

SCHOOL OF CINEMATIC ARTS
CTPR 409 - Practicum in Television Production
Section 18526 - Soundstage

SYLLABUS



Semester: Spring 2024

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

Instructor: Professor Melissa Pawneshing, pawneshi@usc.edu

SA: Victoria Martzloff, martzlof@usc.edu

Course Coordinator: Harrison Merkt, merkt@usc.edu

Office Address: SCA 410 and on Zoom

Office Hours: By Appointment

Class Meeting Time: Tuesdays 4pm - 6:20pm, Starting 01/09.

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.

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 January 09, 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, 01/09 -	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, 01/16 -	Pitch Day. Set dressing. Overview of facility equipment and crew positions.
WEEK 3, 01/23	Talent calendar. Camera Day. Discuss Midterm - Out of studio segments. Scheduling the Producing scavenger hunt.
WEEK 4, 01/30	Directing intensive. Equipment and crew training rotations - Sound.
WEEK 5, 02/06	Equipment and crew training rotations - Control Room. Rehearse broken out segments. writer's room.
WEEK 6, 02/13	Equipment and crew training rotations Midterm Notes Draft Due
WEEK 7, 02/20	Blocking and Tech run through. Dress-rehearsal. Midterm Final Version Due

WEEK 8, 02/27 Episode 1 livestream and postmortem

WEEK 9, 03/05 Episode 2 livestream and postmortem.

SPRING RECESS - No Class 03/12

WEEK 10, 03/19 Block and rehearse.

WEEK 11, 03/26 Episode 3 livestream and postmortem.

WEEK 12, 04/02 Episode 4 livestream and postmortem.

WEEK 13, 04/09 Variety Show

WEEK 14, 04/16 Episode 5 livestream and postmortem.

WEEK 15, 04/23 Episode 6; 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 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>

Technological Proficiency and Hardware/Software Required

[USC Computing Center Laptop Loaner Program](#). Software support and availability: USC Technology Support Links [Zoom information for students](#), [Blackboard help for students](#), [Software available to USC Campus](#).]

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%
 Midterm 20%
 Crew assignments (preparation and on set): 30%
 Final Evaluation: 20%

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.

Tardiness: A student is deemed late 7 minutes (number can be adjusted as desired) after the class is scheduled to start. One late arrival may not affect your grade. Two late arrivals equate to one full unexcused absence. (IE: A becomes A-). Three late arrivals may result in your grade being dropped by two portions (IE: A- becomes B). Four late arrivals may result in your grade being dropped three portions (one full point: B becomes C). Lateness of more than 30 minutes will count as an absence.

Timely attendance is mandatory and failure to attend all class sections from beginning to end may affect grades.

- Exemptions will be allowed on a case-by-case basis, and must be supported by a written accommodation request from the USC Office of Student Accessibility Services (OSAS).

Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments. Faculty are no longer required to provide an option for students to zoom into class. However, Faculty may choose to use zoom at their discretion in an effort to help students stay current in their course work.

Students must contact the professor or SA 24 hours prior to class start time if they need to miss class for any reason.

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 Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the [student handbook](#) or the [Office of Academic Integrity’s website](#), and university policies on [Research and Scholarship Misconduct](#).

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.

Artificial Intelligence (AI) Policy:

In this course, you are allowed to use artificial intelligence (AI)-powered programs to help you with assignments that indicate the permitted use of AI. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Support Systems:

Statement on Academic Conduct and Support Systems

Academic Integrity:

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see [the student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

[Counseling and Mental Health](#) - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[988 Suicide and Crisis Lifeline](#) - 988 for both calls and text messages – 24/7 on call

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental

health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[Relationship and Sexual Violence Prevention Services \(RSVP\)](#) - (213) 740-9355(WELL) – 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)](#) - (213) 740-5086
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.

[Reporting Incidents of Bias or Harassment](#) - (213) 740-5086 or (213) 821-8298
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

[The Office of Student Accessibility Services \(OSAS\)](#) - (213) 740-0776
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

[USC Campus Support and Intervention](#) - (213) 740-0411
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[Diversity, Equity and Inclusion](#) - (213) 740-2101
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
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
Non-emergency assistance or information.

[Office of the Ombuds](#) - (213) 821-9556 (UPC) / (323-442-0382 (HSC)
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.

[Occupational Therapy Faculty Practice](#) - (323) 442-2850 or otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

PLEASE NOTE:

FOOD AND DRINKS (OTHER THAN WATER) ARE NOT PERMITTED IN ANY INSTRUCTIONAL SPACE IN THE SCHOOL OF CINEMATIC ARTS COMPLEX