WCC now has a Video Club. I am the faculty advisor. In the past we have produced a show called "Week In Review". During the week club members cover campus events. Our formal meeting is on Fridays at 12:00 noon, with studio setup at 11:00. Around 1:00 we shoot the in-studio portion of the show. The object of the club is to allow the members to practice and enhance their video skills. This would include using portapacks/camcorders, studio work, writing, editing, 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 to AAB 222.

