

SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production
Section 19113 - Soundstage

SYLLABUS



Semester: Fall 2023

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

Instructor: Professor Melissa Pawneshing, pawneshi@usc.edu

SA: Victoria Martzloff, martzlof@usc.edu

Course Coordinator: Harrison Merkt, merkt@usc.edu

Office Hours: By Appointment

Class Meeting Time: Tuesdays 4pm - 6:20pm, Starting 8/22.

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 multi-camera 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 social media. *Soundstage* streams on demand on both the Trojan Vision Vimeo and LA36 for television viewers in the greater Los Angeles area — reaching a potential audience of millions.

WHAT IS SOUNDSTAGE

The CTPR 409 section called *Soundstage* is a live hosted music show in the format of episodic half-hour TV. The *Soundstage* approach is inspired by tried and true methods of music television as well as late night TV. *Soundstage* is a student-run show and prides itself on student directed content, featuring musicians and their original music in the USC and greater Los Angeles community. All *Soundstage* talent is hand picked by students and student volunteers.

WHAT ARE TROJAN VISION SHOWS?

Trojan Vision shows are modeled on the popular live television classics. Depending on availability, formats include morning news, talk shows & interviews, game shows, cooking shows, live music, 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?

At *Soundstage*, students learn the basics of pitching talent, writing segments and opening monologues, casting and directing talent, taking on crew positions (camera, sound, graphics, tech director, director, teleprompter, playback and floor manager), operating studio and control room equipment, booking guests, field producing and delivering videos, and rehearsing and recording live episodes of *Soundstage*.

ARE THERE ANY PREREQUISITES?

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.

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

CLASS SCHEDULE

This schedule is based on classes beginning the week of August 22, 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, 8/22 -	Student orientation, syllabus review and facility tour. Introduction to Trojan Vision's <i>Soundstage</i> . Writer's room intensive, casting intensive. Instruction on pitching.
WEEK 2, 8/29 -	Pitch Day. Set dressing. Permitting out of studio packages. Overview of facility equipment and crew positions — rotations.
WEEK 3, 9/05	Talent calendar. Set Dressing. Equipment and crew training rotations. Out of studio segments.
WEEK 4, 9/12	Equipment and crew rotations continued. Directing intensive. Rehearse segments. Out-of studio segments, writer's room.
WEEK 5, 9/19	Blocking and Tech run through. Dress-rehearsal.
WEEK 6, 9/26	Episode 1 livestream and postmortem.
WEEK 7, 10/03	Rehearse
WEEK 8, 10/10	Episode 2 livestream and postmortem.

WEEK 9, 10/17	Episode 3 livestream and postmortem.
WEEK 10, 10/24	Rehearse - IN CLASS VARIETY SHOW Deliver Out of Studio Packages
WEEK 11, 10/31	Episode 4 livestream and postmortem.
WEEK 12, 11/07	Episode 5 livestream and postmortem.
WEEK 13, 11/14	Rehearsal
WEEK 14, 11/21	Episode 6 livestream and postmortem.
WEEK 15, 11/28	Episode 7; Season Finale and postmortem. Submit Final summation of your personal technical and creative progress.

ASSIGNMENTS AND GRADES

Instructors give assignments related to instruction presented in class and in preparation for specific shows. For out-of-studio field productions, students work in teams and outside of class time to pitch, write, produce, shoot and edit videos to be dropped in to future show episodes.

Student communication, filmed media, documents, templates for legal forms, documents, and other media referenced needed in class will utilize a shared Google Drive. Students will be empowered to add to and enhance the content of the show as the semester presses on.

Optional Reading

Cury, Ivan. *Directing & Producing for Television, 5th edition*. Routledge Press, 2017.

Available through USC Libraries:

Owens. (2020). *Television production (Seventeenth edition.)*. Routledge.

Utterback. (2015). *Studio Television Production and Directing: Concepts, Equipment, and Procedures*. Routledge. <https://doi.org/10.4324/9781315773070>

GRADES

Grades are based on the on-time submission of assignments, dedication, rapport with others, and the execution of crew assignments. Instructors evaluate students' preparation in class, engagement in discussions, professional behavior, and team collaboration.

GRADING CRITERIA

Attendance will factor into your grade (outlined below), in addition to the following:

Participation and collaboration: 30%

Pre Production show assignments: 25%

On-Set Crew assignments: 30%

Final Evaluation: 15%

ATTENDANCE

Students are expected to be on time and prepared for each class. This class is performance-based and attendance in mind and body is paramount. **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.** Leniency for documented COVID cases will be applied. Excused absences require a doctors note or similar.

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. Students with flagrant use of cellphones for non-class work during class time will be require accountability to your peers. A tardy will be applied effecting your grade for the above described electronic violations.

Sandals and open-toe shoes are not permitted in the studios. Students are required to dress appropriately for crew jobs in the facility (reviewed week 1 or 2).

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:

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.

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

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.

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.