

SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production

SYLLABUS

Visit: <https://trojanvision.usc.edu>

Semester: Spring 2022

Location: Robert Zemeckis Center for Digital Arts, Studios B & C

Instructors: Steve Martinez, stevenm8@usc.edu

Course Coordinator: Kathleen Dowdey, dowdey@usc.edu

Office Hours: Monday-Friday by appointment

Meeting Times: Classes meet Thursdays 4:30-6:50p

SA: Martin Lee, mlee7482@usc.edu

UNITS: 2 Units



This class is open to all students from any school or department in the university.
Students enrolling in CTPR 409 do not require any television production experience.
All of the skills needed to successfully complete this course are taught in class.

INTRODUCTION & PURPOSE

This course introduces students to the basic concepts of multicamera television production. In class, students produce a weekly television show that is broadcast locally on LA 36 Television Station and live streamed on Facebook and YouTube.

HOW DO STUDENTS REGISTER FOR A SPECIFIC CLASS?

Enrollment is easy. On the WebReg, students sign up for a 2-Unit section on a day/time that fits their schedule. Before classes begin, Trojan Vision assigns an original Trojan Vision show to each of the 409 sections, depending on showrunner, faculty, SA and staff schedules.

Students who wish to register for the 4-Unit option of CTPR 409 should review the list of 2-Unit sections and select two sections that work best for their schedule. To complete registration, email the section choices to the Coordinator, Kathleen Dowdey, dowdey@usc.edu.

WHAT ARE TROJAN VISION SHOWS?

Each semester, Trojan Vision produces a selection of its original shows for live broadcast. These shows are modeled on the popular classics of live television and their formats include morning news, talk shows & interviews, game shows, cooking shows, music performance, sports talk, sketch comedies and entertainment news. After an initial period of instruction and practice, each class section produces up to 7 episodes of one of these shows for live broadcast.

WHAT WILL STUDENTS DO IN CLASS?

Under the leadership of the instructor and an experienced student showrunner, students pitch story ideas, research background and internet-sourced media, write host and actor scripts, recruit and book guests and performers and shoot behind-the-scenes video to promote each show.

Students learn to operate studio, control room, audio booth and master control equipment. They also learn and practice multicam crew positions including camera, sound, director, technical director, graphics, teleprompter, floor manager, playback and master control. As the semester proceeds, students take on crew positions in rotation for show run-throughs, rehearsals and live broadcasts.

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 (EPISODES SUBJECT TO CHANGE)

WEEK 1 (1/13): REMOTE: Student orientation, syllabus review. Introduce The Water Cooler. Show breakdown.

WEEK 2 (1/20): REMOTE: Instruction on TV terms, shot framing, show segments, pitching, scripting, research, hosts and guests. Introduce facility equipment and crew positions.

WEEK 3 (1/27): Above continued. Out-of-studio segments protocols explained. Concept of fair use reviewed. Showrunner presents show season and out-of-studio segments. (add/drop ends Friday, 1/28)

WEEK 4 (2/3) Above continued. Crew exercises in rotation. Episode 1 crew assignments.

WEEK 5: (2/10) Episode 1 notes, practice show run-throughs.

WEEK 6: (2/17) Episode 1 live broadcast (TBD classes returning to studios), post-mortem and instruction. Episode 2 assignments.

WEEK 7: (2/24) Episode 2 notes, practice show run-throughs. Midterm Report assignments distributed.

WEEK 8: (3/3) Episode 2 live broadcast, post-mortem and instruction.

WEEK 9 (3/10) Midterm Report Assignments due. TV career panel. Review week, show improvements and practice. Review out-of-studio segments/packages. Plan for accelerated schedule, Weeks 10 – 15. Episode 3 assignments.

WEEK 10: (3/17, Spring Break 3/13-3/20)

WEEK 11: (3/24) Episode 3 live broadcast, post-mortem, instruction. Episode 4 assignments.

WEEK 12: (3/31) Episode 4 live broadcast, post-mortem, instruction. Episode 5 assignments.

WEEK 13: (4/7) Episode 5 live broadcast, post-mortem, instruction. Episode 6 assignments.

WEEK 14: (4/14) Episode 6 live broadcast, post-mortem, instruction. Best of Show (30-minute compilation from show season) or Episode 7 assignments. Final Evaluation assignments distributed.

WEEK 15: (4/21) Prep week for final show. Edits, rehearsals, etc.

WEEK 16: (4/28) Best of Show or Episode 7 live broadcast, post-mortem. Submit Final Evaluation as a summation of technical and creative progress. Due May 4.

ASSIGNMENTS AND GRADES

Instructors give assignments related to instructions given in class or to specific show productions. Students work in teams on at least one out-of-studio package (writing, shooting, editing) that is produced outside of class time.

Videos, PowerPoints, tutorials and other media referenced in class are available on the class drive.

Optional reading on multicamera production is available digitally from the USC Libraries.

Cury, Ivan. *Directing & Producing for Television, 5th edition*. Routledge Press, 2017.
 Owens, Jim. *Television Production, 16th edition*. Focal Press, 2015.

GRADES

Grades are based on the timely submission of assignments and the execution of crew assignments. Instructors also evaluate students' preparation for class, engagement in discussions, professional behavior and team collaboration. There is a written Midterm Report and a Final Evaluation (2 double-spaced pages each).

GRADING CRITERIA

Participation and collaboration	20%
Midterm Report	10%
Show assignments	25%
Crew assignments	30%
Final Evaluation	15%

ATTENDANCE

Students are expected to be on time and prepared for each class/show. This class is performance-based and attendance is extremely important. Two unexcused absences will result in a grade being lowered by one full letter (example: A becomes B). A third unexcused absence will result in a grade being lowered by one additional, full letter grade (B becomes C). Grades will be lowered by one full letter for each additional absence. Two unexcused late class arrivals equal one full absence. Students must report an absence to the instructor and SA before class begins.

CELL PHONE & SAFETY POLICY

Cell phones, laptops, tablets and other personal devices may be used in class only if needed for course and show related work. Sandals and open-toe shoes are not permitted in the studios. Students should dress appropriately for crew jobs in the facility.

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.

Statement on Academic Conduct and Support Systems

Academic Conduct:

Plagiarism – when a student presents someone else's ideas as their own, either verbatim or recast in their own words – it is a serious academic offense with serious consequences. Please review 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, nonconsensual 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](https://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 USC-related issues with a University Ombuds who will work with students to explore options or paths to manage their concern.

PLEASE NOTE:

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

THIS SYLLABUS DOES NOT TAKE INTO ACCOUNT RESTRICTIONS OR REQUIREMENTS THAT MAY BE IN PLACE DUE TO THE CORONA VIRUS AT THE BEGINNING OF THE SPRING SEMESTER 2021. CHANGES WILL BE MADE TO INCLUDE THESE AS REQUIRED WHEN THE SEMESTER STARTS