

CTPR 484
ADVANCED MULTI-CAMERA TELEVISION WORKSHOP
4 units

Syllabus Fall 2021
Class Number: *18590*

Meets Wednesday. 1:00 p.m. to 4:50 p.m.
August 23, 2021 to December 8, 2019

Stage 4

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

Nancy Forner, ACE (Course Coordinator, Producing)
nsfcl@aol.com

Rob Schiller (Directing)
rschille@usc.edu

Richard Holland (Production Design)
rjhollan@usc.edu

Larry Balmagia (Writing)
balmagia@usc.edu

Charles Schner (Cinematography)
schner@usc.edu

Avi Glick (Editing)
Avrahmgl@usc.edu

David Macmillan (Sound)
dmacmill@usc.edu

Student Assistants

Tony Shi (Production)
akamb@usc.edu

Grace Park (Editing)
hyejinpa@usc.edu

Technical Advisors

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

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

Michael Provar (Art Direction)
mprovar@cinema.usc.edu 323-646-0576

CLASS 1:
Wed, Aug 25

1:00 pm STAGE 4 - Introduction to the Class

Students introduce themselves.

Nancy Forner

- Outline for CTPR 484 (one episode [shot twice], dress rehearsal show and AIR show)
- Introduction of the faculty
- Students will sign up with faculty and crew positions will be announced next class time:
- Every Sunday Nancy will send out a Sunday Blast.

Producing:

- (2) Executive Producers/Line Producers
- Associate Producers
- Location Managers
- Casting Directors
- PR/Advertising
- Graphic Design

Larry Balmagia

- Introduce EP's and writers.
- What to expect from the writers.
- Supply character breakdowns and first draft of script.
- Introduce Writers

Rob Schiller

- Brief discussion on Directors SPECIFIC TO SITCOMS!
- 4Directors****
- 2Associate Directors
- (2)1st AD's/Slate
- Script supervisor/coordinator

Charles Schner:

- Brief explanation on the process of designing, rigging, hanging, lighting and shooting SPECIFIC TO SITCOMS!
- 1DP****
- 4Camera Operators
- 1st AC
- CLT/Gaffer
- 1Dolly Grip
- Grip
- Electrician

Richard Holland

- Brief explanation on production design SPECIFIC TO SITCOMS!
- Production Designer
- Art Director
- Set Dressers/Props
- Wardrobe/Hair/Makeup

	<p><u>Avi Glick</u> -Brief explanation how the editors learn both live switching and movie style editing. Editors -Sound Editors -Post Supervisor -Main Titles and credits designer</p> <p><u>David McMillan</u> -Brief explanation about Boom operators and live mixing. -2Boom operators -1Sound Mixer</p> <p><u>SAs</u> -Discuss rules of the course. -Safety Seminar -Remind students about shoot days/important dates and put them in your calendars!</p> <p><u>Students meet with faculty and then sign up for desired crew positions</u></p>
<p>Class 2: Wed, Sept 1</p>	<p><u>1:00 pm STAGE 4</u></p> <p>Faculty Announces Crew positions</p> <p>1st AD's and Producers Present safety procedures for live filming on Stage 4.</p> <p>Joe Wallenstein Set safety.</p> <p>Rob Schiller Nancy Forner Discussion on casting, casting procedure.</p> <p>Casting Director: start casting advertisements</p> <p>Crew Break outs</p>

<p><u>Weekend</u> Saturday, Sept 4 10am-4pm, Stage 4</p>	<p><u>CAMERA BOOTCAMP</u> Learn standard four camera set with peds, monitors, headsets, control room, etc.</p> <p>Mandatory for Camera Department and Directing Crew. Open to all students.</p> <p>Technical Advisors present</p>
<p><u>Class 3:</u> Wed, Sept 8</p>	<p><u>1:00 pm Stage 4</u></p> <p>Richard Holland: Lecture on Sit-Com Style Production Design</p> <p>1:30 Crew Breakouts</p> <p>4:00pm Table read -All crews must be present. -Writers reading the parts -Note session on table read</p> <p>Producers: send out casting calls Producers must set up Zoom casting and ready the stage for callbacks over the weekend.</p>
<p><u>Weekend</u> Saturday, Sept 11 Zoom</p> <p>Sunday Sept 12 Stage 4</p>	<p><u>Saturday on Zoom</u> <u>Sunday callbacks in person</u></p> <p><u>Casting</u> Producers and EP's: -Producers must set up Zoom casting and ready the stage for callbacks over the weekend. -Scheduling -Sides -Parking -Water</p> <p>All students invited but only mandatory for EPs and Directors.</p>

<p><u>Class 4:</u> Wed, Sep 15 SCB101</p>	<p><u>1:00 pm Stage 4</u></p> <p>Final casting decisions will be announced.</p> <p>Rob Schiller Discussion about production meetings.</p> <p>2:00pm Crew Breakouts</p>
<p><u>Class 5:</u> Wed, Sep 22</p>	<p><u>1:00 pm Stage 4</u></p> <p>1:20 Crew Breakouts</p> <p>3pm Table Read Stage 4 Cast, writers and entire crew.</p> <p>4pm Production and Concept meeting -Entire crew including writers.</p>
<p><u>Class 6:</u> Wed, Sep 29 SCB101</p>	<p><u>1:00 pm Stage 4</u></p> <p>1:20pm Crew Breakouts</p> <p>Directors Start rehearsal/blocking on stage with cast. No cameras, Dry block.</p>
<p><u>Weekend</u> Sat, Oct 2 Stage 4</p> <p>Rehearsal and prep for Tech day.</p>	<p><u>10am STAGE 4</u> 10am – 3pm Directors and cast, rehearsal. No cameras (dry block)</p> <p>12:30pm-3pm Lighting and camera</p> <p>Shoot Main Title with Cast</p>

<p>Weekend Sun, Oct 3 Stage 4</p> <p>Tech day.</p>	<p><u>9am Stage 4</u> Walk-through/technical rehearsal on Stage: ALL Crews NO cast ESU (ELECTRONIC SET-UP) testing all cameras/sound Rehearse/learn all crew positions and functions -USC tech support -Tech AVID support -Editors practice AVID capture.</p> <p>11:30-12:00 Lunch</p> <p>12:00pm -Run through with cast and crew -Camera Block -Camera test for Avid workflow.</p> <p>Send invitations for DRESS show</p>
<p><u>Class 7:</u> Wed, Oct 6 Stage</p>	<p><u>1:00 pm STAGE 4</u></p> <p>Rehearse with camera -Full Cast and Crew -Directors rehearse with actors -USC tech support present -no boom no mixer, but temp sound -Wardrobe/makeup check</p> <p>Send out invitations for Dress Show!</p>
<p><u>Weekend</u> Saturday, Oct. 9</p>	<p><u>10am STAGE 4 TBD</u> 10am – 3pm Directors and cast, rehearsal.</p> <p>No cameras (dry block)</p> <p>12:30pm-3pm Lighting and camera</p>

<p><u>Weekend</u> Football game! Sun, Oct 10</p> <p>Shoot Dress Show with Audience</p>	<p><u>9am Stage 4</u></p> <p>ESU Full Crew call at 9am -USC Tech and AVID support</p> <p>10am-12pm Camera Blocking -Cast and Directors</p> <p>3pm -Lunch</p> <p>4pm -Audience Arrives</p> <p>5pm -SHOOT (Dress Show) with Audience -Full cast and crew -Editors Load and organize Footage in AVID</p>
<p><u>Editing</u> Mon-Wed, Oct. 11-13</p>	<p>Editors start rough assembly of (Dress Show)</p>
<p><u>Class 8:</u> Wed, Oct 13</p>	<p><u>1:00 pm STAGE 4</u></p> <p><u>Screen rough assemblage of Dress Show</u></p> <p>Full crew Discussion of Dress Show Rough Assemblage</p> <p>Crew Breakouts</p>

<p><u>Class 9:</u> Wed, Oct 20</p>	<p><u>1:00 pm STAGE 4</u></p> <p>Rehearse for Air Show Full Cast and Crew Rehearse Writers revisions</p> <p>Crew Breakouts</p>
<p><u>Class 10:</u> Wed, Oct 27</p>	<p><u>1:00 pm STAGE 4</u></p> <p>Production meeting Full crew</p> <p>3:00pm Full Rehearsal with new revisions full cast and crew.</p> <p>Crew Breakouts</p>
<p><u>Weekend</u></p>	<p>Stage 4 will still be reserved in case a director wants to work with actors.</p>
<p><u>Weekend</u> Sun, Oct 31</p> <p>Shoot Air Show with Audience</p> <p>DAYLIGHT SAVINGS</p>	<p><u>12pm Stage 4</u></p> <p>Full cast and crew call!</p> <p><u>3pm</u> Lunch</p> <p><u>4pm</u> Audience Arrives (EDITORS arrive as well)</p> <p><u>5pm</u> -SHOOT Air Show with audience -Full cast and crew -Editors Load and organize Footage in AVID</p>
<p><u>Editing</u> Mon-Wed Nov. 1-3</p>	<p>Editors Start Cutting Air show!</p>

<p><u>Class 11:</u> Wed, Nov 3 Stage 4</p>	<p><u>1:00 pm STAGE 4</u></p> <p><u>Start to strike set.</u></p> <p>Editors work on Editor's cut</p>
<p><u>Editing:</u> Mon-Wed Nov.15-17</p>	<p><u>Editors work on Editor's cut</u></p>
<p><u>Class 12:</u> Wed, Nov. 17 Stage 4</p>	<p><u>1:00 pm STAGE 4</u></p> <p>Screen Editor's cut for whole class Discussion of Air Show Editor's Cut</p> <p>-Guest Lecture</p> <p>Directors in Lab with Editors and Faculty</p>
<p><u>Editing:</u> Mon-Wed. Nov. 22-24</p>	<p>Editors work with Directors</p>
<p><u>Class 13:</u> Wed, Nov. 24 Stage 4</p>	<p><u>Screen Director's cut for whole class</u> Discussion of Air Show Director's Cut</p> <p>-Guest Lecture</p>
<p><u>Editing:</u> Mon-Wed Nov. 29-30, Dec 1</p>	<p>Editors work on Writers notes with EPs during the week.</p>
<p>Wed, Nov. 27</p>	<p>NO CLASS – HAPPY THANKSGIVING!</p>

<u>Editing</u> TBS	Picture Lock
<u>Class14:</u> Wed, Dec 1 Stage 1	-Guest Lecture
<u>Final Screening</u> TBD Location:	Final Screening

***Dates/schedules above may be altered to accommodate unavoidable scheduling**

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 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 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 than 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
D-	60-62
F	59 and below

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" 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.

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.

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