SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production

SYLLABUS

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

Semester: Spring, 2021
Location: Online classes
Instructors: Kathleen Dowdey, Brian Roberts
Instructor emails: dowdey@usc.edu; brianr50@usc.edu
Office Hours: Monday - Friday by appointment
Meeting times: Classes meet Monday, Tuesday and Thursday, 4:30 – 6:50 PM
and Tuesday, 10 AM – 12:20 PM
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 adapted for an online environment and produced remotely. You'll create an original television segment as part of a Trojan Vision Show that will stream on social media at the end of the semester.

2-UNITS - HOW DO STUDENTS ENROLL IN A CLASS / SHOW FOR 2-UNITS?
Enrollment is easy. On the Schedule of Classes, choose a 2-Unit section with a time that fits your schedule.

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 and select two sections that work best for your schedule. Then email the CTPR 409 Course Coordinator (Kathleen Dowdey at dowdey@usc.edu) to complete your registration.

HOW ARE TROJAN VISION SHOWS PRODUCED IN CTPR 409?
You will join a team of students and work together to brainstorm ideas, choose content, then write, produce, direct and edit an original television segment. This segment, along with others produced by class teams, will be featured in a Trojan Vision Virtual Vision variety show. You will contribute to the many tasks of producing, promoting and delivering this variety show for its end-of-semester premier when it streams on social media during Virtual Vision Show Week.

Examples of past segments on Trojan Vision shows include musical performances, sketch comedies, talk shows, interviews, national, local and campus news, health and fitness, game shows, cooking, sports commentaries, entertainment news and movie reviews.

WHAT WILL 409 STUDENTS DO?
You'll brainstorm and pitch your ideas; write, shoot, direct and edit segments; recruit guests; cast actors; rehearse and direct 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

WEEK 1, Jan 18 (HOLIDAY FOR MONDAY CLASS)
Orientation, Syllabus review. Week-to-week schedule review
COVID safety requirements for remote production
Trojan Vision Virtual Vision Shows, review and discussion

WEEK 2, Jan 25
Introduction to StreamYard
The 5-minute segment, types, content, structure
Set up of student teams

WEEK 3, Feb 1
Team presentations of segment ideas
StreamYard overview of features, student practice

WEEK 4, Feb 8
StreamYard practice: segment idea pitches
From pitch to script
Introduction to segment elements, Internet-sourced media

WEEK 5, Feb 15 (HOLIDAY FOR MONDAY CLASS)
StreamYard practice: teams read through 1st draft scripts
Introduction to rundowns, segment elements and timing
Casting and working with actors

WEEK 6, Feb 22
StreamYard practice, auditioning actors
Researching segment elements, tracking sources

WEEK 7, March 1
StreamYard, selected cast run-throughs
Updates on team productions

WEEK 8, March 8
Segment recordings with rehearsed cast
Editing segments
The final Virtual Vision Show, scripting, casting

WEEK 9, March 15
Segment recordings with rehearsed cast
Editing segments
Scripting final show, auditioning hosts

WEEK 10, March 23 (WELLNESS DAY FOR TUESDAY CLASSES)
Finalize final show script. Cast show host(s)
Finalize segment editing
Teams plan and shoot 30-second commercials

WEEK 11, March 29
StreamYard, show read through with show host
Preproduction for show host recording
Commercials reviewed and positioned in rundown

WEEK 12, April 5
Show recording with show host
Editing the final show. Deliverables checklist with team assignments.

WEEK 13, April 13
Editing the show. Deliverables checklist with team assignments.

WEEK 14, April 19 (WELLNESS DAY FOR THURSDAY CLASS)
Editing the show. Deliverables checklist with team assignments.

Week 15 April 26, SHOW WEEK
Stream final Trojan Vision Virtual Vision Show on Facebook
Post mortem notes and course review

FINALS WEEK, May 3
Submit Final Evaluation Report as a summation of students' technical and aesthetic progress.

NOTES:
All students are required to attend Show Week class, (Week 15)
Instructors will review a more detailed Class Schedule on the first day of class.
Certain classes, especially later in the semester, will be scheduled as asynchronous by Instructor.

ASSIGNMENTS, GRADES AND UNIT CREDITS
Class assignments will be listed in a detailed Class Schedule distributed and reviewed on the first day of class. It will include weekly assignments, due dates and graded projects. Instructors will upload videos, PowerPoints, links to tutorials and other media used or referenced in class in the shared Google Drive.

Optional reading on multicam production 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
Grades are based on the timely submission and quality of assignments, preparation for class and engagement in discussions, individual initiative, professional behavior and team collaboration.

GRADING CRITERIA

Participation and collaboration	15%
Segment script	15%
Final segment	30%
Final Show, by team assignment	30%
Final summation essay	10%

ATTENDANCE
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 15).

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 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. Select two sections that work best for your schedule and email the CTPR 409 Course Coordinator (Kathleen Dowdey at 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. 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:

Counseling and Mental Health - (213) 740-9355 – 24/7 on call
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
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
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, 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.symplicity.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
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
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) 442-1200 – 24/7 on call
dps.usc.edu
Non-emergency assistance or information.

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