

CTPR 484
Comedy Television Production
4 units

Syllabus Fall 2023
August 23-December 6

Class Number: 18594

Meets Wednesday. 1:00 p.m. to 4:50 p.m.

Stage 4

Breakout Locations

Production: Stage 4

Producers: SCA 255

Directors Stage 4 Control Room

Art Department: Stage 4 & SCA 231

Editing: B152

Writers Room: SCA 258

Sound: John Williams Scoring Stage/Stage 4 Audio Booth

Class Overview

CTPR 484 is a large intensive group production class where the practical application for producing a multi-camera television comedy Pilot is experienced. The class will prep, shoot, post and deliver a 30 minute comedy Pilot which is shot in front of a live studio audience. Students and faculty work together addressing the myriad aesthetic, technical, collaborative and ethical issues integral to making a comedy pilot. The Pilot idea is pitched, chosen and developed into a first draft prior to the start of the fall semester in collaboration with CTWR 487 writing students. Multiple crew positions and skills ranging from Producing, Directing Team, Cinematography, Editing, Production Design, and Sound are taught in breakouts by Professors who are professionals in those fields.

CTPR 484 provides a unique opportunity at SCA to learn about and create Comedy Television with a large production crew and staff.

No prerequisites required to register for the class.

Some prerequisites preferred when assigning specific crew positions.

First day of class crew positions will be discussed and then assigned.

FACULTY

Rob Schiller

Course Coordinator/Lead Faculty/Directing

rschiller@cinema.usc.edu

Harrison Merkt

Producing/Production

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Will Hines

Writing

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Charles Schner

Cinematography

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Ross Silverman

Art Direction

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Nancy Forner

Editing

nforner@cinema.usc.edu

Izumi Morocco

Sound /Post Mixing

izumiros@usc.edu

Jeremy Deneau

AVID Lab

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Avi Glick

AVID Lab instructor

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STUDENT ASSISTANTS

Martha Rodriguez

Lead SA

marthaer@usc.edu

Editing SA

Joseph Coalter

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Sound SA

CLASS 1:
Wed, Aug
23

Orientation and crew positions
Stage 4
1pm-5pm

Rob Schiller: Lead Faculty

- Overview for CTPR 484
- Students introduce themselves.
- Introduce Faculty and SAs.
- Introduce EP's
- Students will sign up with faculty and crew positions will be announced next class time:
- Every Sunday Rob will send out a Sunday Blast.
- We follow USC/SAG COVID Protocols for productions.
- Masks are optional when not engaged in production.
- Google Drives

Will Hines:

Writing

- Introduce EP's and writers.
- What to expect from the writers.
- Discuss character breakdowns and outline of script.

Harrison Merkt: Producing

Brief explanation of Producing crew duties and opportunities.

- (2) Executive Producers/Line Producers
- Associate Producers
- Budget
- Scheduling
- Casting Directors
- Cast Wranglers
- PR/Advertising/Graphic Design
- Crafty
- Festivals

Ross Silverman: Art Department

Brief explanation of art department duties and opportunities.

- Set Decorating/Props
- Wardrobe/Hair/Makeup

Rob Schiller: Directing

- Brief discussion on Directors
- 4 Directors
- 2 Associate Directors
- (2) 1st AD's
- Script supervisor

Charles

Schner: Cinematography

- Brief explanation on the process of designing, rigging, hanging, lighting and shooting SPECIFIC TO SITCOMS!
- 1DP
- 4Camera Operators
- 1st AC. CLT/Gaffers
- Lighting Board operator
- DIT
- Camera Bootcamp 8/26 from 10-1pm

Nancy Forner: Editing

- Brief explanation how the editors learn multi camera style editing, and live switching.
- Picture Editors
- Post Supervisor
- Main Titles and credits designer

Izumi Morocco: Sound Recording/Editing

- Brief explanation about Boom operators, live mixing and sound editing.
- 4 Boom operators
- 1 Production Sound Mixer
- Sound Editors
- Post Sound Mixer

SAs

- Discuss rules of the course.
- Safety Seminar
- Production numbers
- Remind students about shoot days/important dates and put them in your calendars!
- Attendance

Rob Schiller and Faculty:

Review Syllabus.

Students meet with faculty and then sign up for desired crew positions

Casting Directors selected/start

Script and character breakdowns will be sent out to faculty and students

<p><u>Weekend</u> Saturday August, 26 10am-1pm</p>	<p><u>CAMERA BOOTCAMP</u> 10 am Stage 4 -Learn camera operation, composition/framing and best “multi cam” practices. -Camera Safety</p> <p>All crews are welcome to attend but is Mandatory for Cinematography and Directors.</p> <p>Technical Advisors present</p> <ul style="list-style-type: none"> -How to operate the ped -How to zoom and focus using the remote controls -How to create a “shot sheet
<p><u>Class 2:</u> Wed, Aug 30</p>	<p>1pm Stage 4 Faculty Announces Crew positions</p> <p><u>Discussion regarding up coming:</u> -Casting, casting procedure. Guest Casting Lecture: -Table Read, tone meetings, location scouting,concept meetings/ presentations (Rob Schiller, Harrison Merkt)</p> <p>Sides Due from Writers for casting</p> <p>Safety Discussions for CTPR 484 per faculty per crew. ADs explain general Set Safety</p> <p>Casting Director: start casting advertisements</p> <p>Crew Break outs</p>

<p><u>Class 3:</u> Wed, Sep 6</p>	<p>1pm Stage 4</p> <p><u>Concept pitches</u> -Editing: pitch MT and Interstitials. -PD: Pitch Set and character looks. -Camera and Lighting pitch camera and lighting ideas. Lecture-How to scout locations-Professor Merkt</p> <p>Crew Breakouts</p> <p>Producers: send out casting calls Producers must set up casting and ready the stage for callbacks over the weekend.</p>
<p><u>Weekend</u></p> <p>Saturday Sept 9</p> <p>Sunday Sept 10</p>	<p>Stage 4</p> <p>Saturday Casting 9:30am-5pm</p> <p>Sunday Callbacks 9:30am-5pm</p> <p>Finalize Cast 5pm-GN</p> <p><u>Casting</u> -Producers set up casting -Sides -Parking -Water</p> <p>All students invited but only mandatory for: Eps, Directors, Casting Directors, Show Runners</p>

<p><u>Class 4:</u> Wed, Sep 13</p>	<p><u>1pm Stage 4</u></p> <p><u>1:15pm Production Meeting</u> Entire crew and writers go over the script to discuss: Extras Props Set Dressing Costumes Makeup Stunts VFX Sound Music Lighting Camera Set changes Special effects</p> <p><u>4pm Table Read Stage 4</u> Cast, writers and entire crew.</p>
<p><u>Class 5:</u> Wed, Sep 20</p>	<p><u>1pm Stage 4</u></p> <p><u>Directors</u> Start rehearsal/blocking on stage with Cast</p> <p>Crew Breakouts</p> <p>TBD PU Fisher Booms</p>

<p><u>Class 6:</u> Wed, Sep 27</p>	<p>1pm Stage 4</p> <p>1:30pm Crew Breakouts 1:30pm MT Team meets with Department heads for PD, Props, Camera, Lighting, Wardrobe H/MU, Cast Wrangling.</p> <p><u>Sound</u> Fisher Boom Demonstration. Stage 4</p> <p><u>Directors</u> rehearsal/blocking on stage with Cast 12:30 Cast call</p> <p>Cast brings in Wardrobe</p>
<p><u>Weekend</u> Saturday Sept 30</p> <p>Rehearsal and prep for ESU??</p>	<p>Stage 4</p> <p>9-2 <u>Directors and Cast, rehearsal.</u> No cameras (dry block)</p> <p>2-5 <u>SoundBootcamp</u> Fisher Boom/Mixing Board Bootcamp. Stage 4</p>

<p><u>Weekend</u> Sunday, Oct 1</p> <p>ESU</p>	<p>9am Stage 4 <u>Walk-through/technical rehearsal on Stage:</u> ESU (ELECTRONIC SET-UP) testing all cameras/sound Rehearse/learn all crew positions and functions ALL Crews NO cast -USC tech support -Tech AVID support -Camera test for Avid workflow. -Editors practice AVID capture -Directors stand in for Actors</p> <p>11:30-12:00 Lunch</p> <p>12pm -12:45 (Full cast) -Run through with cast and crew and writers. Writers deliver re-writes on Oct. 6.</p> <p>1pm-5pm -Camera Block, no sound no capture.</p>
<p><u>Class 7:</u> Wed, Oct 4</p>	<p>1pm Stage 4 <u>Rehearse with Camera/Booms</u> <u>ESU</u> -Full Cast and Crew -USC tech support present -Wardrobe/makeup approval</p> <p>Set "Lock"</p> <p>Writers rewrites due Friday Oct 6</p>

<p><u>Weekend</u> Sat, Oct. 7</p>	<p>8:00AM -TBD Pickle Ball Location shoot (some main title shots) Full cast & Crew Directors and Cast,</p>
<p><u>Weekend</u> Sun, Oct 8</p> <p>Shoot Dress Show (No Audience)</p>	<p>9am Stage 4</p> <p><u>ESU</u> Full Crew call at 9am -USC Tech and AVID support</p> <p>10am-3pm Camera/sound Blocking rehearsal-run thru -Cast and Directors</p> <p>3pm -Lunch</p> <p>5pm -SHOOT (Dress Show) -Full cast and crew -Editors Load and organize Footage in AVID</p> <p>Writers re-write Final script due Friday October 19.</p>
<p><u>Editing</u> Mon-Wed, Oct. 10-17</p>	<p>Editors assembly of Location scenes (Dress Show ?)</p>

<u>Class 8:</u> Wed, Oct 11	<u>1pm Stage 4</u> <u>Cast Rehearsal</u> 1:45-4:45 Crew Breakouts
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<u>Class 9:</u> Wed, Oct 18	<u>1pm Stage 4</u> <u>Screen rough assemblage of location scenes</u> Rehearse for Air Show Full Cast and Crew Rehearse Writers revisions Crew Breakouts Final re-writes due Friday Oct, 19th
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<u>Weekend</u> Sat, Oct 21	<u>10pm Stage 4</u> Full cast and crew call! USC Tech and AVID support <u>2pm</u> Lunch <u>2pm</u> Audience Arrives <u>3pm</u> -SHOOT Air Show with audience -Full cast and crew -Editors Load and organize Footage in AVID Return Booms Oct.31?
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<u>Class 10:</u> Wed, Oct 25	<u>1pm Stage 4</u> Faculty review of stuff Strike Lighting/Break down set
<u>Editing</u> Mon-Wed Oct. 23- Oct 27	Editors Start Cutting Air show
<u>Class 11:</u> Wed, Nov 1	<u>1pm Stage 4</u> Screen Editor's cut for whole class Discussion Lecture <u>Strike set</u> -Editors work on Directors cut NOV 1-7th -Art Department inventory Prop cages Return Prop cages to Storage.
<u>Class 12:</u> Wed, Nov. 8	<u>1pm Stage 4</u> <u>Strike Lighting</u> Lecture
<u>Editing:</u> Mon-Wed. Nov. 8-14	Editors work with producers/writers

<u>Class 13:</u> Wed, Nov.15	<u>1pm Stage 4</u> Pic lock- Sound editing/mixing Lecture
Wed, Nov. 22	NO CLASS – HAPPY THANKSGIVING!
<u>Class 14:</u> Nov 29th	<u>1pm CLASSROOM/STAGE. TBD</u> Last Class
Nov 30	AM: Sound deliver to Editing
Dec 1	Producers: Test Picture for screening
Dec 2nd- <u>Final</u> <u>Screenin</u> <u>g</u>	Final Screening 5pm SCA TBD

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

Students with disabilities

Any student requesting academic accommodations based on a disability is required to register with The Office of Student Accessibility Services - (213) 740-0776 osas.usc.edu each semester. A letter of verification for an approved accommodation can be obtained from DPS and should be delivered to Nancy Forner at the beginning of the semester.

Statement on 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.

Safety: All students are expected to abide by USC School of Cinematic Arts Safety Guidelines. Violations of any of the safety guidelines may result in disciplinary action ranging from confiscation of footage to expulsion from the University.

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.

<p style="text-align: center;">PLEASE NOTE: FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY INSTRUCTIONAL SPACES IN THE CINEMATIC ARTS COMPLEX</p>
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Penalties for violating the rules

Violation of any 484 rule may result in failure of the class, loss of festival and award submission privileges, confiscation of footage and no screening or distribution of the final series.

In addition, students are to understand and abide by the USC School of Cinematic Arts Safety Guidelines and the CTPR 484 Safety guidelines.

Violation of any of the safety guidelines may result in disciplinary action ranging from confiscation of footage to expulsion from the University.

Grading **specific metrics tbd by dept**

Grading is based on several elements –

Performance of role 40%

Execution of assigned task & assignments 35%

Participation 25%

(Class feedback & questions, collaboration with peers)

Support Systems:

I encourage you to take care of yourself and your fellow students. USC provides opportunities for Mindful Meditation <http://mindful.usc.edu> and Mental health counseling is available at the Engemann Student Health Center, 1031 W. 34th Street, 213-740-9355.

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 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) | Title IX - (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 http://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 Student Accessibility Services - (213) 740-0776
osas.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, Equity and Inclusion 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.

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.

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/>

