

# RTVF 3220.003 - VIDEO PRODUCTION

Monday / Wednesday

3:00 - 5:50 pm

FALL 2010

**Instructor:** James M. Martin

**Office Hours:** Mon. / Wed. 1 - 2:30pm Thur. 1 - 1:30pm

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**TEXT:** *Video Basics 6* - Herbert Zettl; Wadsworth Cengage Learning  
San Francisco State University – 2009- 2010 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 a comprehensive program (12 minute total run time) exemplifying the competencies learned throughout the course. This project will require a mastery of each of the three phases of production addressed in individual class assignments. (See project handout.)

## **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.***

**TARDINESS AND ABSENCE POLICY:**

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	2:10 pm	you will lose	1 percentage point
If you arrive after	2:30 pm	you will lose	2 “ points
If you arrive after	2:50 pm	you will lose	3 “ points
If you arrive after	3:10 pm	you will lose	4 “ points
If you arrive after	3:30 pm	you will lose	5 “ points

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

**GRADING:**

<b>Project ONE</b> - (Basic Field Production)	10 %
<b>Project TWO</b> - (Basic Studio Production)	10 %
<b>Project THREE</b> - (Intermediate Field Production)	15 %
<b>Project FOUR</b> - (Segment Editing)	10 %
<b>Project FIVE</b> - (Intermediate Studio Production)	10 %
<b>Project SIX</b> - (Full Comprehensive Production)	20 %
Chapter Quiz Average	10 %
Professionalism and Crew Performance	10 %
Final Exam	15 %

**A = 105 – 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.

August 30	--- <b>Course Introduction</b>
September 8	--- <b>Program Topics Due</b>
September 15	--- <b>Project ONE Due</b>
October 4 - 11	--- <b>Project TWO</b>
November 1	--- <b>Project THREE Due</b>
November 8	--- <b>Project FOUR Due</b>
November 10 - 17	--- <b>Project FIVE</b>
Nov. 22- Dec. 6	--- <b>Project SIX</b>
December 8	--- <b>TBA</b>

**Basic Course Schedule:**

<b>WEEK</b>	<b>CONTENT AREA</b>
<b>1</b>	<b>Course Introduction – August 30, 2010</b>
<b>2</b>	Chapter 1: The Production Process
<b>3</b>	Chapter 2: Who Does What, When
<b>4</b>	Chapter 4: Video Camera / Chapter 5: Operating the Camera (Quiz 1 Ch. 1,2)
<b>5</b>	Chapter 6: Looking through the Viewfinder
<b>6</b>	Chapter 14: Production Environment–Studio ( <b>Project One Due</b> ) (Quiz 2 Ch. 4,5,6)
<b>7</b>	Chapter 15: Production Environment – Field Post & Synthetic
<b>8</b>	Chapter 3: Image Formation and Digital Video (Quiz 3 Ch. 14,15)
<b>9</b>	Chapter 10: Switchers and Switching
<b>10</b>	Chapter 11: Video Recording (Quiz 4 Ch. 3,10)
<b>11</b>	<b>Begin Project Two</b> (Quiz 5 Ch. 11)
<b>12</b>	<b>Continue Project Two</b>
<b>13</b>	<b>Continue Project Two</b>
<b>14</b>	Chapter 7: Audio and Sound Control
<b>15</b>	Chapter 8: Light, Color and Lighting <b>Studio Tungsten Demo</b> (Quiz 6 Ch.7)
<b>16</b>	Chapter 8: Continued <b>Field Exterior Demo</b>
<b>17</b>	Chapter 8: Continued <b>Location Interior Demo</b>
<b>18</b>	Chapter 9: Graphics and Effects (Quiz 7 Ch. 8)
<b>19</b>	Chapter 12: Postproduction <b>Project Three Due</b>
<b>20</b>	Chapter 13: Editing Principles
<b>21</b>	Chapter 16: Clothing, Talent & Makeup <b>Project Four Due</b> (Quiz 8 Ch. 9,12,13)
<b>22</b>	Chapter 17: Directing <b>Begin Project Five</b>
<b>23</b>	<b>Continue Project Five</b>
<b>24</b>	<b>Continue Project Five</b> (Quiz 9 Ch. 16,17)
<b>25</b>	<b>Begin Project Six</b>
<b>26</b>	<b>Continue Project Six</b>
<b>27</b>	<b>Continue Project Six</b>
<b>28</b>	<b>Continue Project Six</b>

**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.

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

**FINAL EXAM: Wednesday, December 15 1:30pm – 3:30pm**

**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:**

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.

**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.

**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](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)