COURSE SYLLABUS

RTVB 1325 (3:3:1)

TV Studio Production

Cinema and Video Production Program

Creative Arts Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

COURSE SYLLABUS

COURSE TITLE:	RTVB 1325.001 – TV Studio Production
COURSE MEETS:	Tuesday/Thursday – 11:25 to 12:40, w/ Arranged Labs

INSTRUCTOR:	Andrew Taylor	
OFFICE LOCATION:	CA 113	
PHONE:	Work-(806) 716-2154	Home-(806) 809-5050
E-MAIL:	ataylor@southplainscollege.edu	
OFFICE HOURS:	(Posted at CA 113, other times by appointment)	

I. GENERAL COURSE INFORMATION

A. Course Description: - Prerequisite: RTVB 1305. Students assume roles of the production team using techniques and equipment to create a continuing series of short-form video productions.

B. Course Learning Outcomes: Each student will demonstrate skills in using equipment and techniques while working in each position on the production team. The student will also demonstrate the ability to constructively review and critique of each production.

C. Course Competencies: Upon successful completion of this course, each student will have demonstrated a through knowledge of the production process and the ability to operate equipment used in the performing arts industry.

- 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.
- Taking the leadership role in producing a short-form production and interacting with students in other programs.
- Knowledge of signal flow and how the signals are received and delivered from the different pieces of equipment used in the program.

D. Academic Integrity: As stated in the General Catalog - "As 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, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, and 20.
Foundation Skills F-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 17.

F. Verification of Workplace Competencies: This course puts into practice the previous video production courses have covered. Students learn how the team philosophy works and the synergy generated by teamwork.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

A. Textbook and Other Materials: There are no texts required for this course. Students are encouraged to use the handouts from previous ARTV courses as resource materials.

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 lab is an intricate part of this class. If a student attends the class but misses the lab, the student will be marked absent for the whole class period.

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

C. Assignment Policy: All students in the class will work as a production team to produce a weekly TV production. Students will rotate through each job and perform the assigned duties. Students must be present and participate in the production during the class period to receive credit for the program. Students are required to wear solid, dark clothes without any kind of text or graphics on them.

D. Grading Policy/Procedure and/or methods of evaluation: The class will produce several Pickin' on the Plains and Country Jukebox productions. These shows will air over the cable TV system live. Each class member will rotate through each crew position. Additionally, the class will create the show openings, closings, and promotions. . **Video Production majors <u>only</u> must make a 'C' or better to advance.**

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

Grade Value	
a) Performance of Assignment	25
b) Touring Assignments	20
c) Dress and Preparedness	15
d) Intuitive Thinking	10
e) Attendance and Punctuality	20
f) Instructor Evaluation	10
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, **<u>NO</u>** 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.

III. DIVERSITY STATEMENT: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

IV. DISABILITIES STATEMENT: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) & Lubbock Center 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

V. NON-DISCRIMINATION STATEMENT: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611.

VI. TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.

VII. CAMPUS CONCEALED CARRY: Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the SPC policy at: (http://www.southplainscollege.edu/human_resources/policy_procedure/hhc.php)

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

VIII. COVID STATEMENT: If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19..

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376.

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
    a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**

2. COVID reporting
    a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
    b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
    c. A student is clear to return to class without further assessment if they have completed: The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.

4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

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.