COURSE SYLLABUS

RTVB 1305 (3:3:1)

Introduction to Television Technology

Cinema and Video Production Program

Creative Arts Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

COURSE SYLLABUS

COURSE TITLE: RTVB 1305 - Introduction to Television Technology
COURSE MEETS: Monday/Wednesday – 1:00 to 2:15

INSTRUCTOR: Andrew Taylor
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OFFICE HOURS: (Posted at CA 113, other times by appointment)

I. GENERAL COURSE INFORMATION

A. Course Description: An introduction to the equipment and concepts used in the performing arts technology field. The student is introduced to the operation of studio and control room video, audio, lighting and staging equipment. Emphasis is placed on the production process and the production team.

B. Course Learning Outcomes: The student will demonstrate the ability to operate major studio and control room video, audio, lighting, and staging equipment. The student will exhibit a general knowledge of the video production process and an understanding of the role each member of the production team plays.

C. Course Competencies: Upon successful completion of this course, each student will have demonstrated through written examinations, daily quizzes, and individual and group projects, a competent understanding of:

- The various video, audio, lighting and other systems and how they are used in the production process.
- Equipment specific knowledge of the major components of the various systems including terminology, and operation of control components.
- Personnel used in the production process, their job responsibilities and the importance of teamwork.

D. Academic Integrity: As stated in the General Catalog - "It is the aim of the faculty of South Plains College to foster a spirit of complete ***honesty*** and a high standard of ***integrity***. The attempt of any student to present as his or her own work, which he or she has not honestly performed, is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or written assignments, illegal possession of examinations, the use of unauthorized notes during the examination, obtaining information during an examination from a textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well to final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, and student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

E. SCANS and Foundation Skills: This course covers SCANS:

Occupational Competencies C-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12,13,14, 15, 16, 18, 19, 20
Foundation Skills F-1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 17

F. Verification of Workplace Competencies: This course is the initial building block toward graduation with a Video Production Technology degree. Information learned in this course is expanded upon the courses that follow.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

A. Textbook and Other Materials: There are 10 especially prepared chapters for each area covered in class. The text will be posted on Blackboard. It is very important that students have read and studied the material before it is covered in class. Bring the text, blank paper and something to write with for taking notes and quizzes to every class meeting, as it is part of the student's grade.

B. Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student's responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X" or "F" as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of that policy.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

The first two absences will not affect the student's grade, but each additional absence will result in a five point reduction from the student's final grade. If you have 6 absences, you may be dropped from the course. Any student not present at roll taking will be counted absent unless there was prior notification to the instructor. A student who comes into class within the first few minutes can request that that the absence be changed to a tardy after the class is over. Being tardy three times will count as one absence.

Excused absence: An absence that has been discussed prior to the missed class, and arrangements have been made to make up the work; or, a student presents documentation as explanation of the absence. Making up an excused absence: It is at the instructor's discretion to allow a student to do additional work to make up an excused absence.

The chairperson of the Creative Arts Department, Administration, or Counseling Department must approve, in writing, any deviation from the attendance policy.

C. Assignment Policy: Several individual and group projects will be assigned in the semester. Students must participate in the projects during the class period in which they are done to receive credit for them. The last project will be during the last week of class at night.

D. Grading Policy/Procedure and/or methods of evaluation: There are ten areas students will be expected to be knowledgeable in. These are covered in chapters 1 through 10. At the beginning of each chapter, there is a listing of specific and measurable competencies. These competencies cover a set of knowledge that a prospective employer expects an employee to possess to obtain or maintain employment. **Video Production majors <u>only</u> must make a 'C' or better to advance.**

The competencies will be evaluated in several exams. Exams must be taken at the scheduled times. If students are unable to take the exam as scheduled, students will need to take the exam before the scheduled time or with another class. The exam cannot be taken after the scheduled time, unless the student has made arrangements with the instructor prior to the exam.

At the beginning of each class period, a short quiz may be given. Questions will be asked over material covered the previous class period or the reading assignment for that class.

There are six projects in the semester. They include "hands-on" operation of the equipment students will have covered. Students have time to complete each project in class, except for the "Fest" productions. The two last projects consist of producing a short TV commercial, which students rotate through each position and participation in the "Fest" productions.

Instructor evaluation of attendance, punctuality, preparedness, attitude, unannounced quizzes, and participation in classroom activities, discussions, and participation in productions will also be considered in the student's final grade.

Grade Values

a) Exams 60
b) Quiz/Daily 15
c) Projects 20
d) Evaluation 5
e) TOTAL 100 %

Grade Scale

100 - 90 = A
89 - 80 = B
79 - 70 = C
69 - 60 = D (Non Majors Only)
59 - 0 = F

E. General Control Room Information: Absolutely, **NO** foods or drinks will be allowed in the control room at anytime without the permission of the instructor. Also, all electronic devices, including cell phones and computers will be turned off during classes and projects unless there was prior approval by the instructor. Any student that violates the above will receive a "0" for that day and be asked to leave with an absence.

For information regarding Intellectual Exchange, Disabilities, Non-Discrimination, Title IX Pregnancy Accommodations, CARE (Campus Assessment, Response, and Evaluation) Team, and Campus Concealed Carry, please see the following link.

https://www.southplainscollege.edu/syllabusstatements/

SCANS COMPETENCIES

C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
C-3 **MATERIALS & FACILITIES**-Acquires, stores, allocates, and uses materials or space efficiently.
C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information

C-5 Acquires and evaluates information.
C-6 Organizes and maintains information.
C-7 Interprets and communicates information.
C-8 Uses computers to Process information.

INTERPERSONAL--Works With Others

C-9 Participates as members of a team and contributes to group effort.
C-10 Teaches others new skills.
C-11 Serves clients/customers--works to satisfy customer's expectations.
C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
C-13 Negotiates-Works toward agreements involving exchanges of resources resolves divergent interests.
C-14 Works with Diversity-Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships

C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
C-16 Monitors and Correct Performance-Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
C-17 Improves or Designs Systems-Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies

C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
C-19 Applies Technology to Task-Understands overall intent and proper procedures for setup and operation of equipment.
C-20 Maintains and Troubleshoots Equipment-Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks

F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
F-2 Writing-Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
F-6 Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

F-7 Creative Thinking--Generates new ideas.
F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.
F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
F-17 Integrity/Honesty--Chooses ethical courses of action.

COURSE OUTLINE FOR ARTV 1371 – MONDAY/WEDNESDAY

		CHAPTER	ASSIGNMENT
Week 1			Information
			Project
			Labor Day Holiday
Week 2		1	History
		2	Production Process/Team
Week 3		3	Cameras
			Project #1
Week 4			Project #1
			Project #1
Week 5			Exam #1
		4	Switcher
Week 6			Project #2
			Project #2
Week 7		5	Directing
			Exam #2
Week 8		6	Graphics
			Project #3
Week 9			Project #5
		7	Lighting
Week 10			Exam #3
			Project #4
Week 11		9	Video Tape Recording
			Project #1
Week 12			Project #1
			Project #5
			(Thanksgiving Holiday)
Week 13			*Project #5*
		8	Audio
Week 14		10	Video Editing
			Make-up Exam Day
Week 15			Final Exam

* This course outline is subject to change.