

SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production

SYLLABUS

Semester: Spring 2019 v9

Supervising Instructor: Greg Vannoy

Office Hours: Monday-Friday by appointment

Classes meet as lab or lectures at various times Monday-Friday 9:00-7:00PM

SA: TBA

2 UNITS

INTRODUCTION & PURPOSE

This is a practical course where television shows are created, produced and broadcast on USC's fully operational, student-run television station, Trojan Vision. The class is designed for students seeking a hands-on understanding of how live television programs are made and also those students who intend to pursue a career in the professional television industry. The television shows produced in this class are primarily non-scripted, in-studio productions. The daily operation of Trojan Vision is handled entirely by student station managers, directors, show-runners, producers, writers, video and audio operators, and editors.

Students in CTPR 409 must enroll in two separate sections of the class. One section is a lecture and the second section is a lab. Sections are listed on the School of Cinematic Arts, Production Division's Schedule of Classes. Also, read the Schedule found in this syllabus that lists each lecture and lab section. In the lecture section, each student becomes an Associate Producer assigned to a specific television show and collaborates with other students on the content and production of that program. In the lab section, every student learns a variety of technical positions and becomes part of a show's crew including camera operator, technical director, sound mixer, graphics operator and other control room responsibilities.

PRE-REQUISITES: There are no pre-requisites. This class is open to all students from any school or department in the university. It is assumed that students enrolling in CTPR 409 have no television production experience. All of the skills needed to successfully complete the course are taught in class.

HOW TO ENROLL

There are ten sections of CTPR 409 in the Spring 2019 semester. Each section offers a Lecture and a Lab. CTPR 409 students must enroll in two different sections, one as a Lecture and, in a different section, one as a Lab. The student's Lecture & Lab choices can be any combination of different Lecture & Lab sections. For example, a student can enroll in the Tuesday 9-11:20AM Lecture section and the Thursday 9-11:20AM Lab section. Or, as another example, a student can enroll in the Monday 9-11:20AM Lecture and the Wednesday 4:30-6:50PM Lab. Students cannot enroll in the same section for both their Lecture and Lab choices.

In the Lectures, students are Associate Producers on a Trojan Vision live television program.
In the Labs, students are crew members on a Trojan Vision live television program.

Each student must enroll in one Lecture and, in a different section, one Lab. Students may not enroll in the same section for both their Lecture and Lab choices.

CTPR 409 Spring 2019 Schedule

THERE ARE TEN SECTIONS. EACH STUDENT MUST ENROLL IN TWO SECTIONS.
ONE SECTION AS A LECTURE CLASS AND A DIFFERENT SECTION AS A LAB CLASS.

Monday	Tuesday	Wednesday	Thursday	Friday
9-11:20am Lecture 18522R Lab 18912R	9-11:20am Lecture 18903R Lab 18913R	9-11:20am Lecture 18907R Lab 18914R	9-11:20am Lecture 18909R Lab 18915R	9-11:20am Lecture 18923R Lab 18925R
	1-3:20pm Lecture 18904R Lab 18916R		1-3:20pm Lecture 18910R Lab 18917R	1-3:20pm Lecture 18924R Lab 18926R
4:30pm-6:50pm Lecture 18922R Lab 18918R		4:30pm-6:50pm Lecture 18908R Lab 18920R		

READING & REFERENCES

This is a practical class that does not require textbooks. However, there is optional reading material about Trojan Vision procedures and operations available on the TrojanVision online site.

Additional suggested reading: Television Production Handbook by H. Zettl

WEEKLY CLASS SCHEDULE

Instruction is given in all aspects of television production, with an emphasis on practical skills in technical direction, camera operation, master control room techniques, sound, graphics and the producing and production of show content.

WEEK 1: Orientation and overview. Students are given an introduction to Trojan Vision, the television show schedule for the semester, and the show's breakdown of crew and producer assignments. Fair use and copyright issues are discussed.

WEEK 2: Instructors, staff and professionals from the TV industry lecture and give demonstrations on the daily functioning of the Trojan Vision station and shows.

WEEK 3: Technical instruction is given on the Trojan Vision studio equipment including cameras, and the master control booth.

WEEK 4: Rehearsal for each Trojan Vision show.

WEEK 5: On-air broadcasting begins for Trojan Vision shows and programs. Additional instruction continues.

WEEK 6: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 7: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 8: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 9: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 10: Review week. Previously aired shows are constructively reviewed. Instructors evaluate shows' scripts, content, visuals and sound quality. Improvements are discussed. Students write a two-page evaluation of any Trojan Vision show.

WEEK 11: On-air broadcasting of Trojan vision shows resumes. Additional instruction continues.

WEEK 12: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 13: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 14: On-air broadcasting of Trojan vision shows. Additional instruction continues.

WEEK 15: Final on-air broadcasting of Trojan vision shows.

FINALS WEEK: Shows are reviewed by faculty. Students present a verbal report on their show, and discuss the show with faculty as a summation of their technical and aesthetic progress.

ASSIGNMENTS, GRADES AND UNIT CREDITS

This class has no traditional homework assignments. There are no written exams. As Associate Producers, students are expected to preplan their show, write scripts as needed, contact guests, coordinate production and be fully prepared for each episode of their show. As a crew member, students are expected to master their abilities in a variety of skills including camera operation and various aspects of the video & audio control room. There are two, brief reports due. Mid-term Report: A two-page evaluation of any Trojan vision program describing the show's successful aspects as well as its shortcomings and suggestions for improvement. Final Report: A one page idea and pitch for a new Trojan Vision show.

Grades are based on the evaluation of each student's work. Mid-term grades are based on the instructor's evaluations and student's two-page report on a Trojan Vision show. Professional behavior, dedication to the work and active collaboration are key requirements to doing well in this class. Final grades are based on the criteria listed below.

FINAL GRADE CRITERIA:

40% - Student's participation in their show's preparation and production.

30% - Student's technical growth and understanding of the equipment.

20% - Mid term and final class reports.

10% - Faculty review of performance and meeting with student.

Students are expected to be on time and prepared for each class and show. This class is performance oriented and attendance is extremely important. Two unexcused absences will result in the student's grade being lowered by one full letter (IE: A becomes B). A third unexcused absence will result in the student's grade being lowered by one additional, full letter grade (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 faculty and provide documentation at the next attended class session.

CREDITS

CTPR 409 is taken for 2 units and may be repeated up to four times for a maximum of eight units.

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" 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, policy.usc.edu/scientific-misconduct.

Support Systems:

Student Health Counseling Services - (213) 740-7711 – 24/7 on call

engemannshc.usc.edu/counseling

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call

suicidepreventionlifeline.org

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 – 24/7 on call

engemannshc.usc.edu/rsvp

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

Office of Equity and Diversity (OED) | Title IX - (213) 740-5086

equity.usc.edu, titleix.usc.edu

Information about how to get help or help a survivor of harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following protected characteristics: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations.

Bias Assessment Response and Support - (213) 740-2421

studentaffairs.usc.edu/bias-assessment-response-support

Avenue to report incidents of bias, hate crimes, and microaggressions for appropriate investigation and response.

The Office of Disability Services and Programs - (213) 740-0776

dsp.usc.edu

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

USC Support and Advocacy - (213) 821-4710

studentaffairs.usc.edu/ssa

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity at USC - (213) 740-2101

diversity.usc.edu

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

dps.usc.edu, emergency.usc.edu

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call

dps.usc.edu

Non-emergency assistance or information.

STATEMENT FOR STUDENTS WITH DISABILITIES

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to me (or to TA) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

STATEMENT ON ACADEMIC INTEGRITY

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one's own academic work from misuse by others as well as to avoid using another's work as one's

own. All students are expected to understand and abide by these principles. *Scampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A: <http://www.usc.edu/dept/publications/SCAMPUS/gov/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://www.usc.edu/student-affairs/SJACS/>.

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 Section 11, *Behavior Violating University Standards* <https://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. 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/>.

Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the *Office of Equity and Diversity* <http://equity.usc.edu/> or to the *Department of Public Safety* <http://capsnet.usc.edu/departments/departments-public-safety/online-forms/contact-us>. This is important for the safety whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. *The Center for Women and Men* <http://www.usc.edu/student-affairs/cwm/> provides 24/7 confidential support, and the sexual assault resource center webpage sarc@usc.edu describes reporting options and other resources.

Support Systems

A number of USC’s schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* <http://dornsife.usc.edu/ali>, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* <http://emergency.usc.edu/> will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.

DISRUPTIVE BEHAVIOR

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students’ ability to learn and an instructor’s ability to teach. A student responsible for disruptive behavior may be required to leave the class pending discussions and resolution of the problem and may be reported to the Office of Student Judicial Affairs for disciplinary action.

Food and drinks are not permitted in any instructional spaces or studios in the Cinematic Arts Complex or the Robert Zemeckis Center.