

SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production

SYLLABUS



Semester: Spring 2023

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

Instructor: Jared Hoffman, jared.hoffman@usc.edu

SA: Victora Martzloff, martzlof@usc.edu

Course Coordinator: Harrison Merkt; merkt@usc.edu

Office Hours: Monday-Friday by appointment

Meeting Time: Thursdays 9am – 11:30pm

UNITS: 2 or 4 Units

This class is open to all students from any school or department in the university.

Students enrolling in CTPR 409 do not require television production experience.

All the skills needed to successfully complete this course are taught in class.

INTRODUCTION & PURPOSE

This course introduces students to the basic concepts of live multicamera television production. For shows produced in this course, students learn the creative, technical, and practical procedures for hands on, in-studio weekly television production. Over the semester, each class functions as a team to produce a season of shows that livestream on the Trojan Vision Facebook Page. After post-production, these shows start streaming on demand on both the Trojan Vision YouTube Channel and LA36 for television viewers in the greater Los Angeles area.

HOW DO STUDENTS REGISTER FOR A SPECIFIC CLASS?

Each CTPR 409 section features one a selection of Trojan Vision shows, including longtime favorites like *The Morning Brew*, *Soundstage*, *The SCoop* and *The Watercooler*. There are also newer shows like *Roomie Rivals* with a pilot produced in spring 2022 and *The Comedy Show*, starting development in Fall 2022. Each semester, specific shows attached to each 409 section are identified in WebReg.

For students who wish to register for the 4-Unit option, review the 2-Unit sections that are offered for the semester and select the two you prefer, then email your selection to the Program Manager, Harrison Merkt; merkt@usc.edu.

WHAT ARE TROJAN VISION SHOWS?

Trojan Vision shows are modeled on the popular classics of live television. Formats include morning news, talk shows & interviews, game shows, cooking shows, music performance, sports talk, sketch comedies and entertainment news. After a period of instruction and practice, students produce multiple episodes of their show over the span of the semester.

WHAT WILL STUDENTS DO IN CLASS?

Depending on the individual show genres, students learn the basics of how to pitch story ideas, write scripts, cast and direct talent, take on crew positions (camera, sound, graphics, tech director, director, teleprompter, playback and floor manager) operate studio and control room equipment, book guests, field produce videos, rehearse and record live shows and post produce recorded shows.

ARE THERE ANY PREREQUISITES?

No. This class is open to all students, graduate and undergraduate, from any school or department in the university. It is assumed that students enrolling in CTPR 409 have no television production experience. All skills needed to successfully complete this course are taught in the class.

ADDITIONAL NOTES

All students are required to take the SCA safety webinar, available live on Friday August 19 and online after that. After August 19, the instructor will provide the link to the recorded webinar to all students.

This course has a production insurance fee of \$50 per semester. You can expect billing shortly after the the last day of drop/add.

CLASS SCHEDULE

*This schedule is based on classes beginning the week of **January 9, 2023** and ending the week of **May 10, 2023**. Once the semester begins, the instructor will decide the dates for live show recordings and those dates may be subject to change.*

WEEK 1 (1/10): Introduce the Trojan Vision show (THE MORNING BREW) to be produced in this class. Show breakdown. Student introductions, student orientation, syllabus review, interest assessment, “Meet the Equipment”.

WEEK 2 (1/17): Assign out of class teams, segments and schedule. Instruction on show segments, pitching, scripting, permitting, research, hosts and guests. Begin to work with equipment and in crew positions for in-studio work.

WEEK 3 (1/24): Instruction on show segments, pitching, scripting, permitting, research, hosts and guests. Continue rotation work with equipment and in crew positions for in-studio work

WEEK 4 (3/31): Instruction on show segments, pitching, scripting, permitting, research, hosts and guests. Continue rotation work with equipment and crew positions for in-studio work. Out of studio segments due for collective instruction.

WEEK 5 (2/7): Episode run-through and review of out of studio segments for collective instruction.

WEEK 6 (2/14): Episode run-through and review of out of studio segments for collective instruction.

WEEK 7 (2/21): Episode 1 live broadcast and instruction.

WEEK 8 (2/28): Episode 2 live broadcast and instruction.

WEEK 9 (3/7): Episode 3 - live broadcast and instruction.

WEEK 10 (3/14): SPRING RECESS – NO CLASS

WEEK 11 (3/21): Episode 4 - live broadcast and instruction.

WEEK 12 (3/28): Episode 5 - live broadcast and instruction.

WEEK 13 (4/4): Episode 6 - live broadcast and instruction.

WEEK 14 (4/11): Episode 7 - live broadcast and instruction.

WEEK 15 (4/18) – Preparation / Pre-production for One Hour SUMMER PREVIEW SPECTACULAR

WEEK 15 (4/25): One Hour SUMMER PREVIEW SPECTACULAR EPISODE (Episode 8) - Live broadcast and instruction. Submit Final Evaluation as a summation of technical and creative progress.

ASSIGNMENTS AND GRADES

Instructors give assignments related to instructions given in class or to specific show productions. Students work in teams on packages which will be produced, written, recorded and edited outside of class time on a specific delivery schedule in order to be included in live episodes. Each group will be required to deliver a Final Project which will account for 15% of their final grade.

*Note – This may be adjusted based on health and safety protocols required by the University.

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.

GRADING CRITERIA

Participation and collaboration: 30%

Show assignments: 25%

Crew assignments: 30%

Final Project Delivery: 15%

Grades will be based on students abilities to work within the assigned groups on the assigned and agreed to deadlines. Furthermore, students will be graded on their timely arrivals to class as well as on their level of participation in class.

ATTENDANCE

Students are expected to be on time and prepared for each class. 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 only be used in class for 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 per semester (one class per week) and may be repeated up to four times.

CTPR 409 can be taken for 4 units per semester (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-](https://advocate.symplicity.com/care-report)

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.