

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

**SYLLABUS – THE SCoop**



**Semester:** **SPRING 2024**

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

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

**SA:** Favio Lopez-Magne; lopezmag@usc.edu

**Showrunner:** Evarist Bego; bego@usc.edu

**Course Coordinator:** Harrison Merkt; merkt@usc.edu

**Office Hours:** Monday-Friday by appointment

**Meeting Time:** Thursday 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 uses practical production experience to introduce students to the basic concepts of live multicamera television production. For shows produced in this course, students will be hands on in the creative, technical, and practical procedures and **MAKE A WEEKLY TELEVISION SHOW.**

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?**

Students will be HANDS ON IN THE PRODUCTION of an actual television show. They will 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.

### **SPRING 2024 SAFETY SEMINARS**

**All students are required to take the SCA safety seminar/webinar.**

Dates for the Safety Seminars will be provided on the first day of class.

In addition, for any students who are unable to attend any of these sessions, there will be a recorded version that will be uploaded to SCA Community starting January 9, 2024. Once you have viewed the full recording, you should let our SA(s) or faculty member(s) know.

Upon receiving their names and USC student ID numbers from SAs/faculty members, we will manually grant attendance credit in the system.

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 8, 2024** and ending the week of **April 22, 2024**. Once the semester begins, the instructor will decide the dates for live show recordings and those dates may be subject to change.*

WEEK 1 (1/11): Introduce the Trojan Vision show (**THE SCoop**) to be produced in this class. Show breakdown. Student introductions, group assignments, student orientation, syllabus review, attendance policy review, interest assessment. **“Meet the Equipment” – Students will start learning how to operate all studio equipment and how to make a TV show on Day One.**

WEEK 2 (1/18): Hands on instruction on show segments, pitching, scripting, permitting, research, hosts and guests. Continue work with equipment and in crew positions for in-studio work.

WEEK 3 (1/25): Out of studio segments due for collective instruction. Continue work with equipment and in crew positions for in-studio work.

WEEK 4 (2/1): Episode run-through and review and instruction on first group assignments. Practical production experience.

WEEK 5 (2/8): Episode run-through and review. Practical production experience.

WEEK 6 (2/15): Episode 1 - live broadcast and instruction.

WEEK 7 (2/22): Episode 2 - live broadcast and instruction.

WEEK 8 (2/29): Episode 3 - live broadcast and instruction

WEEK 9 (3/7): Episode 4 - live broadcast and instruction.

WEEK 10 (3/12): **SPRING BREAK**

WEEK 11 (3/21): Episode 5 - live broadcast and instruction.

WEEK 12 (3/28): Episode 6 - live broadcast and instruction.

WEEK 13 (4/4): Episode 7 - live broadcast and instruction.

WEEK 14 (4/11): Episode 8 - live broadcast and instruction.

WEEK 15 (4/18): PREPARATION FOR ONE HOUR SUMMER SPECIAL

WEEK 16 (4/25): ONE HOUR SUMMER SPECIAL

### **ASSIGNMENTS AND GRADES**

Instructors give assignments related to instructions given in class or to specific show productions and student participation in all areas of production inside and outside of class time. 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.

\*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 SCHEDULED SUBMISSION OF ASSIGNMENTS, ON-TIME ATTENDANCE AND THE EXECUTION/PARTICIPATION 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 and participate 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. One absence may result in a student's grade being lowered by one notch (IE: A becomes A-). Two absences may result in a student's grade being lowered by two notches (IE: A-

becomes B). A third absence may result in a student's grade being lowered another full point (IE: B becomes C).

Grades can be lowered by one full point for every additional absence.

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).

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. 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](https://policy.usc.edu/scientific-misconduct).

## **Support Systems:**

*Counseling and Mental Health - (213) 740-9355 – 24/7 on call*  
[studenthealth.usc.edu/counseling](https://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](https://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](https://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](https://equity.usc.edu), [titleix.usc.edu](https://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](https://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.**