

TELEVISION NEWS PRODUCTION
Electronic Media Technology 28-EMDT-291-901
Wednesdays 6:00pm – 9:00pm Winter Quarter 2004-2005

INSTRUCTOR

Norbert Thomas – Adjunct Instructor
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COURSE DESCRIPTION

An introduction to the process and the procedures for gathering and producing television news broadcast.

COURSE OBJECTIVES

This hands-on workshop course is designed to introduce the student to the process of planning, researching, designing, producing, directing and airing a live or live to tape news show with news reports, profiles, feature stories, and a formatted news program (with ID package and graphics elements for actual broadcast). The workshop activities are intended to provide functional knowledge, technical skills and expressive opportunities for students from concept to completion in a broadcast facility. The course will help students achieve the following objectives:

1. Become familiar with the basic terminology and technical principles of a Television News/Feature Production.
2. Understand the importance of the dynamic group process utilized in developing and producing in a broadcast facility, including the division of labor, problem-solving techniques and decision-making strategies.
3. Utilize previously acquired skills with technical proficiency in the set-up, operation and use of the various equipment systems used in Television production including: the video camera; lighting instruments; microphone selection, control and recording devices; video recording systems; editing systems, switchers and special effects units.
4. Gain a better understanding and appreciation of a deadline/time driven industry and the consequences it carries.
5. Acquire actual produced material to be used in the preparation of a final demo reel.

COURSE REQUIREMENTS

To satisfactorily complete the course, each student will be expected to:

- Attendance and participation to at least 9 classes = 20%
- Complete assignment 1, Writing = 20%
- Complete assignment 2, Edited Packages/features = 20%
- Complete assignment 3, Studio Operations = 20%
- Complete Final project The Show = 20%
- Participate in class discussions and activities during each week

COURSE SUPPLIES

You will need the following supplies and materials to complete the course exercises and assignments:

- An active e-mail account is highly recommended for correspondence with your professor and your classmates. Bearcat Online packets are available in the Bookstore, or can be downloaded from <http://email.uc.edu> for home connection through DC, as well as e-mail activity in DC computer labs
- Blank SVHS/ Mini-DV/DVCAM/DVCPro videocassette for shooting and archival purposes.
- Blank DVD-R/CD-R disc for digital demo reels.

COURSE CONSULTANTS & ADJUNCT INSTRUCTORS

Alvaro Aristizabal - Electronic Media Technician
Muntz 113, Phone: 745-5717, Email: aristia@ucrwc.uwc.edu, Hours: 1:00pm - 10:00pm

Pete Bender - Technical Production Manager
Muntz 243, Phone: 745-5717, Email: benderpj@uc.edu. Hours: 8:00am - 5:00pm & by appt.

Bill Boyle – Studio/Lab Manager
Muntz 214, Phone 745-5717, Email: william.boyle@uc.edu. Hours: 7:30am - 4:30pm & by appt.

COURSE POLICIES

Attendance

1. Class attendance is essential. You must be on time and prepared to work in class with all necessary materials. If you are unprepared to work you will be counted as absent and unexcused. You are expected to actively participate and remain for the duration of each class or lab session.
2. At the discretion of the instructor, permission for an excused absence may be negotiated. While notification of when you will not be in class is appreciated, your family vacation does not count as an excused absence. Your work schedule should permit your class attendance if you enrolled in the course, therefore work is not an excused absence. Family emergencies, illness, and auto accidents may be excused absences if substantiated by a parent, doctor or appropriate documentation.
3. If you have an excused absence, copies of handouts or assignments distributed during a missed class session will be provided upon request, but class notes or descriptions of class activities must be obtained from a classmate.
4. You are responsible for all material covered in class whether or not you're present. If absent, it's your responsibility to find out what occurred in class. It is impossible to "make up" missed classroom or lab experiences such as lectures, critiques or demonstrations. The attached Course Schedule is provided as an aid to planning and preparation, but may be changed without notice.
5. More than two unexcused absences during the term results in automatic failure of the course, unless the student officially withdraws as described in Miscellaneous Policy #5 (below).

Grading System

1. Letter grades are assigned out of a possible 100% as follows: A (90-100), B (80-89), C (70-79), D (60-69); F (0-59). Grades falling on dividing lines are determined by attendance punctuality and accuracy in following instructions.
2. All assignments must be completed and submitted on time to receive credit. No exceptions to this policy shall be permitted. Please see your instructor as soon as possible, before an assignment due date, if you are experiencing any problems that could cause you to fall behind.
3. All missed tests and assignments must be completed within one week of any excused absence from class. No opportunity to make-up missed tests or assignments will be provided if you fail to negotiate an excused absence in advance. No exceptions to this policy shall be

permitted. If you have an excused absence on the day of a studio critique, your work is still due by the beginning of that class session. Failure to submit work for critique results in the project receiving a full letter grade lower, but it will only be accepted prior to the beginning of the next class session.

4. All written work, other than in-class writing assignments, must be typed or word-processed in 10-point or 12-point type, with double spacing and 1" margins, on white bond paper. All handwritten submissions will be rejected. All papers must be stapled to prevent page loss or damage (no paper clips). Oral presentations to the class require accompanying written documentation.
5. Students auditing the course will be required to attend all class sessions, complete assigned reading and/or viewing, and participate in all class activities and discussions in order to receive a grade of "T" for the course audit. No graded assignments or exams will be required of auditors.
6. No notification of course grades will be provided other than the official University grade report. Official grades may also be obtained at www.opestop.uc.edu. All graded tests and assignments will be returned during the next class session, or may be picked up in the Media Services Center Administrative Office.

Miscellaneous

1. Recording class lectures is prohibited without permission of the instructor.
2. Cell phones and beepers must be disabled during the class session. These and other disruptions of the class will not be permitted.
3. We cannot be responsible for items left in the room after class. The classrooms and labs usually assigned to our courses typically revert to production studios or open lab facilities with many activities occurring within them during times that class is not meeting.
4. All debris must be deposited in wastebaskets. When the instructor permits refreshments during class, you are responsible for cleanup of any spills or other debris. No refreshments are permitted at computer workstations or the studios and control rooms.
5. To withdraw from this course you must do so in writing by means of a Drop/Add Slip. If official withdrawal occurs during the first three weeks, the course is removed from your record. Following this period, the instructor's signature is required on the Drop/Add Slip and you may withdraw with an automatic "w" through the sixth week of the quarter. From the sixth week through the 58th calendar day of the quarter, you may withdraw with a "W" or "F" at the discretion of the instructor. After the 58th calendar day of the quarter, no withdrawals will be approved except for reasons beyond the control of the student.

CLASS SCHEDULE

Dates and assignment subject to change.

Week 1 January 5

Orientation/Introductions

Syllabus overview

Possible guest Speaker (Media Personality)

Select and assign stories and features – Min of 12 stories.

Assignment 1: Start research and writing (Due next class to be submitted by email prior)

Week 2: January 12

Review written stories. **Critique and Grade writing assignment. (*Individual grades*)**

Break into 4 groups of 3 to produce 3 stories (1-Producer; 1-Photog/audio; 1-editor) *rotate*

Plan the production aspects of the shoots

Review and critique each idea in last hour of class

Week 3: January 19

Review field production techniques.

Explain check out procedures and responsibilities

Assignment 2: Start ENG/EFP shooting and produce packages (Due in 3 weeks)

Week 4: January 26

Continue shooting and start posting

Week 5: February 2

Finish shooting and continue posting

Week 6: February 9

Review, Critique and Grade Packages (assignment 2) in 1st hour. (Group Grade)

Design the show run down

Design logos and Identity.

Continue in same groups to produce promos, teasers, and all graphic elements. (Due in 1 week)

Week 7: February 16

Finalize and view all graphic elements.

Assignment 3: Studio Operations (Group Grade)

Break into 3 different groups of 4 to undertake the following:

Set/Light Design

Props, furniture, logos

Mics, Decorations

Floor Ops

Cameras, floor, talent

Teleprompter, monitors

Control Room Ops

Director, Producer, TD, Audio,

Graphics/CG, playback/Rec,

Week 8: February 23

Finalize the studio operations (Lights, teleprompter, playback, etc.)

Week 9: March 2

Dry Runs of the entire show

Grade assignment 3: Studio Operations and Graphical promos and elements. (Group Grade)

Week 10: March 9

Tweaking and corrections from dry runs

More dry runs

Week 11: March 16

Assignment 4: The Final Production

Review, Critique and Grade assignment 4. (Group Grade)

Possible guest speaker (Media Personality)

Feature Stories

- Diets and foods
- Health/Medical
- College Issues/Policies/Comparisons
- Financial tips
- Community programs
- FYI/DIY
- Auto features
- Emergency preparations
- Relationships
- Movie Reviews
- Restaurant reviews
- Voice off
- Consumer Electronics

Names

- WRWC
- Youth on youth
- College Chat
- Night Time

Talk Show Topics

- Peer pressure
- Relationships and school
- Preparing for the future

2 stories each	Writing	Individual grade = 20%
Groups of 3	Packages	Group grade = 20%
	(Producer/Reporter; Photog/Audio; Editor) rotate with 3 stories	
Groups of 6	Studio Operations	Group grade = 20%
	(Props; Lights; Furniture; Logos and insignias; Decor)	
	(Cameras; Floor; Mics; Teleprompter; Monitors; Talents)	
	(Director; Graphics; Audio; Playback/Recording; TD; Producer)	
Class	Final Project	Class grade = 20%
	Attendance	Individual grade = 20%
	On time = A (before class starts)	
	Late/Excused = B (within 15 minutes of class start)	
	Late ² /Absent = C (After 15 minutes of class start)	

SHOW RUN DOWN

STATION: RWCN
PROGRAM: 15/20

OPEN :15
VO :20
VO :20
VO :20
TOSS :10
PKG 1:40 *College Life/Community*
TOSS :10
PKG 1:30 *Voice off*
TEASE :15 **5:00:00**

BREAK (:30X4) 2:00:00

OPEN :10
PKG 1:30 *Music/What's your Major*
TOSS :10
PKG 1:15 *Money Talk*
TOSS :10
PKG 1:00 *\$20 Date*
TEASE :15 **4:30:00**

BREAK (:30X4) 2:00:00

OPEN :10
VO :20
VO :20 *Sampler weekend*
VO :20 *RWC concert*
TOSS :10
PKG 1:30 *Video games*
TOSS :10
PKG 1:15 *Movies*
TEASE :15 **4:30:00**

BREAK (:30X2) 1:00:00

TOSS :10
PKG 1:30 *Health*
WRAP :10
CREDITS :10 **2:00:00**

20:00:00
