![USC logo]

Fall 2025
CTPR 484
Section: 18594R
Comedy Television Production
4 units

August 27-December 5

<mark>Meets Wednesday
9:00 a.m. to 11:50 a.m. (SCB 104)
1:00-4:50. Breakouts</mark>

Breakout Locations
Production: Stage 4
Producers: SCA 255
Directors: Stage 4 Control Room
Cinematography: Stage 4
Editing: B152
Sound: JW Scoring Stage/Stg 4 Audio Booth

Class Overview
CTPR 484 is a large intensive group production class where the practical application for producing a multi-camera television comedy Pilot is experienced. The class will prep, shoot, post and deliver a 30 minute comedy Pilot which is shot in front of a live studio audience. Students and faculty work together addressing the myriad aesthetic, technical, collaborative and ethical issues integral to making a comedy pilot. The Pilot idea is pitched, chosen and developed into a first draft prior to the start of the fall semester in collaboration with CTWR 487 writing students. Multiple crew positions and skills ranging from Producing, Directing Team, Cinematography, Editing, Production Design, and Sound are taught in breakouts by Professors who are professionals in those fields. First day of class-positions will be chosen.
CTPR 484 provides a unique opportunity at SCA to learn about and create Comedy Television with a large production crew and staff.

No prerequisites required to register for the class.
This Capstone course satisfies the Production III requirement for Production students.

FACULTY

Rob Schiller
Course Coordinator/Lead Faculty/Directing
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Producing/Production
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STUDENT ASSISTANTS

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Sound SA
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Course Schedule

CLASS 1: Wed, Aug 27	SBC 104 9:00-11:50am **Orientation and crew positions** **Rob Schiller: Course Coordinator** -Overview for CTPR 484 -Students introduce themselves. -Introduce Faculty and SAs. -Introduce EP's -Students will sign up with faculty for crew positions -Every Sunday Rob will send out the week's goals via Brightspace -Google Drives **: Writing** -Introduce EP's and writers. -What to expect from the writers. -Discuss character breakdowns and outline of script. **Gail Katz: Producing** Brief explanation of Producing crew duties and opportunities. -(2) Executive Producers/Line Producers -Associate Producers -Budget -Scheduling -Casting Directors -Cast Wranglers -PR/Advertising/Graphic Design -Crafty -Festivals **Michael Provart: Production Design** Brief explanation of art department duties and opportunities. -Set Dressing/Decorating/Props -Wardrobe/Hair/Makeup **Rob Schiller: Directing** -Brief discussion on Directors -3 Directors -2 Associate Directors/Live cutting -(2) 1st AD's -Script supervisor

	Chris Chomyn: Cinematography -Brief explanation on the process of designing, rigging, hanging, lighting and shooting SPECIFIC TO SITCOMS! -1DP -4Camera Operators -1st AC. CLT/Gaffers -Lighting Board operator -Camera Bootcamp **Nancy Forner: Editing** -Brief explanation how the editors learn multi camera style editing, and live switching. -Picture Editors -Post Supervisor -Main Titles and credits designer **Izumi Morocco: Sound Recording/Editing** -Brief explanation about Boom operators, live mixing and sound editing. -2 Boom operators -1 Production Sound Mixer -Sound Editors -Post Sound Mixer **SAs** -Discuss rules of the course. -Safety Seminar -Production numbers -Remind students about shoot days/important dates and put them in your calendars! -Attendance **Rob Schiller and Faculty:** Review Syllabus. **Students meet with faculty and then sign up for desired crew positions** **1:00 - 4:50pm** **Breakouts** **Casting Directors selected/start** **Outline and character breakdowns will be sent out to faculty and students**

TBD _____ **TBD**	**CAMERA BOOTCAMP** **10 am Stage 4** **-Learn camera operation, composition/framing and best "multi cam" practices.** **-Camera Safety** All crews are welcome to attend but is **Mandatory for Cinematography and Directors.** **Technical Advisors present** -How to operate the ped -How to zoom and focus using the remote controls -How to create a "shot sheet" Art Department break down cages and bring props onto Stage.
Class 2: **Wed, Sept 3**	**SBC 104** **9:00-11:50am** How To: -Casting, casting procedure. -Guest Casting Lecture: **Mark Teschner** -Table Read, tone meetings, concept meetings/presentations (Rob Schiller, Gail Katz) -Set Safety -AD presentation including Stage 4 **1:00 - 4:50pm** **Breakouts** **Casting Director:** post casting advertisements

Class 3: **Wed, Sep 10**	**SBC 104** **9:00-11:50am** **Concept pitches** -Editing: pitch MT and Interstitials. -PD: Pitch Set and character looks. -Camera and Lighting pitch camera and lighting ideas. **1:00 - 4:50pm** **Breakouts** **Producers: send out casting call times for 9/13 session** **Casting** -Producers set up casting -Sides -Parking -Water
Weekend **Saturday** **Sept 13** **Sunday** **Sept 10**	**Stage 4** **Saturday** **Casting** 10am-5pm **Sunday** Call backs/chemistry reads Sunday **Finalize Cast 5pm-GN** **All students invited but only mandatory for:** **Eps, Directors, Casting Directors**

Class 4: **Wed, Sep 17**	**SBC 104** **9:00-11:50am** **Writers outline due** **Pre-Production Meeting** Entire crew go over the outline to discuss: Extras Props Set Dressing Costumes Makeup Stunts VFX Sound Music

	Lighting Camera Set changes Special effects **1:00 - 4:50pm** **Breakouts**
Class 5: **Wed, Sep 24**	**SBC 104** **9:00-11:50am** **1:00 - 4:50pm** **Breakouts** PU Fisher Booms
Class 6: **Wed, Oct 1**	**SBC 104** **9:00-11:50am** **Writers Table Draft Due** **Production Meeting** Entire crew and writers go over the script to discuss: Extras Props Set Dressing Costumes Makeup Stunts VFX Sound Music Lighting Camera Set changes Special effects **1:00 – 2:00pm** **Table Read Stage 4** **Cast,** writers and entire crew. **1:30 Cast call** **2:00-4:50** **Breakouts**

	Sound Fisher Boom Demonstration. Stage 4 **Directors** rehearsal/blocking on stage with **Cast** **Production Design** Meet cast re: wardrobe
Weekend Saturday Oct 4th	**Stage 4** **9:30-1:30** **Directors and Cast, rehearsal.** No cameras (dry block) **2-5** **Sound Bootcamp** Fisher Boom/Mixing Board Bootcamp. Stage 4

Class 7: **Wed, Oct 8**	**SBC 104** **9:00-11:50am** Morning session used at the discretion of the individual instructors/tracks. Rehearsal for Directing track/cast Stage 4 **1:00 - 4:50pm** **Breakouts** Continue rehearsal for Directing track/cast
Class 8: **Wed, Oct 15**	**STAGE 4** **9:00am-4:50** Rehearsal-Cast

Class 9 **Wed, Oct 22**	**STAGE 4** **9:00am-4:50** **Camera Blocking Cast**

Class 11: **Wed, Nov 5**	**Stage 4** **9:00am-10:00am** **ESU** **Full Crew call at 9am** -USC Tech and AVID support **10am-11:50am Camera/sound Blocking rehearsal-run thru** -**Cast** and Directors 1:00 Audience in **1:30 pm** -**SHOOT Show** -Full cast and crew -Editors Load and organize Footage in AVID
11/6-11/12 **Editors Cut**	Editors work on their cut
Class 12: **Wed, Nov. 12**	**Strike Lighting/set** Editors work with Directors on their cut. Due Nov 18th 10am
November 18th	EP/writer notes due by 6pm
Class 13: **Wed, Nov.19**	**1pm Stage 4** Pic lock- Sound editing/mixing

Wed, Nov. 26	<mark>**NO CLASS – HAPPY THANKSGIVING!**</mark>
Class 14: Dec 3rd	<mark>**1pm Stage 4**</mark> Color Timing Last Class
Screening Dec 13th	**Screening** <mark>SCA</mark>

*Dates/schedules above may be altered to accommodate unavoidable scheduling

Assessment Tool (assignments)	Points	% of Grade
Participation	15	15
Shoot Prep with Department	25	25
Shoot Day with Department	30	30
Post Prod/Strike	20	20
Collaboration	10	10
TOTAL		

Grading Scale

Course final grades will be determined using the following scale:

Letter Grade & Percentage Range

A	100% to 94%	C	76% to 73%
A-	93% to 90%	C-	72% to 70%
B+	89% to 87%	D+	69% to 67%
B	86% to 83%	D	66% to 63%
B-	82% to 80%	D-	62% to 60%
C+	79% to 77%	F	59% to 0%

Attendance Policy

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 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.

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).

The School of Cinematic Arts Support Systems and Statements

SCA is committed to fostering a welcoming and supportive environment where students of all identities and backgrounds can flourish. The classroom should be a space for open discussion of ideas and self-expression; however, SCA will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against persons or property. If you have concerns about the content of this class or behavior exhibited in the classroom, please share them with any of the SCA Community Liaisons, or email the SCA Community Impact Council at impact@cinema.usc.edu. You may also provide feedback to the SCA Feedback Forum: https://scacommunity.usc.edu/secure/feedback/. You can also read more about how to report discrimination based on a protected class here: https://eeotix.usc.edu/get-help/what-are-my-choices-text/

SCA Office of Student Services
213-740-8358 or StudentAffairs@cinema.usc.edu

SCA Embedded Therapists
Students enrolled in an SCA major program can schedule an appointment with an embedded therapist for the School of Cinematic Arts through the student health portal MySHR.

SCA Community
For additional SCA resources please visit scacommunity.usc.edu

Creative Technology and Support
(213) 821-4571
creativetech@cinema.usc.edu
Location: SCA 128
Support Hours: Monday - Friday, 8:30 AM - 8:30 PM
https://knowledgebase.sca.usc.edu/
https://workstations.sca.usc.edu/

Physical Production Office
The Physical Production Office assists students and faculty with production-related matters including production numbers, locations, permits, insurance, gear and equipment vendors, safety issues, and crew and actor policies. More information can be found by visiting the online Production Procedures and Safety Handbook. The Physical Production Office is located at SCA 304 and is open every weekday from 9am-5pm (Fridays 9am-1pm). You can also reach the Office by calling 213-740-1298 or by email at spo@cinema.usc.edu.

Office of Industry Relations
School of Cinematic Arts - SCA 235
(213) 740-4432
ir@cinema.usc.edu

Cinematic Arts Library Research Guide
https://libguides.usc.edu/cinema

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 accommodation is 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:

COVID-19 Resource Center - https://coronavirus.usc.edu/what-should-i-do/

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.

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
SPACES IN THE CINEMATIC ARTS COMPLEX