

RTVF 2210 – INTRO TO PRODUCTION - STUDIO

Tuesday / Thursday 4:00 - 5:50 pm Fall 2016

Instructor: Johnathan Paul	Office Hours: Mon: 12:00-2:00pm Thurs: 2:00 - 4:00pm
Office: RTFP 180H	Phone: 940-565-2537 Email: johnathanpaul@unt.edu

TEXT: INTRODUCTION TO RTVF WORK TEXT
(can be downloaded from Blackboard)

OBJECTIVES:

This course will introduce students to audio, film and television studio production through class discussion and hands-on work using professional equipment. Formats, common vocabulary, standard practices, crew functions and the effective application of core techniques will be covered. Students will apply these skills through the execution of basic video segments.

We will spend a total of 9 class days in each section, beginning with Audio Production. Focus will then shift to Film Production for 9 classes, and finally TV Studio Production for 9 classes.

Upon completion of the course students should:

Have a basic understanding of editing audio, as well as directing, producing and scriptwriting for film and multi-camera TV studio projects.

Have basic competency of crew positions for audio production, film production and television production.

Develop an understanding of the various production processes as a means of communication, and the construction of a mediated message that will have meaning for a targeted audience.

PRODUCTIONS:

Each rotation in this course will require students to work through and produce Two Audio, Film, and Television projects.

****PLEASE SEE INDIVIDUAL SECTION WORK TEXT'S BELOW FOR INFORMATION ON PROJECTS, DUE DATES AND GRADING.****

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.
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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.

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.

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SYLLABUS POLICY:

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RTVF 2210 – INTRO TO AUDIO PRODUCTION

Tuesday / Thursday 9:00 - 10:50 pm Fall 2016

OBJECTIVE:

This section is designed to familiarize the student with basic audio theory, the use of audio equipment, and production techniques for effective applications. Digital techniques will be utilized. A major portion of class time will be devoted to “hands on” demonstration. Therefore, attendance is extremely important to enable you to complete class assignments.

Instructor Name: Johnathan Paul

Office Location: RTFP 180H

Email address: Johnathan.Paul@unt.edu

Office hours: Mondays 12-2pm; Tuesdays 2-4pm & by appointment

If you are having difficulty with a portion of the course at any point during the semester, please talk to your instructor. My contact information is listed above, and is made available for you to use. Please do not hesitate to contact me if you have questions.

Whenever possible, please email for an appointment. I make note of this for your benefit, so you won't make a wasted trip to my office.

Please be aware that notification is hereby made in this syllabus that the audio portion of this course may involve potentially hazardous activities, the nature of which include working with exposure to electrically powered equipment. Accordingly, the Department of Radio, Television & Film has slated this course within category 2 (courses in which students are exposed to some significant hazards but are not likely to suffer serious bodily harm).

AUDIO DAILY ACTIVITIES (REFER TO DAILY GRID AT THE FRONT OF THIS WORKTEXT FOR SPECIFIC DATES)

DAY 1: (DATE) _____

General overview of studio, reservation procedures and project assignments. General description of the equipment and basic concepts relating to its use (single flow, mixing, etc.) Be prepared to review the chapter *The Nature of Sound and Recording* on pages A-9 through A-22.

DAY 2: (DATE) _____

Discussion of reasons for editing and editing techniques.

- Audio Project #1 (digital editing assignment) is introduced.

DAY 3: (DATE) _____

Introduction to studio recording techniques. Digital editing is demonstrated and the editing assignment (Audio Project #1) is reviewed.

DAY 4: (DATE) _____

Discussion of studio recording, microphone use, and mixing techniques.

- Audio project #2 (Spot Production) is introduced.

DAY 5: (DATE) _____

Lab Proficiency Test begins.

- **Audio Project #1 (digital editing) is due.**

DAY 6: (DATE) _____

Lab Proficiency Tests conclude.

DAY 7: (DATE) _____

On-air radio applications, film sound, and audio for television.

DAY 8: (DATE) _____

Remaining discussion of film sound is completed.

- **Audio Project #2 (Spot Production) is due.**

DAY 9: (DATE) _____

Audio Section Exam over basic audio procedures.

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

AUDIO SECTION OVERVIEW

Audio Section Grade Calculation Table

ELEMENTS	GRADE	X	% VALUE	PTS. TOWARD FINAL GRADE
Project 1		X	25%	
Project 2		X	25%	
Lab Test		X	15%	
Pop Quiz Ave		X	10%	
SECTION EXAM		X	25%	
TOTAL = SECTION FINAL GRADE				

Attendance: Roll will be taken in class, and each unexcused absence will subtract 10 points from your audio section final grade. You will be marked absent if you are more than 5 minutes late for class.

COURSE CONTENT

1. **Material assigned as reading from the worktext.**

2. **Material discussed and distributed in class.**

This includes expansion on the text, and things not appearing in the text. Material contained in "hand-outs", to anecdotes, to topics brought up in class by classmates, to explanations about activities in class, etc. may be on the test.

3. **Tests.**

There will be 1 test at the end of this section. Additionally, audio material will be included in the class final exam. Pop quizzes may also be administered during this section.

NOTE: IF YOU MISS THE SECTION EXAM, YOU MUST CONTACT THE INSTRUCTOR THE DAY OF THE EXAM TO ARRANGE A MAKE-UP EXAM. A death in the family OR a bona fide documented acute medical situation is required. If you arrive late to the exam, you will only be permitted to take it if no one has finished the exam.

If you are late for class and a pop quiz is in progress or has already been given, your grade for that pop quiz will be zero. Also, there are no make-up provisions for pop quizzes. You must attend class to take a pop quiz.

4. **Audio Projects.** A large part of this course section will involve doing assigned projects. Projects will be graded on their individual merits, but before they can be accepted for grading, they must meet certain production format standards that will be described in class. **Projects not meeting production format standards will be returned to you without a grade, and will receive a one-half letter grade deduction upon being resubmitted. If the resubmission is still not in the correct format, the grade for the project will be zero.**

ALL PROJECTS ARE TO BE READY FOR GRADING ON THE DATE DUE AT THE START OF THE DESIGNATED CLASS PERIOD. IF A PROJECT IS NOT READY, THE GRADE FOR THAT PROJECT WILL BE ZERO. THERE WILL BE NO EXCEPTIONS. **THERE ARE NO LATE PROJECTS!**

If you receive less than a passing grade on the first project (lower than 70), you may make the changes suggested to you on your evaluation sheet and resubmit them for further evaluation. If you choose to take this option, you must resubmit a given project *within one week* of that project being returned to you.

The highest grade that will be awarded for a resubmitted project will be a numerical grade of 70. (Resubmission is not allowed for the second project.)

PLEASE READ: **ACADEMIC DISHONESTY**, including but not limited to **cheating** and **plagiarism**. Please refer to the University of North Texas Undergraduate Catalog detailing matters of academic dishonesty. This is brought forth here to state that **each student must do their own work, including that on individual projects.**

Audio Notes

Bring your own headphones. You will need closed ear (over the ear) headphones. Headphones are not available for checkout from the lab monitor. The Console:

- Remember that the monitoring level has nothing to do with the level your recording.
- The monitors are muted when you are using the microphone to prevent feedback. Thus, headphones are required when recording your voice.

For most applications:

- All modules should be routed to Program 1.
- Program 1 should be selected for the control room monitor.
- The "A/B Select" button should be in the "A" position for all modules. That is, the buttons should not be illuminated.

PROJECT 1 OUTLINE

Project 1 has 2 parts, both to be submitted in the designated folder at turnin.rtfv.unt.edu or as instructed in class
Each part of the project will be labeled

This part of the project will be labeled:
Proj1A Last Name First Name

Part A:

Digital Editing

This exercise has three parts. (Most of this material has been adapted from "Techniques of Magnetic Recording" by Joel Tall, chief tape editor for CBS.)

The very first sound should be the "This..." of the first exercise. Each subsequent exercise should be separated by five seconds of silence.

A. PACE. Whenever possible, cut from sound to sound. Don't cut the middle of "quiet" spots unless it can't be avoided.

"John my big brother, is here in town." The phrase "my big brother" is to be cut out. Edit so that it will read "John's here in town." NOT "John (pause) is here in town." If the word "John" was accented too clearly, which would indicate that a word with a consonant was to follow, it might be better to edit the "i" of "is" out and make it sound like a contraction, i.e., "John's here in town."

B. CUTTING WITHIN SOUND. In the sentence, "Editing according to the rules we are following, it not difficult," the obvious way to eliminate the phrase "according to the rules we are following," would be to cut from just before "according" to just before "is." A better way is to cut in the middle of the "editing" before "ing" and after "follow" in "following." Edit the sentence to read "Editing is not difficult."

C. The technique in exercise D is used often, especially where a speaker mispronounces a word and corrects himself abruptly. In this exercise, the normal manner of editing does not work out well, for when the mispronounced, or garbled, word is cut out, we are left with a heavily accented word, but with no indication of why it was heavily accented. By cutting within sound we edit from the good part of the mispronounced word to the unaccented part of the corrected word.

The president returned to Washling--WASHington by train."

Cut from the middle of the "sh" sound in Washington--" to the middle of "sh" sound in "WASH." The result is a natural "Washington" with normal accent. The final edit would read "The President returned to Washington by train."

This part of the project will be labeled: 2210PROJ1A_LASTNAME_FIRSTNAME

Part B:

Digital Editing

Edit the exercise so it flows in a conversational, "airable" form. Edit out the mistakes so that a transcription taken from your finished product would read as follows:

"Editing is a skill used extensively in the broadcast industry. It's used to remove fluffs, to get the program timing right, and for the convenience of assembly. To edit digital audio, you need a computer loaded with an audio editing software program and a soundcard. Within the editing software, you can use the mouse and the keyboard to highlight audio for deletion or for cutting and pasting to another location. Always make certain when editing news audio, called "actualities," that you don't take out words that will alter the meaning of the statement. To do so is highly unethical, and could lead to legal action being taken."

This part of the project will be labeled: 2210PROJ1B_LASTNAME_FIRSTNAME

PROJECT 2 OUTLINE

Creative Commercial Production

Incorporate voices, sound effects, and music to produce **one thirty second** commercial, promo, or public service announcement. The spot must have a music bed with a definite beginning and ending and include at least one appropriate sound effect. The spot must run between :28-:32.

You may choose to be totally original and create your own scenarios for the commercial, or you may use the following scenarios as a guide.

Scenario 1: Worldwide Hi-Fi in Dallas is having a "Spring Price Break Sale" with 30 to 70 percent reductions on all items in their huge warehouse showroom. Worldwide Hi-Fi is known as the store with instant credit and the lowest prices in the free world!

Scenario 2: The Original Deep-dish Pizza Company is a new pizza chain in town. They feature over 57 toppings in any combination, two for one specials every Tuesday night, and free delivery. They also have on display--this week only--the world's largest anchovy!!!!

Scenario 3: Your favorite music performer or group is appearing Saturday night at Reunion Arena. The concert is the hottest ticket in town!

The project will be labeled: 2210PROJ2_LASTNAME_FIRSTNAME

RTVF 2210 – INTRO TO FILM PRODUCTION

Tuesday / Thursday 9:00 - 10:50 pm Fall 2016

OBJECTIVE:

This section will introduce students to all phases of single-camera production theory and techniques that can be applied to fiction, documentary, commercial, experimental or music video genres. Students will learn skills in preproduction, production and post-production through assignments that include conceptual, technical and collaborative fundamentals.

Instructor Name: Johnathan Paul

Office Location: RTFP 180H

Email address: Johnathan.Paul@unt.edu

Office hours: Mondays 12-2pm; Tuesdays 2-4pm & by appointment

If you are having difficulty with a portion of the course at any point during the semester, please talk to your instructor. My contact information is listed above, and is made available for you to use. Please do not hesitate to contact me if you have questions.

Whenever possible, please email for an appointment. I make note of this for your benefit, so you won't make a wasted trip to my office.

ASSIGNMENTS AND GRADING

QUIZZES: 4 online quizzes with multiple attempts – 15%

PROJECT 1: Camera and Composition Skills – 25%
Students will demonstrate their knowledge of basic camera shots and composition elements. Due on Day 5.

PROJECT 2: Single-Camera Video Production – 30%
Students will work with a partner to create a 5-minute video short in either the narrative fiction or documentary form. Due on Day 9.

COLLABORATION AND PARTICIPATION – 5%

SECTION EXAM – 25%

ATTENDANCE: Roll will be taken in class, and each unexcused absence will subtract 10 points from your film section grade.

REQUIRED MATERIALS AND SUPPLIES:

SDHC Card – Class 6 or higher

1 DVD-R disc

Headphones

EQUIPMENT RULES:

Video cameras and the Adobe Premiere editing lab are available to you ONLY when you are in the Film portion of the 2210 course rotation. You may not use the equipment for personal projects.

FILM SECTION SCHEDULE

DAY 1

Introduction to film section. Overview of narrative filmmaking and story structure. Introduction to composition theory. Quiz #1 available after class for 24 hr.

Day 2

Comparison of film and video characteristics. Camera lenses, f-stops, depth of field, color temperature, white balancing, filters. Quiz #2 available after class for 24 hr.

Day 3

In-class demonstration of Video Cameras and tripods. Application of composition theory.

Day 4

Video Post-Production. Discussion will include basic rules of shooting and editing for continuity, master scene structure and parallel editing. Discuss Project #2. Quiz #3 available after class for 24 hr.

Day 5

Demonstration of Adobe Premiere non-linear editing equipment and techniques. Work on video editing exercise in class. Project #1 Due.

Day 6

Demonstration of Soundminer and Adobe Encore. Complete working on video editing exercise in class.

Day 7

Introduction to basic lighting design, techniques, filters and tools.

Day 8

Work day. Shoot or edit Project #2 during class time.

Day 9

Section Exam. Project #2 due at beginning of class. Assignments, Course Rotation Schedule, Course Worktext, Powerpoint Lectures and Grades are on Blackboard.

RTVF 2210 – INTRO TO TV PRODUCTION - STUDIO

Tuesday / Thursday 9:00 - 10:50 pm Fall 2016

OBJECTIVE:

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Instructor Name: Johnathan Paul

Office Location: RTFP Studio B

Email address: Johnathan.Paul@unt.edu

Office hours: Mondays 12-2pm; Tuesdays 2-4pm & by appointment

**TEXT: INTRODUCTION TO RTVF WORK TEXT
(can be downloaded from Blackboard)**

OBJECTIVES:

This course will introduce students to multi-camera studio production through class discussion and hands-on work using studio equipment. Formats, common vocabulary, standard practices, crew functions and the effective application of core techniques will be covered. Students will apply these skills through the execution of basic video segments.

Upon completion of the course students should:

Have a basic understanding of directing, producing and scriptwriting for multi-camera projects.

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

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.

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RTVF 2210 – Intro to RTVF PRODUCTION - T / TH 4:00 - 5:50pm - Fall 2016

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. Project One demo.
3	Review floor director cues and script mark up. Begin Project One.
4	Continue Project One. Vocabulary Quiz
5	Complete Project One. Switcher Skills Test Project Two Prep.
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 Scheduled Section Meeting
COURSE FINAL EXAM: Dec. 12th, 8:00am – 10:00am

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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.