



SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production

Fall, 2019

2 or 4 Units

Monday-Friday 9:00 AM -7:00 PM

SYLLABUS

<https://trojanvision.usc.edu>

Location: Zemeckis Center - RZC Stage B
3131 S Figueroa St., Los Angeles, CA 90007

<https://trojanvision.usc.edu>

Instructors: Kathleen Dowdey & Allan Kartun

SAs: Michelle Au and Ishaan Singh

Office: RZC Stage B

Office Hours: Before or after classes, by appointment (email)

Contact Info: Kathleen Dowdey: dowdey@usc.edu

Allan Kartun: kartun@usc.edu

**This class is open to all students from any school or department in the university.
There are no prerequisite requirements for this class.**

COURSE DESCRIPTION AND OBJECTIVES

Each class creates a live, student-produced television show that is broadcast on USC's student-run television station, Trojan Vision. Shows are shot during class time, Monday through Friday, and include a variety of multicamera television formats: talk shows, demonstration, game, music and news shows.

Students contribute as associate content producers and as crewmembers to the specific show assigned to their class. On a weekly basis and in rotation, the students learn and practice the essentials of live television production, then review each show after broadcast to assess their progress. Over the course of the semester, students build their production skills while observing and participating in the developing quality of their show.

The daily operation of Trojan Vision is managed by experienced students who have completed this course and chosen to pursue more challenging positions at the station. They demonstrate and encourage new students, especially those interested in careers in television, to build on this course by taking on increasingly professional roles at Trojan Vision.

CREDITS - 2 or 4 UNITS

CTPR 409 can be taken for 2 units (one class per week) and may be repeated up to four times.

CTPR 409 can be taken for 4 units (two classes per week) and may be repeated twice.

CTPR 409 can be taken for a total maximum of 8 units.

PREREQUISITES

There are no prerequisites. 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.

WHAT WILL STUDENTS DO IN CLASS?

As an associate producer, students work with the showrunner (sometimes outside of class time) to brainstorm ideas, preplan segments, research, access and credit photographs and video clips, write scripts, prepare hosts, suggest and recruit guests and compile rundowns.

As a crewmember, students learn and practice the technical skills essential to the processes of television production. Crew positions include: camera operator, stage manager, technical director (editing), sound recording and mixing, graphic design and production and other control room positions.

TROJAN VISION SHOWS AND SCHEDULING

Trojan Vision shows strive to feature dynamic genres, topics, current news items, campus activities and special guests that attract and engage the USC student community. Past shows include: game shows, health & fitness, sports talk, current affairs & politics, video gaming, cooking & food, popular culture, Hollywood gossip and comedy improv. Shows that have aired can be viewed on the Trojan Vision Facebook page:

https://www.facebook.com/pg/USCTrojanVision/videos/?ref=page_internal

Below is an example of a typical semester's show schedule. The schedule and shows change each semester, depending on students' availability.

SAMPLE SCHEDULE

(SCHEDULE VARIES EVERY SEMESTER)

Monday	Tuesday	Wednesday	Thursday	Friday
	9-11:20am VIDEO GAMES	9-11:20am TALK SHOW	9-11:20am FITNESS & WELLNESS	9-11:20am SPORTS TALK
1-3:20pm TALK SHOW	1-3:20pm COOKING & FOOD	1-3:20pm POP CULTURE	1-3:20pm COMEDY IMPROV	1-3:20pm GAME SHOW
4:30pm-6:50pm HOLLYWOOD GOSSIP		4:30pm-6:50pm POLITICS & CURRENT EVENTS		

READING AND REFERENCES

This class does not require textbooks. However, optional reading materials are available through USC Libraries online for reference and further details about class instruction. Find links and topic guides on Blackboard.

Cury, Ivan, 2017. *Directing and Producing for Television, Fifth Edition*. New York and London: Routledge Press

Owens, Jim, 2015. *Television Production, 16th Edition*. New York: Focal Press

ASSIGNMENTS AND SUBMISSIONS

There are no traditional, written exams for this class. There is one assigned midterm and one final paper (see below).

When students work as associate producers in their rotation, they are assigned specific tasks by their showrunner. Students submit these assignment before the show to the instructor and showrunner on Google Drive.

When students work as crewmembers in their rotation, the broadcast producer assigns positions before each show. In advance, students are encouraged to review the optional readings that describe relevant equipment, its purpose, how to operate it and in particular roles, how to communicate with others. They are also encouraged to practice equipment operations in the studio/control room/audio room when no class is in session and with the permission of the studio engineer.

Midterm Report

A one-page summary of the student's show: its successful aspects, its shortcomings and specific suggestions to improve the show during the remainder of the semester. Include highlighted points for class discussion.

Submit through Blackboard.

Due October 16

Final Evaluation

A one-page evaluation the student's contributions to the show - its development, content, presentation and production - and the steps they would take to improve it.

Submit through Blackboard.

Due December 6

GRADING RUBRICS

Grades are based on the instructor's evaluation of the student's work and evidence of improvement over the semester. Key requirements to succeeding in this class include: professional behavior, preparation for and engagement in class; a commitment to and accomplishments in producing and crew positions; and active, self-motivated collaboration with others in all aspects of production.

At midterm, the instructor notifies any student whose work falls below a grade of C. These students are strongly encouraged to make an appointment with the instructor to discuss their work.

GRADING CRITERIA

35% - Student's participation in the preparation, production and improvement of their show

30% - Student's ability to take initiative, assume responsibilities and exceed assigned tasks

20% - Midterm Report and Final Evaluation

15% - Student-submitted show assignments (research, scripts, etc.)

GRADING SCALE

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

D- 60-62

F 59 and below

CLASS ATTENDANCE

Students are expected to be on time and prepared for each class. Two absences will result in a student's grade being lowered by one full letter (IE: A becomes B). A third 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 absence. Two late class arrivals equate to one full absence. If a student misses class due to an emergency, the student must contact the instructor prior to class by text on phone.

CELL PHONE POLICY

Cell phones may not be used during class or broadcasts. Laptops and tablets may only be used for class/show related work during rehearsals and broadcasts.

COURSE SCHEDULE

WEEK 1, Aug, 25: Students attend an orientation meeting at the Robert Zemeckis Center's Trojan Vision Studios. Here, students learn about the weekly Trojan Vision shows and submit their day/time availability form. Based on this information, students are assigned to their Trojan Vision class/show time.

WEEK 2, Sept. 1: Instructors and showrunners introduce procedures and best practices for the Trojan Vision shows including use of stages, equipment and facilities.

WEEK 3, Sept. 8: Production and technical instruction continues on stages and in control and audio rooms. Studio engineers conduct the Safety-Seminar.

WEEK 4, Sept. 15: Full rehearsal, first Trojan Vision show.

WEEK 5, Sept 22: On-air broadcasting begins for Trojan Vision shows. Additional instruction continues.

WEEK 6, Sept 29: On-air broadcasting of Trojan Vision shows. Additional instruction continues.

WEEK 7, Oct. 6: On-air broadcasting of Trojan Vision shows. Additional instruction continues.

WEEK 8, Oct. 13. USC Fall Recess: Thursday and Friday, 10/17 and 10/18
On-air broadcast: Monday, Tuesday and Wednesday shows.

Due October 16: assigned Midterm Report

WEEK 9, Oct 20: Review week. Classes review previously aired shows. Instructors evaluate and discuss.

WEEK 10, Oct. 27: On-air broadcasting of Trojan Vision shows. Additional instruction continues.

WEEK 11, Nov. 3: On-air broadcasting of Trojan Vision shows resumes. Additional instruction continues.

WEEK 12, Nov. 10: On-air broadcasting of Trojan Vision shows. Additional instruction continues.

WEEK 13, Nov. 17: On-air broadcasting of Trojan Vision shows. Additional instruction continues.

WEEK 14, Nov. 24. Thanksgiving holidays: Wednesday through Sunday 11/27 - 12/1:
On-air broadcast: Monday & Tuesday shows.

WEEK 15, Dec. 1: Final on-air broadcasting of Trojan Vision shows.

Due December 6: assigned Final Evaluation

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/scientificmisconduct.

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.

Student Health Leave Coordinator – 213-821-4710

Located in the USC Support and Advocacy office, the Health Leave Coordinator processes requests for

health leaves of absence and advocates for students taking such leaves when needed.

<https://policy.usc.edu/student-health-leave-absence/>

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.
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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.

Diversity and Inclusion

Diversity and Inclusion are foundational to the SCA community. We are committed to fostering a

welcoming and supportive environment where students of all identities and backgrounds can flourish. The classroom should be a space for open discussion of ideas and self-expression; however, SCA will not tolerate verbal or written abuse, threats, harassment, intimidation or violence against person or property. If students are concerned about these matters in the classroom setting they are encouraged to contact their SCA Diversity and Inclusion Liaison,

<http://cinema.usc.edu/about/diversity.cfm>; e-mail

diversity@cinema.usc.edu. You can also report discrimination based on a protected class here

<https://equity.usc.edu/harassment-or-discrimination/>

Disruptive Student 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 class pending discussion and resolution of the problem and may be reported to the Office of Student Judicial Affairs for disciplinary action.

PLEASE NOTE:

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