CTPR 484
ADVANCED MULTI-CAMERA TELEVISION WORKSHOP
4 units

Syllabus Fall 2018
Class Number: 18590D

Meets Wednesday. 2:00 p.m. to 6:00 p.m.
August 22, 2018 to November 28, 2018

Stage 4

SCI 108 - (Producing Breakout)
SCA B152/B134 - (Editing Breakout)

CTPR 484 is a large production class where the practical application for producing a multi-camera television comedy Pilot is experienced. Pilot is shot twice in front of a live audience in typical sit-com fashion. Multiple crew positions and skills ranging from Producing, Directing, Cinematography, Editing, Production Design, and Stage Managing are taught by Experienced and working Television professionals.

No prerequisites required to register for the class.
Some prerequisites preferred when assigning specific crew positions.
Instructors:
(All office hours by appointment)

Nancy Forner, ACE (Course Coordinator, Post Production):
NSFCL@AOL.COM 310-729-7532

Joel Zwick DGA (Directing):
joelzwick@yahoo.com 818-421-6176

Todd Stevens (Producing):
toddlstevens@gmail.com 818-515-1039

F J Pratt (Writing/Exec Producing):
fjprattiv@gmail.com

Bruce L. Finn (Cinematography, lighting):
brucefin@usc.edu 310-968-1986

Dietmar Quistorf (Lighting):
quistorf@usc.edu 213-446-5391

Student Assistants:

Bash Achkar (Lead/Production):
achkar@usc.edu 929-428-4608

Dereck Bosko (Editing):
dbosko@usc.edu 323-712-0401

Technical Advisors:

Rob Stattler (Broadcast Engineering)
rstattler@cinema.usc.edu 626-824-4903

Greg Vannoy (AVID)
gvannoy@cinema.usc.edu 213-821-0049

Michael Provart (Art Direction)
mprovart@cinema.usc.edu 323-646-0576
**CLASS 1:**
**Wed, Aug 22**
**Stage 4**

**2:00pm STAGE 4 - Introduction to the Class**
- Nancy will explain agenda for CTPR 484 (shoot two shows, practice DRESS show and AIR show)
- Introduction of the faculty
- Mention that students will sign up with faculty and crew positions will be announced next class time:
- Every Sunday Nancy will send out a Sunday Blast

**F J Pratt : Writing**
- Will talk generally about what to expect from the writers.
  - F J will supply cast breakdowns and distribute copies of first draft of the script.

**Joel Zwick: Directing**
- Joel will lead a brief discussion of “What is Sitcom”
- Crew positions 4 Directors, 4 Associate Directors, 1 Stage Manager

**Bruce Finn: Lighting and Camera**
- The process of:
  - designing, rigging, hanging, lighting and shooting
- Positions:
  - 1 DP
  - 4 Camera Operators
  - Lighting, Gaffers, Grips

**Todd Stevens: Producing**
- Line Producer, Associate Producer, Set Designer, Set Dresser Props, Wardrobe, Makeup, Stage manager, Slate, Casting Director, Script Coordinator/supervisor, Composer, (Boom operator and Mixer)

**Nancy Forner: Editing**
- 4 Editors
- 2 Sound Editors
- 1 Post Supervisor
- 4 Line Cut Switchers (same as editors)
- Main Titles and credits designer

**Bash Achkar Talks**

*Students sign up for desired crew positions with appropriate faculty.*
<table>
<thead>
<tr>
<th>Class 2: Wed, Aug 29</th>
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<tbody>
<tr>
<td>Stage 4</td>
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<tr>
<td>2:00pm STAGE 4</td>
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<tr>
<td>- Faculty Announces Crew positions</td>
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<tr>
<td>- Joel and Todd: Discussion on casting and casting procedure</td>
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<tr>
<td>- Joel: Discussion on importance of blocking in a 4 Camera sitcom</td>
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<tr>
<td>- Ellen Gittelsohn, Guest Lecture: Discussion on set dressing</td>
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<tr>
<td>- Directors and EPs: start casting advertisement</td>
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<tr>
<td>- Break outs with each crew position and faculty</td>
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<thead>
<tr>
<th>Class 3: Wed, Sept 5</th>
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<tbody>
<tr>
<td>Stage 4</td>
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<tr>
<td>2:00pm STAGE 4</td>
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<tr>
<td>- Joe Wallanstein: will discuss set safety.</td>
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<tr>
<td>- Table read with writers reading the parts</td>
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<tr>
<td>- Producers: send out casting calls.</td>
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<tr>
<td>- Producers must set up casting and ready the stage for casting over the weekend. Contact actors with parking info. Room numbers.</td>
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<tr>
<td>- Remind the actors that this is an all day commitment and inform them of the required commitment for this class.</td>
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<tr>
<td>4-6pm</td>
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<tr>
<td>Bruce Finn: Camera Lecture</td>
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<tr>
<td>Camera Operator lecture</td>
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<tr>
<td>Instruction on 4 camera Pedestal use:</td>
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<tr>
<td>- Break outs with each crew position and faculty</td>
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</tbody>
</table>
### Saturday Sept 8 Stage 4

**Casting 10AM**
- **Producers and DPs:** prepare and organize script sides, parking, schedule and open room, water etc.
- Actors wait in lobby by stage
  - **Morning:** actors and directors and Eps
  - **Afternoon:** preliminary call back for EPs and Directors and actors.
- All students invited but only mandatory for EPs and Directors.

### Class 4:
**Wed, Sep 12**
**SCB101**
**Stage 4**

2:00pm **STAGE 4**
2 - 3:30 pm
**Directors, associates, Editors, Stage Managers And Rob.**
EPs, Directors, Certain Crew
- Final casting decisions will be made.

- Set Dressing, rough lighting, camera practice
- Editors and Post Supervisor in Post Lab

5-6pm **Production meeting for entire class**

### Class 5:
**Wed, Sep 19**
**Stage 4**

2:00pm **STAGE 4**
- **Full Cast Table Reading**
- notes with Directors, Associate Directors and Writers

3-3:30pm
- Notes for cast (Directors and Associates)

3:30-6pm
- **LIGHTING THE SET ON STAGE 4**
- Actors rehearse on set with Directors

- **Break outs with crews**
| Class 6:  
| Wed, Sep 26  
| SCB101  
| Stage 4 | 2:00pm STAGE 4  
| Writers and Directors meet on Stage 4  
| -Directors start blocking on stage  
| -Set dressing  
| -Continue Lighting the set on stage 4  
| -Break outs with crews |  

| Weekend  
| Sat, Sep 29  
| Stage 4  
| Tentative | 10am Cast, Directors, Associates and Stage Managers  
| -Rehearsals with cast, writers and directors  
| 12:30-3pm Lighting |  

| Weekend  
| Sun, Sep 30  
| Stage 4 | 9am-Tech walk-through on Stage:  
| -ESU (ELECTRONIC SET-UP) testing all cameras/sound  
| Full cast and crew call  
| -Hired boom ops  
| -Hired sound mixer  
| -Tech and AVID support  
| **11am practice run through**  
| -11:30 - 12:00 Lunch  
| -Camera test for Avid workflow.  
| -Editors practice AVID capture.  
| -All faculty, all students, all crews.  
| -USC tech support present  
| -Hired Boom Ops and Sound mixer  
| -CONTINUE LIGHTING THE SET ON STAGE  
| -Send invitations for DRESS show |
| **Class 7:**
| **Wed, Oct 3**
| **Stage 4**

| **2:00pm STAGE 4** |
| **Final Camera Blocking** |
| - All faculty, all students, full crew |
| - Writers and full cast |
| - Directors begin blocking the actors (and extras) |
| - First full rehearsal, all departments should be ready. |
| - USC tech support present |
| - Practice with camera |
| - CAMERA OPERATORS AND THE REST OF CAMERA CREW BEGIN CAMERA BLOCKING (DURING THIS, CONTINUE LIGHTING THE SET ON STAGE) |
| - Editors in the Lab |

| **Weekend**
| **Sun, Oct 7**
| **Stage 4**

| **Shoot Day**

| **9am ESU** |
| Full cast and crew call |
| - Hired boom ops |
| - Hired sound mixer |
| - Tech and AVID support |

| **10-12 Camera Blocking (Practice show)** |
| - Hired Boom Operators and Sound board mixers |
| - Make-up applied as needed |

| **12pm-3pm** |
| - Continue camera blocking rehearsal |

| **3pm** |
| - Lunch |

| **4pm** |
| - Audience Arrives/Wardrobe |

| **5pm** |
| - **SHOOT (Practice Show) with Audience** |
| - Full cast and crew |
| - Hired Boom Operators |
| - Hired Sound board mixers |
| - Editors Load and organize Footage in AVID |
| **Editing**  
<table>
<thead>
<tr>
<th>Mon-Wed, Oct. 8-10</th>
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<tbody>
<tr>
<td>Editors start rough assembly of (Practice Show)</td>
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<tr>
<td>-Send quicktimes to writers and camera</td>
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<tr>
<td>-Writers rewrite</td>
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| **Class 8:**  
<p>| Wed, Oct 10 |</p>
<table>
<thead>
<tr>
<th>Stage 4</th>
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<tbody>
<tr>
<td>2:00pm STAGE 4</td>
</tr>
<tr>
<td><strong>Screen rough assemblage of Practice Show</strong></td>
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<tr>
<td>- Full crew (writers also)</td>
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<tr>
<td>- By department, discuss and critique with students</td>
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<tr>
<td>- mistakes and how to correct</td>
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<tr>
<td>- If new pages, rehearse/re-block</td>
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<tr>
<td>- Break outs with departments</td>
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<tr>
<td>- 4-6pm BEGIN RE-LIGHTING SET AS NECESSARY</td>
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<tr>
<td>ON STAGE</td>
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<tr>
<td>- Breakouts with departments</td>
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| **Class 9:**  
<p>| Wed, Oct 17 |</p>
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<tr>
<th>Stage 4</th>
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<tbody>
<tr>
<td>2:00pm STAGE 4</td>
</tr>
<tr>
<td><strong>RUN-THROUGH ON STAGE for Air Show</strong></td>
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<tr>
<td>- Full Cast and Crew</td>
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<tr>
<td>-Start RE-BLOCKING actors, camera, lights etc.</td>
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<tr>
<td>-Writers work on revisions</td>
</tr>
<tr>
<td>- Breakouts with departments</td>
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</tbody>
</table>
| **Class 10:**  
| **Wed, Oct 24**  
| **Stage 4**  
| **2:00pm STAGE 4**  
| **-Production meeting full crew**  
| **-Full Rehearsal with new revisions full cast, Directors, associates, CBO’s and Stage mangers.**  
| **-Breakouts with departments**  

| **Weekend**  
| **Sat, Oct 27**  
| **Stage 4**  
| **(Reminder football game)**  
| **10am**  
| **Full cast and crew call**  
| **-Hired boom ops**  
| **-Hired sound mixer**  
| **-Tech and AVID support**  
| **1-1:30pm**  
| **Lunch**  
| **1:30pm**  
| **BLOCK AIR SHOW**  
| **-REFRESHING” THE CAMERA BLOCKING PRIOR TO SHOOTING**  
| **-Hired Boom Operators**  
| **-Hired sound mixer**  

| **Weekend**  
**Sun, Oct 28**  
**Stage** | **12pm**  
Full cast and crew call  
-Hired boom ops  
-Hired sound mixer  
--Tech and AVID support  
**3pm**  
Lunch  
**4pm**  
Audience Arrives  
**5pm**  
Filming  
**SHOOT AIR SHOW with Audience on Stage 4**  
-Full cast and crew  
-Hired Boom Operators and Sound board mixer  
-Editors load and organize ftg. into AVID |
|---|---|
| **Editing**  
**Mon-Wed**  
**Oct. 29-31** | **Editors start cutting Air Show**  
-Make output for camera to discuss with camera crew  
break out.  
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| **Class 11:**  
**Wed, Oct 31**  
**Stage 4** | **2:00pm STAGE 4**  
Screen Editor’s cut for whole class  
Directors and Directing Faculty give edit notes  
  
**Start to store set dressing**  
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| **Editing:**  
**Mon-Wed**  
**Nov. 5-7** | **Editors execute Director notes**  
Editors and directors teams meet separately.  
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<table>
<thead>
<tr>
<th>Class 12: Wed, Nov. 7</th>
<th>2:00pm STAGE 4</th>
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<tbody>
<tr>
<td>Stage 4</td>
<td>Screen Director’s cut for whole class</td>
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<tr>
<td></td>
<td>-EP/Writers give notes.</td>
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<td></td>
<td>-Joel lecture on Directing</td>
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<td></td>
<td>-Todd Stevens lecture on Producing</td>
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| Class 14: Wed, Nov. 14 | Faculty give editing notes In the Lab |
| Stage 4               | Directing Editing and Writing faculty give notes in the LAB |
|                       | -Bruce Finn lecture on Cinematography |

| Editing: Mon-Wed Nov. 19-21 | Editors work on Faculty notes. |

| Wed, Nov. 21 | NO CLASS – HAPPY THANKSGIVING! |

| Editing TBS | Picture Lock |
|            | Upload to Kipro |

| Class 14: Wed, Nov. 28 | Screen Final Cut for Class and Cast |
| SCA 112               | -Cast and Crew party in SCA 112 |

*Dates/schedules above may be altered to accommodate unavoidable
Grades
Each student will be graded for individual performance as it meets the needs of the specific production tasks to which they have volunteered or been assigned. These will be evaluated by the instructors four times a semester. A student may request these interim grades but they will not otherwise be posted.

There will be no incomplete or pass/fail grades. It is the student’s responsibility to participate in class and related activities. Attendance, commitment and participation are critical to the success of this course; therefore grades will reflect students’ involvement with all activities and assignments. Failure or being late in turning in assignments, being continually tardy to class, or being absent more than one day without a doctor’s excuse will be reflected in your grade.

Production Division Attendance Policy
Students are expected to be on time and prepared for each class. Two unexcused absences will result in a student’s grade being lowered by one full letter (IE: A becomes B). A third unexcused absence will result in a student’s grade being lowered by one, additional full letter (IE: B becomes C). A student’s grade will be lowered by one full letter for each additional unexcused absence. Two late class arrivals equate to one full absence.

In order for an absence to be excused, the student must have approval from the professor and provide documentation at the next attended class session.

If a student misses class due to an emergency, the student must contact the professor prior to class or contact the Production Office at 213-740-3317.

GRADING SYSTEM
40% - class participation (showing up for all class activities)
20% - exhibiting self-motivation (doing beyond what’s “required”)
20% - being on time or unexcused absences (15 minutes early, no more that 3 absences)
20% - innovation and creativity (in an uninhibited yet appropriate manner)

Grading Scale (Example)
Course final grades will be determined using the following scale
A  95-100
A- 90-94
B+ 87-89
B  83-86
B- 80-82
C+ 77-79
C  73-76
C- 70-72
D+ 67-69
D  63-66
Students with Disabilities

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. Please be sure that the letter is delivered to the Instructor as early in the semester as possible. DSP is located in STU 301 and is open 8:30am to 5pm, Monday through Friday. The phone number is 213/740-0776.

Statement on Academic Conduct and Support Systems

Academic Conduct:
Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, “Behavior Violating University Standards” [https://policy.usc.edu/scampus-part-b/]. Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct, [http://policy.usc.edu/scientific-misconduct].

Support Systems:
Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. [https://engemannshc.usc.edu/counseling/]

National Suicide Prevention Lifeline - 1-800-273-8255
Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. [http://www.suicidepreventionlifeline.org]

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender-based harm. [https://engemannshc.usc.edu/rsvp/]

Sexual Assault Resource Center
For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: [http://sarc.usc.edu/]

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086
Works with faculty, staff, visitors, applicants, and students around issues of protected class. [https://equity.usc.edu/]

Bias Assessment Response and Support
Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. [https://studentaffairs.usc.edu/bias-assessment-response-support/]

The Office of Disability Services and Programs
Provides certification for students with disabilities and helps arrange relevant accommodations. [http://dsp.usc.edu]
Student Support and Advocacy – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. https://studentaffairs.usc.edu/ssa/

Diversity at USC
Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. https://diversity.usc.edu/

USC Emergency Information
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible, http://emergency.usc.edu

USC Department of Public Safety – 213-740-4321 (UPC) and 323-442-1000 (HSC) for 24-hour emergency assistance or to report a crime. Provides overall safety to USC community. http://dps.usc.edu

PLEASE NOTE:
FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY INSTRUCTIONAL SPACES IN THE CINEMATIC ARTS COMPLEX