

**CITY UNIVERSITY OF NEW YORK
BROOKLYN COLLEGE
DEPARTMENT OF TELEVISION AND RADIO**

Course: TVRA 3861 Elements of Television Studio Production
Class #: 17935
Section: WQ9 – Spring 2015
Schedule: Wednesday 09:30 a.m. – 2:00 p.m.
Lecture and Lab: **018 Whitehead Hall (Basement)**

College Bulletin - Division of Undergraduate Studies Course Description:

1 hour lecture, 4 hours laboratory; 3 credits. Aspects of television studio operation that contribute to the aesthetics of production. Laboratory practice with cameras, microphones, sound effects, properties, lighting instruments and control, audio console, and switcher-fader.

Prerequisite: Television and Radio 2265 and 2420, or English 2402 and permission of the chairperson. ***Prerequisite or corequisite:*** Television and Radio 2216 or 3728.

Overview and Course Objectives:

TVRA 3861 is a studio production course designed to develop each student's skills as a live-event television production crew-member. Students will participate in all aspects of studio production by producing and directing a variety of television program formats.

Production exercises are designed to present students with content development, script writing, staging & lighting and live studio production problems. The course emphasizes aesthetic development of sound and imagery, technical proficiency in the studio or remote multiple camera environment, and the role of the creative producer/director.

While many television programs rely heavily on single camera production and are mastered during a post-production process, live (or live to tape) multiple camera production includes news, sports, talk shows, late night entertainment programming, award shows, special event, public affairs and demonstration show programming. Corporate video is frequently produced live and employs multiple camera production techniques in one or more locations. Technological advances on both the content development/server and consumer/end user sides have facilitated an increase in live video streaming events. Many of these events are produced with multiple cameras and include graphics, animation and scripted prerecorded segments.

TVRA 3861 presents a practical examination for producing a number of these formats from concept development through live execution. As production personnel, students will be responsible for mastering the various crew-member skills necessary to successfully execute a multiple camera production. As program producer, students will be responsible for the overall organization of the project. Producers must be efficient, detail oriented and work within the limits of the available resources.

As program director, students will transform the script/concept into the final edited (live) program. This complicated job includes devising a visual plan, casting talent, delegating tasks to crew members and executing commands live from the control room.

Students will be exposed to a great range of production techniques and tools of the medium, including, electronic media production aesthetics and theory, production technology, the creative process of scripting and staging action, production problems and solutions, lighting design, set design, graphics, sound, and basic engineering functions.

Students must also know and understand the history of technique and technology from radio to digital media production. While the applications of electronic media may be changing, the discipline and process of creating media remains constant. The basic concepts of organizational skills, the power to persuade, the ability to assess an audience or client's needs, and the necessity of teamwork are the foundation of every production.

This course facilitates individual creative growth and expression through a collective, ensemble effort. Student attitude and behavior regarding discipline, initiative, creativity, responsibility and respect for the work of others are in many ways the key lessons to be learned.

Our current Departmental Objectives are:

1. Students will be able to research, analyze, and write scholarly papers in the areas of electronic media and society in the United States and the world with the tools used in professional and academic media research.
2. Students will be able to learn and compare ideas from different approaches in the areas of history, law, research, and analysis related to media and society in the United States and the world.
3. Students will be able to understand the basic aesthetic and technical principles of electronic media productions, and their broader social implications.
4. Students will be able to use proficiently and creatively the basic equipment and software necessary to translate ideas into electronic media programs in the areas of radio, multimedia, single camera, multi-camera studio and remote productions.
5. Students will be able to research and write proposals, treatments, scripts, and promotional materials meeting professional standards.
6. Students will learn the workings of the full range of the communication industry, from independent and community to corporate and network productions.
7. Students will learn to use basic industry managerial tools, techniques, and practices.
8. Students will be able to analyze issues and controversies from ethical, legal and social perspectives in their professional practices.
9. Students will be able to research, report and write news materials and produce newscasts meeting professional standards.

Instructor: Professor Slava Mitsel
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Office Hours: Wednesday by Appointment 9:30am – 2:00 p.m.

Textbooks:

Zettl, Herbert, 2008. *Television Production Handbook*. 10th Edition,
Wadsworth Publishing Company.
ISBN-10: 0495501883

Materials: Portable hard-drive

Graded Assignments:

Exercise #1	News and Information Program		10%
Exercise #2	Do It Yourself/Improvement Program	15%	
Exercise #3	Scripted <i>or</i> Art & Cultural Program		25%
Laboratory Participation and Crew Proficiency		20%	
Quizzes		15%	
Final Examination		15%	
		100%	

Exercise #1 - A 2:30 minute newscast designed to develop writing, producing, directing and crew skills.

Exercise #2 - A 5 – 7 minute program focusing on content development, production crew techniques and basic live directing skills.

Exercise #3 - A 7 – 10 minute program designed to improve intermediate content development, producing and directing skills.

Each student is expected to participate in *Laboratory Work*. Lab work includes working as crew for classmate projects and participating in demonstrations presented by the instructor. *Proficiency* refers to each student's ability to operate production equipment as per the training received throughout the semester. The instructor and teaching assistant will evaluate student performance on production equipment over the course of the term. The instructor and/or the teaching assistant may request that students demonstrate the capabilities of any piece of production equipment on which students have been trained and consider their performance as part of the *Proficiency* evaluation.

Four *Quizzes* and a *Final Examination* will be administered during the semester. Students are responsible for making up class work that is missed due to absence. **This includes making arrangements to take missed quizzes.** I will not alert or

remind students who have missed quizzes that they must schedule a time to take them. The *Course Calendar* (page 6) clearly indicates the dates that quizzes will be administered. Quizzes not completed by MAY will be figured into the final grade as a zero.

Detailed Exercise run-down sheets will be distributed during the semester. Grades for paperwork and writing assignments that are not submitted on the due date will be calculated as a zero. As a studio production course, we are limited by the availability of the production facility and engineering staff. In most cases, it is impossible to make up a missed production assignment unless the student elects to produce the missed exercise during the next assignment's time allotment. Students will not be given extra time, but must complete both projects in the time allocated for the current project. In the case of a missed production assignment, the instructor reserves the right to assign a written exercise (term paper with a minimum of ten pages). Written assignments must be submitted prior to December 7, or the student will receive a zero for the exercise. A missed Final Project (Exercise #3 Scripted or Art & Cultural Program) cannot be made up. In the case of a missed Final Project, the student's paperwork will be evaluated and the project grade will be determined by averaging all other production assignments and subtracting 15%.

Course Guidelines and Expectations:

1. Preproduction is essential to the success of every project. Students are expected to spend a great deal of time outside of class organizing their scripts and rehearsing their productions.

2.A Deadlines are deadlines. Paperwork not handed in on time will result in a zero for that part of the assignment. Students are responsible for making up class work that is missed due to absence. This includes making arrangements to take missed quizzes. See detailed policy on making up missed quizzes and assignments above.

2.B Ask another student for contact information. In case you miss a class, you should have someone who can fill you in on the class material.

3. Attendance is mandatory. TVRA 3861 strictly follows the Brooklyn College policy on attendance that states, "*Class attendance is recorded each session. Students are expected to attend all scheduled sessions of every class for which they register. Students late for class may be excluded from the room. An instructor may consider attendance and participation in determining the term grade.*" The only exception to this policy is "Nonattendance because of religious beliefs," as described in Title I, Article 5, Section 224-a of the New York State Education Law. This law is printed in the Brooklyn College Undergraduate Bulletin on page 274 for your review. In the event that you cannot attend class, you must call the Department office at 951-5555 and leave a message for me.

4. All scripts must follow industry standards. Treatments must be typed double-spaced. Floor plans must be to scale. Storyboards must be neat and contain all essential elements.

5. Each student is responsible for supplying scripts to the appropriate crew members on the day of production. Photocopying is the student's responsibility and must be completed ahead of time.

6. Studio exercises are allotted a fixed amount of time that includes staging and lighting, rehearsal and taping. Whatever is recorded on your tape at the end of your time period will be considered your production.
7. Team work is essential to producing well-organized, creative programs. You are expected to put as much effort into crewing other students' projects as you expect of them for yours.
8. Be attentive. The complicated process of live television production is achieved only through a director calling instructions to a number of crew members in rapid succession. Learn to listen for those instructions directed to your position; act on them quickly, effectively and respectfully.
9. No eating or drinking in the studio or control room. Failure to comply with this rule results in an immediate suspension of facility access.
10. Cell phones must be switched off prior to entering the classroom or studio. No exceptions. No calls, no texting, no web surfing. Students who interrupt the class with incoming phone calls will be dismissed and receive a zero for that class meeting's "Laboratory Participation and Crew Proficiency" evaluation.
11. Any act of academic dishonesty (plagiarism, cheating on quizzes or the final exam, etc.) will result in an F for the course and could lead to expulsion from the college. The faculty and administration of Brooklyn College support an environment free from cheating and plagiarism. Each student is responsible for being aware of what constitutes cheating and plagiarism and for avoiding both. The complete text of the CUNY Academic Integrity Policy and the Brooklyn College procedure for implementing that policy can be found at this site: [HYPERLINK
"http://www.brooklyn.cuny.edu/bc/policies"
http://www.brooklyn.cuny.edu/bc/policies](http://www.brooklyn.cuny.edu/bc/policies). If a faculty member suspects a violation of academic integrity and, upon investigation, confirms that violation, or if the student admits the violation, the faculty member must report the violation.
12. Students who are not on the faculty member's course roster should be referred to the Enrollment Services Center.
13. Students are responsible for knowing all College policies, and should carefully and thoroughly review the Brooklyn College Bulletin, especially pp. 24-38, pp. 64-68, and pp. 273-279, for a complete listing of academic regulations of the College.

14. Please follow these rules for class e-mail:

~ E-mail is a formal means of communication. Avoid abbreviations, slang and cuteness.

~ Always put your name and 3861 in the SUBJECT.

~ Even though your name appears in the SUBJECT, sign your message at the end.

TVRA 3861 Elements of Television Studio Production
Course Calendar – Spring 2014

- 01/28 **Lecture:** “Motion and Sound: Aesthetic Analysis of Television.”
Multiple Camera Production Overview and the Production Process / Production model / Studio Orientation / Design and Visualization.
- Handouts/Assignment:** Demonstration Exercise#1 and Schedule Rotation.
- Lab:** Studio Layout and Orientation / Production Equipment Overview / Camera Operation Training / Proficiency Exercises.
- Reading: Chapters 1, 3, 6, 7.1**
- 02/4 **Lecture:** “Basic Lighting Aesthetics for Studio Production” & “Role of the Studio Producer and Director” Review and Demonstrate Chapters 6, 7 / Staging and Lighting for 2.14 / Development for Panel Discussion Program.
- Handouts/Assignments: Quiz #1 covering chapters 1, 3, 6** Floor Plans and Lighting Plots.
- Lab:** Control Room Procedure, Control Room Procedure for Directors, Assistant Directors and Technical Directors and crew proficiency demo. Composition and Building Live-Switched Sequences. Content Basic studio panel discussion/news desk lighting demonstration.
- Reading: Chapters 10, 11, 16, 17, 7.2**
- 02/11 **Lecture:** “Staging & Advanced Lighting Aesthetics for Studio Production.” Lighting Director/ Production Assistant and Stage Manager Procedures.
Review and Demonstrate: 11, 16, 17
- Handouts/Assignment:** Exercise #1 Rundown.
Demonstration Exercise #1 Script and Graphic Due.

Lab: Image Composition and Building Live-switched Sequences. Off-Line Camera Movement. Video Replay and CG Training. **Students 1 –12 participate in Panel Program. Demonstration Exercise #1.**

Reading: Chapters 10, 11

02/18 Classes follow Monday schedule. No Class

02/25 Lecture: "Sound Aesthetics for Studio Production." "Pre-Production, Creative Content Development, Treatments, Script Writing." Review & Demo Chapters 10 & 11.

Handouts/Assignments: Quiz #2 covering chapters 7.2, 16, 17 Distribute Exercise 2 and 3 Run Down Sheets and Schedule Rotation.

Lab: Audio for Studio Production training. Teleprompter.

Reading: Chapters 8, 9

(continued)

TVRA 3861 Elements of Television Studio Production
Course Calendar – Fall 2012

03/04 **Lecture:** Review & Demo Chapters 8 & 9.

Handouts/Assignment: Exercise #1 Script and Graphic Due.

Lab: Demonstrate News Programming. **Produce Exercise # 1 Students 1 - 6.**

03/11 **Lecture:** "Directing: Script Analysis, Talent & Staging Action."

Handouts/Assignment: Exercise #1 Script and Graphic Due. Distribute script, floor plan, blocking for 10 shot sequences exercises.

Lab: Demonstrate News Programming. **Produce Exercise # 1 Students 7 - 12.**

03/18 **Lecture:** "Program Genres & Treatments." Schedule Production Exercises #2 & #3.

Handouts/Assignments: QUIZ #3 covering chapters 10, 11 & Lecture Content.

Lab: "Demonstration Programming & 20 Shot Sequences." **Students 1 –12 participate in 10 Shot Sequences Exercises.**

03/25 **Lecture:** Screen Ex. #1. Scripted and Cultural Programming.

Handouts/Assignments: QUIZ #4 covering chapters 8, 9 & Lecture Content.

Lab: Produce Exercise #2 Students 1 -4.

04/01 **Lecture:** "Program Pitches"

Lab: Produce Exercise #2 Students 5 - 8.

04/08 **Spring recess. No Class.**

04/15 **Lecture:** "Trends in Contemporary Media Production."

Handouts/Assignments: Exercise #3 Treatment Due.

Lab: Produce Exercise #2 Students 9 - 12.

04/22 **Lecture & Lab:** Participation in one MFA production throughout held at BC on various dates throughout the semester. Schedule to be announced

04/29 **Lecture:** "Program Pitches."

Lab: Produce Exercise #3 Students 1- 3.

- 05/06 **Lecture:** "Advanced Live Action Directing."
Lab: Produce Exercise #3 Students 4 - 6.
- 05/13 **Lecture:** "Advanced Live Action Directing."
Lab: Produce Exercise #3 Students 7 - 9.
- 05/20 **Lecture:** "Final Examination Review." Question and Answer.
Lab: Produce Exercise #3 Students 10 - 12.

TVRA 3861 Multiple Camera Production for Television

Program Recording Command Sequence:

<u>Countdown to Program</u>	<u>Assistant Director/Director's Command</u>	<u>Response</u>
01:00	Stand-by Studio. Stand-by Control	Crew Takes Positions
00:50	Record and Confirm.	RECORD OP: "Rolling" or "Speed"
00:45	Take Bars and tone	TD: (take bars on switcher) AUDIO: (key in tone) AD: ":45 to air"
00:15	Drop tone. Take slate.	TD: (take CG) AUDIO: (key out tone) AD: (time five seconds)
00:10	Take black and counting.	TD: (take black) AD: "10, 9, 8 . . . 1, Air." (begin back time on program clock) FM: "10, 9, 8, 7, 6." (then countdown to 1 using hand signals. rogram start)

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Reading Assignments for Zettl's Television Production Handbook:

10th Edition

Quiz #1 – Chapters 1, 3, 6, 7.1:

Chapter 1 – pages 4 – 19.
Chapter 3 – pages 45 – 54.
Chapter 6 – pages 94 – 110.
Chapter 7.1 – pages 114 – 127.

Quiz #2 – Chapters 16, 17, 7.2

Chapter 16 – pages 336 – 359.
Chapter 17.1 – pages 362 – 377.
Chapter 7.2 – pages 128-137.

Quiz #3 – Chapters 8, 9:

Chapter 10 – pages 187 – 212.
Chapter 11 – pages 214– 235.

Quiz #4 – Chapters 10, 11:

Chapter 8 – pages 140 – 165.
Chapter 9 – pages 168 – 184.