

RTVF 2210.005 – INTRO TO RTVF - VIDEO

Tuesday / Thursday 9:00 - 10:50 pm SPRING 2011

Instructor: James M. Martin	Office Hours: T / TH. 1:30 - 2:45pm & WED. 4 - 5:00pm
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TEXT: INTRODUCTION TO RTVF WORK TEXT

Available at Eagle Images (UNT Print Shop) located in the UNT Union.

OBJECTIVES:

This course will introduce students to multi-camera studio production; specifically studio equipment, practices crew functions and techniques for effective application. This section offers an opportunity to execute basic video segments and learn the vocabulary of studio production. Students are expected to spend significant time outside of class preparing for their productions.

Upon completion of the course students should:

Be able to develop basic productions including directing, scriptwriting and producing.

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

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 with a provided script and a second with an original script. Each production should exemplify the skills learned in the course.

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 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.***

Late arrivals (after 10 minutes) will result in a 5 point deduction.

Later arrivals (after 15 minutes) will result in a 10 point deduction

Late arrivals (after 20 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:

DAY	CONTENT AREA
1	Orientation to multi-camera procedures, the nature of production, crew positions. Introduction of the control room, switcher, teleprompter and character generator.
2	Show formats, pre-production/ production approaches, shot composition and camera movements. Review floor director cues and script mark up. Project One demo.
3	Audio and Lighting. Begin Project One. Vocabulary Quiz
4	Continue Project One.
5	Complete Project One. Switcher Skills Test Project Two Preparation.
6	Begin Project Two
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 Regular Class Meeting
COURSE FINAL EXAM: Wednesday, May 11th 8:00am – 10:00am

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.

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.