

**SCHOOL OF CINEMATIC ARTS**  
**CTPR 409 - Practicum in Television Production**

**SYLLABUS**



**Semester:** spring 2024

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

**Instructor:** JD ROTH, [jd\\_023@usc.edu](mailto:jd_023@usc.edu)

**SA:** Kamran Allahverdy [kallahve@usc.edu](mailto:kallahve@usc.edu)

**Course Coordinator:** Harrison Merkt [merkt@usc.edu](mailto:merkt@usc.edu)

**Office Hours:** anytime you want!

**Class Meeting Time:** 11:00pm- 1:20pm

**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 is shot, edited, and will air 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 Director, Harrison Merkt [merkt@usc.edu](mailto: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 8<sup>th</sup>, 2024 and ending the week of April 22<sup>nd</sup>, 2024. Once the semester begins, the instructor will decide the dates for show recordings and those dates may be subject to change.*

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|------------|---|
| January 8  | Student orientation, syllabus review and facility tour. Introduction and breakdown of the specific Trojan Vision show to be produced in this class. |
| January 15 | MLK day. NO CLASS   |
| January 22 | Break into teams to re-work creative. Pitch new round for show. Game show development   |

- January 29     Production: Instruction and selection of producing positions including Executive producers, script producer, story team producers, creative/question research, package production team, and contestant producers.  
Tech: Overview of facility equipment and crew positions
- February 5     Production: lock contestants, cast host, prep packages shoot  
Tech: lock in tech positions and get cameras up and running for test
- February 12    Production: pitch creative for episode 1 questions and rounds, package shoot scheduled, lock script  
Tech: full camera rehearsal with graphics, and direction
- February 19    Presidents day. NO CLASS
- February 26    Final Camera rehearsal with stand ins and finished graphics and package roll-ins
- March 4        SHOOT EPISODE 1
- March 11       Spring Break no class
- March 18       Prep/pitch creative and tech rehearsal Episode 2
- March 25       Shoot Episode 2
- April 1         Prep/pitch creative and tech rehearsal Episode 3
- April 8         Shoot Episode 3
- April 15        Prep/pitch creative and tech rehearsal Episode 4
- April 22        Shoot Episode 4

### **ASSIGNMENTS AND GRADES**

Instructors give assignments related to instruction presented in class and in preparation for specific shows. For 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.

Videos, PowerPoints, tutorials, templates for legal forms and documents and other media referenced in class are available in the class drive.

Optional reading on multicamera production is available digitally from 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 in class, engagement in discussions, professional behavior, and team collaboration.

## **GRADING CRITERIA**

Participation and collaboration: 40%

Production assignments: 25%

Tech assignments: 25%

Final Evaluation: 10%

## **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](http://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](http://policy.usc.edu/scientific-misconduct).

## Support Systems:

*Counseling and Mental Health - (213) 740-9355 – 24/7 on call* [studenthealth.usc.edu/counseling](http://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](http://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](http://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](http://equity.usc.edu), [titleix.usc.edu](http://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](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 Disability Services and Programs - (213) 740-0776* [dsp.usc.edu](http://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](http://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](http://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](http://dps.usc.edu), [emergency.usc.edu](http://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](http://dps.usc.edu)

Non-emergency assistance or information.

*Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC) [ombuds.usc.edu](http://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.**