

# SCHOOL OF CINEMATIC ARTS

## CTPR 409 - Practicum in Television Production

### SYLLABUS

**VISIT:** <https://trojanvision.usc.edu>

**Semester:** Fall, 2020

**Location:** Online classes

**Instructors:** Kathleen Dowdey, Allan Kartun, Brian Roberts

**Instructor emails:** dowdey@usc.edu; kartun@usc.edu; brianr50@usc.edu

**Office Hours:** Monday-Friday by appointment

**Meeting times:** Classes meet at various times Monday - Friday 9:00AM - 7:00PM.

For details read below.

**SAs:** Ali Furse, Kiara Simmons

furse@usc.edu; kisimmon@usc.edu

**UNITS:** 2 or 4 UNITS



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

### INTRODUCTION & PURPOSE

Enrolling in CTPR 409 does not require any television production experience. All the skills you need to successfully complete this course are taught in class. Trojan Vision is the official USC campus television station.

This course introduces you to the basic concepts of multicamera television production as adapted for working online. You'll learn and practice the process of producing Trojan Vision shows created in an online environment for streaming on social media.

### 2-UNITS - HOW DO STUDENTS ENROLL IN A CLASS / SHOW For 2-UNITS?

Enrollment is easy. On the Schedule of Classes, simply pick a 2-Unit section (19111R - 19116R) with a time that fits your schedule. This class time is when your TV show will be produced.

**4-UNITS - HOW DO STUDENTS ENROLL IN A CLASS / SHOW FOR 4-UNITS?**

On the Schedule of Classes, review the list of 2-Unit sections (19111R - 19116R) and select two sections that work best for your schedule. Then email the CTPR 409 Course Coordinator (Kathleen Dowdey at [dowdey@usc.edu](mailto:dowdey@usc.edu)) to complete your registration.

**HOW ARE TV SHOWS PRODUCED IN CTPR 409?**

You'll create shows that consist of several short segments. Each segment will be based on content that interests you and your production team. Past show segments have included: musical performances, sketch comedy, health and fitness, yoga and pilates, talk shows, interviews, dance, news, news satire, student commentaries on Trojan life, fashion, game shows, cooking, science demos, magic, stand up, sports commentaries, entertainment news and movie reviews.

For example, here's a compilation of segments that might make up one show:

**Entertainment News:** red carpet arrivals at movie premier; movie review.

**Music Performance:** student vocalist or band.

**Interview Show:** host interviews candidate running for student government.

**Scripted Comedy:** sketch comedy performance.

**Game Show:** remote students play Trojan poker.

**WHAT WILL 409 STUDENTS DO?**

You'll brainstorm and pitch your ideas; team-produce show segments; research and book guests; write for and rehearse on-camera talent and work as crewmembers to produce your shows. This class requires you to prepare segments and meet as teams outside of class.

**ARE THERE ANY PREREQUISITES?**

No. This class is open to all students from any school or department in the university. It's 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.

**CLASS SCHEDULE**

All classes will take place online. The following schedule is subject to change.

**WEEK 1:** Orientation, 409 overview. Syllabus review.

**WEEK 2:** Introduction, segment content and production.

**WEEK 3:** Instruction and practice, segment content and virtual production.

**WEEK 4:** Continued.

**WEEK 5:** Continued.

**WEEK 6:** Continued.

**WEEK 7:** Continued.

**WEEK 8:** Pre-production, Final project. (Trojan Vision show)

**WEEK 9:** Pre-production. Segment run-throughs, recording reviews and instruction.

**WEEK 10:** Show run-throughs, rehearsals, recording reviews and instruction.

**WEEK 11:** Show rehearsals, recording reviews and instruction.

**WEEK 12\*:** **Show Week.** Livestreaming student-produced Trojan Vision shows (final project). Post mortem notes and instruction.

**WEEK 13:** Post-streaming show fixes. Course review and discussion.

**FINALS WEEK:** Submit a Final Evaluation Report as a summation of your technical and aesthetic progress.

**\* All students are required to attend classes scheduled during Show Week.**

**ASSIGNMENTS, GRADES AND UNIT CREDITS**

Class assignments include research for show content, team planning meetings and remote segment production. Optional reading is available digitally from the USC Libraries:

Cury, Ivan; *Directing & Producing for Television*; 5th edition; 2017; Routledge Press.

Owens, Jim; *Television Production*; 16th edition; 2015; Focal Press.

Grades are based on your assignments, preparation for class, professional behavior and the instructor's evaluation of your initiative and engagement in the shows. Extra credit opportunities will be offered.

**GRADE CRITERIA:**

20% - Student's understanding of television production.

30% - Quality of assignments.

50% - Initiative and engagement in show production and class discussions.

You are expected to be on time and prepared for each class/show. This class is performance oriented and attendance is extremely important. Two absences will result in your grade being lowered by one full letter (example: A becomes B). A third absence will result in your grade being lowered by one additional, full letter grade (B becomes C). Your grade will be lowered by one full letter for each additional absence. Two late class arrivals equate to one full absence. You must contact the instructor if you are going to be absent.

Please note: all students are required to attend classes during Show Week (week 12).

**CELL PHONE AND ONLINE CLASS POLICIES**

Cell phones, laptops, tablets and other personal devices may not be used during class unless they provide access to the class Zoom sessions or are necessary for class exercises. You are expected to appear on-screen during all online classes unless excused by the instructor in advance. Out of respect to your fellow students, SAs and instructors, bring a courteous and professional attitude to online classes.

**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.

To enroll for 2-Units, go to the Schedule of Classes and pick a section, (19111R - 19116R) that fits your schedule.

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

To enroll for 4-Units, go to the Schedule of Classes and review the list of 2-Unit sections (19111R - 19116R). Select two sections that work best for your schedule and email the CTPR 409 Course Coordinator (Kathleen Dowdey at [dowdey@usc.edu](mailto:dowdey@usc.edu)) to complete your registration.

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

**ASYNCHRONOUS LEARNING**

All class sessions will be Zoom recorded and made available for asynchronous viewing until end of the grading period in early December. Students enrolled in this course from outside the U.S. Pacific Time Zone will still be expected to participate in real time assuming that the official class time falls between 7 AM and 10 PM in their time zones. Wherever possible faculty will be understanding and make accommodations to ease the inconvenience of asynchronous learning. Students from outside the U.S. Pacific Time Zone for whom the class falls between the hours of 10 PM and 7 AM may still be required to complete certain components of the course synchronously. These components will be announced at the beginning of the semester and students with concerns about meeting these requirements should discuss them with their faculty at that time.

## 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](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, [policy.usc.edu/scientific-misconduct](https://policy.usc.edu/scientific-misconduct).

### Support Systems:

*Counseling and Mental Health - (213) 740-9355 – 24/7 on call*  
[studenthealth.usc.edu/counseling](https://studenthealth.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](https://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 and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call*

[studenthealth.usc.edu/sexual-assault](https://studenthealth.usc.edu/sexual-assault)

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

*Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298*  
[equity.usc.edu](https://equity.usc.edu), [titleix.usc.edu](https://titleix.usc.edu)

Information about how to get help or help someone affected by 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. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

*Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298*

[usc-advocate.symplcity.com/care\\_report](https://usc-advocate.symplcity.com/care_report)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

*The Office of Disability Services and Programs - (213) 740-0776*  
[dsp.usc.edu](https://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 Campus Support & Intervention - (213) 821-4710*

[campussupport.usc.edu](http://campussupport.usc.edu)

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](http://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](http://dps.usc.edu), [emergency.usc.edu](http://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) 442-1200 - 24/7 on call*

[dps.usc.edu](http://dps.usc.edu)

Non-emergency assistance or information.

*Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)*

[ombuds.usc.edu](http://ombuds.usc.edu)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.