

**Sam Houston State University**  
Department of Mass Communication

Syllabus for **MCM373\_01: TV Studio Production** (Credit 3)  
Fall 2007

Instructor: Rene Q. Chen, Ph.D.

Class Time: 11-12:20 T&Th

Office: Room 124

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Classroom: CB105

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Office hours: 10-11 am T&Th, or by appointments

***Required Textbook***

Zettl, Herbert. *Video Basics* 5<sup>th</sup> edition). Belmont, CA: Thomson/Wadsworth.

***Course Description***

This course will cover the fundamentals of video production in a studio environment, which include the equipment, the production team and the production process. Students will learn how to operate the equipment, understand the roles and responsibilities of each member of the production crew, and learn about the production process. Emphasis is given to multiple camera techniques and studio production. At the end of the course, students will be required to finish at least one studio production project that will help them to understand the production process and apply what they have learnt about the studio equipment. Prerequisite of the course is MCM171 and 271.

This course adopts a hand-on approach to the teaching of studio production. and lectures in teaching basic knowledge and practice of studio production. The lectures will teach different studio equipments, terminology, theories, principles as well as standard practice in studio production and TV studio program production. The in-studio practice section will allow the students to apply what they learn from lectures through hand-on experience in the studio.

***Course Objectives***

- Be proficient in operation of equipments in television production
- Understand the roles and the responsibilities of different production team members
- Be able to plan and direct studio production
- Be able to create and produce television shows
- Develop a strong work ethic and team work ability

***Attendance and classroom behavior requirements***

Attending classes is critical for your success in the class. I will take roll regularly by either calling or asking you to sign on a roll sheet. The school policy allows up to three excused absences without penalty, and you will need to provide evidence for being absent. For each additional absence, 2 points will be subtracted from your attendance scores. You will need to provide evidence for being late to classes and leaving the classes earlier. Two lates or earlier withdrawals equal one absence. In any case of absences, you are responsible for getting information about the class work and any graded exercises you miss, and for all the assignments for the next classes.

***Course assignments***

This course is an intermediate level TV production class, which means you should come into this class with some basic knowledge about the TV production equipment and practice. The design of the class is to further improve your skills in TV studio production with the emphasis on the knowledge and equipment essential for multi-cam operation, such as the switcher and directing. A great amount of time will be spent inside the studio doing hand-on exercises.

***Course Outline (Subject to changes)***

***Weeks***

***Topics***

***Readings***

1st: 8/20-24	Syllabus and Introduction What is production about?	Chapter 1, 2
2nd: 8/27-31	Looking through the monitor Editing principle	Chapter 6 Chapter 13
3rd: 9/3-7	Operating the camera Operating the camera	Chapter 3,4 5
5th: 9/10-14	Audio, sound, light, color and lighting	Chapter 7,8
6th: 9/17-21	Switcher and basic switching	Chapter 10
7th: 9/24-28	Keying	Chapter 10
8th: 10/1-5	Graphics and special effects	Chapter 9
9th: 10/8-12	Directing the production	Chapter 17
10th: 10/15-19	Scripting	
11th: 10/22-26	Talent, clothing and makeup	Chapter 16
12th: 10/29-11/2	The production environment	Chapter 14, 15
13th: 11/5-9	Getting prepared for the shooting	Chapter 11
14th: 11/12-16	Thanks giving break	
15th: 11/19-23	Final project recording	
16th: 11/26-30	Final project recording	
17 <sup>th</sup> : 12/3-6	Final project recording	
18 <sup>th</sup> :	Project viewing	

### ***Grading Plan***

Exercises - Camera	50	Basic switching	50		
	Advanced switching	50	CG	50	
Individual directing project:		100			
Final group project		200			
Participation/Attendance		50			
Total		550			
A:495-550	B:440-494	C:385-439	D:330-384	F:329 and lower	

### ***Q Drops***

A Q drip is a drip made after the last date for tuition refunds, which is the 12<sup>th</sup> class day for fall/spring semesters (Sept. 9<sup>th</sup> for this semester), and the 4<sup>th</sup> class day for summer semesters, but before the date for which a drop would result in the grade of F as published in the Academic Calendar

Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count towards the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class. This limit will take effect with the start of the fall 2004

semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q-drop limit, nor will Q-drops from other universities.

***Instructor Evaluations***

Students will be asked to complete a course/instructor evaluation form toward the end of the semester. A new faculty evaluation system for SHSU, the IDEA that is somewhat different than the previously used FES forms, will be used starting this semester.

***Academic Dishonesty***

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

***Americans With Disabilities Act***

Students with disabilities covered by the Americans with Disabilities Act should go to the counseling Center and Services for Students with Disabilities (SSD) in a timely manner to obtain the documentation required. Students are responsible for initiating the process of documenting the need for an accommodation under the ADA act.

***Religious Observance***

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such as absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12<sup>th</sup> class day published in the Academic Calendar. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

***Visitors in the Classroom***

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

**The above syllabus is subject to changes. However, you will be notified of such changes beforehand.**