

**Ohio Articulation Number (OAN)
Course Submission Form
2005-2006**



College/University Youngstown State University

Course(s) Submitted(Title & Course #) Video Production (Studio). TCOM 3782 for

Ohio Articulation Number OCM010

Date October 10, 2006 Course _____ of a _____ Course OAN mapping.

Name and title of individual submitting on behalf of the college/university

Name Fred Owens Title Professor

Address Youngstown State University
Youngstown, OH 44555

E-mail fowens@ysu.edu

Phone 330-941-1855

Fax _____

Credit Hours 3sh qtr _____ sem _____

Lecture Hours 3hrs

Laboratory Hours 3hrs (if applicable)

Pre-Requisites(s) Course work (if applicable)

TCOM 2682, Scriptwriting for Electronic Media;

TCOM 2683, Media Operations and Performance

Placement Score (if applicable)

(Name of test) _____

(Domain) _____ (Score) _____

Catalog/Course Description (Includes Course Title and Course #)

TCOM 3782, Video Production. Study of studio production elements such as equipment, lighting scene design, graphics, and special effects. The equivalent of three hours lecture and two hours lab per week.

Texts/Outside Readings/Ancillary Materials

Zettl, H. (2003). Television Production Handbook (8th edition).

Belmont, CA: Wadsworth Thompson Learning.

Course Objectives and/or Plan of Work

Course Objectives:

- . Define basic video and studio production concepts;
- . Identify the major system elements and technical function for camera, audio and lighting;
- . Identify the relationship among major system elements;
- . Differentiate between analog and digital processes;
- . Identify the basic parts of the camera and the camera chain;
- . Break down the structure of video productions;
- . Use standard techniques of studio lighting;
- . Distinguish among the various types of microphones and demonstrate proper use;
- . Discover and demonstrate the optical characteristics of lenses, such as focal length, f-stop, iris and depth of field;
- . Collaborate with a team for studio productions;
- . Differentiate between non-technical and technical production personnel;
- . Identify the major production function for non-technical and technical production personnel;
- . Generate ideas and translate ideas into a script;
- . Apply the effect-to-cause production system to the major steps in preproduction and production activities;
- . Demonstrate proficiency on studio equipment, including: cameras, sound board, character generator, video switcher, and teleprompter;
- . Create and implement a production plan;
- . Apply the aesthetic principles of video production (lighting and shot composition) in a studio production;
- . Appraise and compare the success and quality recorded studio productions.

Description of Assessment and/or Evaluation of Student Learning

Pre-test/Post-test of key production terminology and concepts. 3

exams; equipment proficiency test; crew proficiency test; production of short-form commercial (15-minute program); production of demonstration interview (15-minute program); production of artistic interview (15-minute program); production of newscast (15-minute program); production of entertainment program (30-minute program)

Master Syllabi and Working Syllabi (if both are used)

TCOM 3782, Spring 2006

Bliss Hall, Room 2019 or Bliss Hall TV Studio, as announced

Class and Lab Meeting Times: Monday, Wednesday, and Friday, 10:00 – 12:00

Video Production ***Syllabus and Schedule***

Dr. Amy Graban Crawford

Office:

2014 Bliss Hall

Phone Numbers:

Office: 330-941-2342

E-mail:

algraban@ysu.edu

Office Hours:

Monday, 8:00 am – 9:00 am

Wednesday, 8:00 am – 9:00 am

Wednesday, 12:00 noon – 2:00 pm

Friday, 8:00 am – 9:00 am

Web Address:

<http://www.cc.ysu.edu/~agcrawfo/>

Course Description:

This course is designed to help you learn to use video as an effective form of communication. We will study and apply the technical and aesthetic principles of television production. Emphasis will be on the theory and practice of studio productions, such as news and talk shows. This class will meet in conjunction with TCOM 4884, Television Production Direction. Students enrolled in TCOM 3782 will learn to operate equipment in the television studio, work as a member of a team and serve as a crew member for productions directed by TCOM 4884 students.

Course Objectives

- ◆ Define basic video and studio production concepts;
- ◆ Identify the major system elements and technical function for camera, audio and lighting;
- ◆ Identify the relationship among major system elements;
- ◆ Differentiate between analog and digital processes;
- ◆ Identify the basic parts of the camera and the camera chain;
- ◆ Break down the structure of video productions;
- ◆ Use standard techniques of studio lighting;
- ◆ Distinguish among the various types of microphones and demonstrate proper use;
- ◆ Discover and demonstrate the optical characteristics of lenses, such as focal length, f-stop, iris and depth of field;
- ◆ Collaborate with a team for a studio productions;
- ◆ Differentiate between non-technical and technical production personnel;
- ◆ Identify the major production function for non-technical and technical production personnel;
- ◆ Generate ideas and translate ideas into a script;
- ◆ Apply the effect-to-cause production system to the major steps in preproduction and production activities;
- ◆ Demonstrate proficiency on studio equipment, including: cameras, sound board, character generator, video switcher, and teleprompter;
- ◆ Create and implement a production plan;
- ◆ Apply the aesthetic principles of video production (lighting and shot composition) in a studio production;
- ◆ Appraise and compare the success and quality recorded studio productions.

Textbook: Zettl, H. (2003). *Television Production Handbook* (8th edition). Belmont, CA: Wadsworth Thompson Learning.

Additional Required Resources:

- ◆ A YSU Unix account to allow access to email;
- ◆ Reliable access to word processing technology and software;

Class Policies:

Prerequisites:

TCOM 2682, Scriptwriting for Electronic Media

TCOM 2683, Media Operations and Performance

PLEASE NOTE: YOU WILL NOT RECEIVE CREDIT FOR THIS COURSE IF YOU HAVE NOT COMPLETED ALL THE PREREQUISITES WITH A GRADE OF “C” OR BETTER PRIOR TO THE START OF THIS COURSE.

Disability Statement:

In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course please contact me privately to discuss your specific needs. You must be registered with the Center for Student Progress/Disability Services office located at Wick House, on the corner of Wick Avenue and the Access Road, and provide a letter of accommodation to verify your eligibility. You can reach the CSP/Disability Services Office at (330) 941-1372.

Center for Student Progress:

The Center for Student Progress is a resource on campus established to help students successfully complete their university experience. Please phone (330) 941-3538 or visit the Center for assistance and tutoring, or for individualized assistance with social and academic success. The main Center is located in Kilcawley West under the bookstore.

Deadline Adherence Principles:

Within the media profession, in particular, and most work environments in general, deadlines and time constraints are a key reality that shapes the outcome and success of an endeavor.

To create the most efficient and supportive environment, it is essential that we all take responsibility for the role we play in creating a positive learning experience. Missed or late assignments create major time and scheduling conflicts and are inconvenient and unfair to those who are prepared. This is particularly relevant in an applied class, such as this. Your performance not only affects your own grade, but the grades of your classmates as well. You will be a team member throughout this course. Substandard performance on your part will negatively impact your classmate’s work as well.

*Therefore, the penalty for any late assignment is substantial. It is left to the discretion of the professor whether late assignment will be accepted at all. As a general rule, you will not be able to make up any missed assignments. **The only exception to this policy is a documented emergency, chronic illness or religious holiday**, and every effort should be made to notify me in advance.*

Policy regarding a grade of “I” or Incomplete

It is the policy of Youngstown State University and this instructor that a grade of “I” should only be assigned as a final grade if **ALL** of the following conditions are met:

1. The student encounters unforeseen circumstances **beyond his or her control** that prevent completion of all coursework by the scheduled end of the semester.
2. The student has completed at least 50% of the assigned coursework.
3. The student is receiving a passing grade on all completed work.

If all of the above criteria cannot be met, a withdrawal from the course would be a more appropriate action than requesting an Incomplete.

E-mail: I highly recommend that you use your YSU e-mail account for course communication. If you plan to use another e-mail account (such as Yahoo! or AOL), it is your responsibility to **add my name and e-mail address to your spam filter’s “white list.”** If you need assistance in setting this up, please contact the YSU Tech Desk, 330-941-1595.

Course Procedures:

We are working with TCOM 4884, the television production direction class. Students in TV1 will serve as crew members for the TCOM 4884 projects. You will also serve as scriptwriter and producer for several assignments. This will allow you to become proficient on a range of equipment and will allow the 4884 students to supervise a production. For this arrangement to be of maximum benefit to all parties, we must adhere to several guidelines:

- 1.) Use non-production class time to take care of appropriate pre-production and production duties.
- 2.) Be prepared to be a team player. Keep an open mind and approach every class and every production as a learning opportunity. Live, or live-on-tape, productions may seem chaotic on the surface, but there should be an underlying structure and method. Do not second-guess your director during a production. It is after the production, during the critique session, when you may respectfully analyze choices that were made during the production.
- 3.) Often we will encounter a “hurry up and wait” situation during productions. Use down time to observe the production process or to offer assistance, if appropriate.
- 4.) Be respectful at all times. Do not leave, sleep, talk or otherwise disturb the work of others. There is no down time during productions. You are expected to be alert and responsive at all times during class.
- 5.) While in the television studio, please **TURN OFF ALL CELL PHONES** or set them to silent or manner mode. You may not answer cell phones, use digital cameras or text message during class time. You may not leave class to make a phone call or text message. If you have an emergency that requires keeping your cell phone on, please discuss this situation with me, privately, and accommodations may be made.

I, as the instructor, reserve the right to assign a grade of ZERO POINTS if one or more of the above procedures are not practiced during a production.

This course is an introduction to the process and requirements of studio production. This course is presented in four basic modes: (1) discussions of the reading, (2) in-class activities and exercises, (3) in-class pre-production and production, and (4) production critiques.

Attendance: You are permitted to miss **one class period** during the semester. I suggest that you use this absence wisely. It is a good idea to save it for any illness or personal emergencies that may arise. Your attendance grade will be lowered 20% for each absence over 1. For example, with 2 absences, you will receive an 80%, with 3 absences you will receive a 60%, and so forth. **If these absences occur during lab periods with productions (including playback sessions), you may not make up the missed assignment points and you may receive an automatic “0” for attendance!!** Crew lists are set in advance, and any absence severely handicaps productions and will affect the performance and learning experiences of your classmates.

If you are more than 15 minutes late to class or leave with more than 15 minutes remaining in the class, it will be considered a tardy. There are no excused tardies. Three tardies will equal one absence. If you are late to class on a production day, you will also incur a substantial deduction in your grade for the assignment.

Your attendance and active participation in this class are essential elements for the acquisition of production knowledge and skills. Your attendance in class every time, for the full class time, is imperative since you will be engaged in group discussions, productions, and critiques on a daily basis. Excess absence inevitably affects your overall performance and will result in a grade reduction. Student, instructor and group interaction is the foundation for this course. Your reading and homework assignments are coordinated with class activities. **Thus, it is critical that you complete your reading and homework prior to the class for which it is assigned in order for class discussion to be informed, effective and rich.** Students are encouraged and, indeed, expected to participate actively in productions and group discussion and to offer suggestions and insights to one another.

Criticism: A key part of a liberal arts education is the ability to think critically. This is also an important job skill that is much desired by employers. For media professionals it is a foundation of their profession. We will be regularly critiquing professional and student productions – those produced by you, your classmates, and television professionals. If this is a new experience for you, it may be uncomfortable, initially. However, our mistakes as well as our successes inform our academic careers and our lives. Please be prepared to be a part of self- and group-critiques. We will review a list of the proper procedures and objectives for a formal critique to allow this to be as productive (and as painless) as possible.

Academic Dishonesty: If I suspect cheating or plagiarism, I will inform you. It is your responsibility to provide a defense to a charge of academic dishonesty. Please refer to your student handbook for more information on your rights and responsibilities as a student.

Assignments:

Detailed descriptions of assignments will be handed out separately.

	Quizzes (5%)	
	• Quiz 1	50 Points
	• Quiz 2	50 Points
	• Quiz 3	50 Points
	Newscast Exercise (5%)	150 Points
	Proficiency Exam (5%)	150 Points
*	Commercial/Short Form Spot (15%)	450 Points
	Student Producer & Crew	
	Demonstration Program (10%)	300 Points
	Student Crew	
*	Artistic Performace (20%)	600 Points
	Student Producer & Crew	
*	Newscasts (20%)	600 Points
	Student Producer & Crew	
	Entertainment Program (15%)	450 Points
	Student Crew	
	Attendance (5%)	150 Points
	TOTAL	3000 POINTS

* Indicates assignment will be produced and written by TCOM 3782 students.

TCOM 3782 Grade Scale:

2685 – 3000	A
2385 – 2684	B
2085 – 2384	C
1785 – 2084	D
1784 or fewer	F

Important Youngstown State University Dates for Fall, 2006

Fall Term Begins	August 28, 2006
Last Day to Add a Course	September 5
Last Day to Apply for Graduation	September 15
Last Day to Drop with a Refund or Reduction in Charges	
100% Reduction	September 5
85% Reduction	September 11
70% Reduction	September 18
No Refund or Reduction after	September 19
“W” Withdrawal Deadline	November 2
Final Exams Begin	December 11
Fall Term Ends	December 17
Commencement.....	December 21

OBR	
Received(time)	11:23 AM
Date	10/27/2006

Week	Dates	Reading	Production/Lab
1	8-28 to 09-01	Chapter 1 <u>TV Production Process</u> Chapter 16 <u>Production People</u>	<ul style="list-style-type: none"> • Introduction to Course • Introduction to Studio • Review of Studio Equipment
2	09-04 to 09-08	Chapter 6, <u>Camera Operation and Composition</u> Chapter 17, <u>Producing</u>	<p>No Classes on Labor Day (9/4/06)</p> <ul style="list-style-type: none"> • Proficiency Exams • Equipment Fundamentals • In-Studio Exercise - Studio Camera Composition Principles • Quiz #1
3	09-11 to 09-15	Chapter 3, <u>The Television Camera</u> Chapter 4, <u>Lenses</u>	<ul style="list-style-type: none"> • Practice Scripts
4	09-18 to 09-22	Chapter 7, <u>Lighting</u> Chapter 8, <u>Techniques of Television Lighting</u>	<ul style="list-style-type: none"> • Practice Scripts • Prepare for Commercials • Quiz #2
5	09-25 to 09-29	COMMERCIALS (TV1 Student Producer & Crew)	
6	10-02 to 10-06	COMMERCIALS (TV1 Student Producer & Crew)	
7	10-09 to 10-13	DEMONSTRATION INTERVIEW (TV1 Crew)	
8	10-16 to 10-20	DEMONSTRATION INTERVIEW (TV1 Crew)	
9	10-23 to 10-27	ARTISTIC PERFORMANCE (TV1 Student Producer and Crew)	
10	10-30 to 11-3	ARTISTIC PERFORMANCE (TV1 Student Producer and Crew)	
11	11-6 to 11-10	Chapter 18, <u>The Director in Preproduction</u> Chapter 19, <u>The Director in Production & Post</u>	<ul style="list-style-type: none"> • Prepare for Newscasts • Quiz #3 • Operating the Server In-Studio Exercise <p>No classes on Veteran's Day (Friday, 11/10/06)</p>
12	11-13 to 11-17	NEWSCASTS (TV1 Student Producer and Crew)	
13	11-20 to 11-22	NEWSCASTS (TV1 Student Producer and Crew) No classes on Thanksgiving Break (Friday, 11/24/06)	
14	11-27 to 12-1	ENTERTAINMENT PROGRAM (TV1 Crew)	
15	12-04 to 12-08	ENTERTAINMENT PROGRAM (TV1 Crew)	
	Monday, 12/11/2006	8:00 – 10:00 a.m. Final Exam Period in Television Studio; Video Playback of Entertainment Program	

--

Additional Documentation

--

OBR Use

Action

Approved	
Additional Information Requested	
Rejected	
Date	

Ohio Articulation Number Form Directions

This form is used to submit your course information to the Ohio Board of Regents, for all courses that make up OAN requirements. This document is a form, so the only fields that need to be filled in can be. When you open this, make sure the top of the screen, where the name of the document is displayed, says "Document1" or something similar to that. When you open this form from a location other than inside of word, it creates a blank template to fill in. Please fill it in with the appropriate course information from your institution. All of the fields in this document are expandable, and will grow to fit as much data in them as you need. Note that these fields are implemented as MS Word tables. Keep that in mind as you are copying and pasting between your syllabi and this form.

Once you are done entering your course information, you need to save this file. Since Word opened a blank version of this file, you will need to rename it to save it. Under file, choose "Save as" and then enter the name of the file. The naming scheme for this form is Institution-Year-OAN number-Course Title.

Example, if you were ABC Community College, and you were submitting your Calculus110 course, the name of the file would be ABC-2005-OMT005-Calculus110. If two (or more) courses are required to fulfill that same OAN, you would submit ABC-2005-OMT005-Calculus110 as one OAN submission, and ABC-2005-OMT005-Calculus111 as a second submission, etc. Make sure that you mark in each submission (x of x) for the course number, so that we know that it is in fact part of a sequence, and not one of multiple courses that can be used to fulfill a requirement.

When you are done with your submissions, please send them electronically to the Ohio Board of Regents at atpanels@regents.state.oh.us so we can keep your information on file.

If you encounter any problems or have any questions, please contact any of the individuals listed below:

Jim Ginzer (614) 752-9486 jginzer@regents.state.oh.us

Sam Stoddard (614) 752-9532 sstoddard@regents.state.oh.us

Nick Wilson (614) 466-4158 nwilson@regents.state.oh.us