

BCMN 2358
Television Production
The University of Texas at Arlington

SPRING 2014

WEDNESDAY 1:00 PM – 4:50 PM

Room: FAB 407



Lecturer:

Julian Rodriguez

Contact:

jrod@uta.edu, (817) 272-7040

Profile:

<http://goo.gl/vrWSh9>

Office: FAB 125A

Office Hours: M & W 10–10:30 AM or by appointment

Course Description

Fundamentals of television production, including programming concepts, writing, lighting, and switching practices.

Learning Outcomes

1. Students will gain knowledge of television production terminology.
2. Students will demonstrate an understanding of television studio production processes and procedures.
3. Students will understand and apply the fundamentals of Electronic News Gathering.
4. Students will demonstrate proficiency in basic non-linear editing.
5. Students will demonstrate they can think critically, creatively and independently.

Textbook and Tools Required

1. No Textbook Required.
2. Students must read website: <http://televisionworkshop.wordpress.com>
3. External Hard Drive with USB 3.0 connectivity (500 GB capacity minimum). Do not use Thumb Drives, they are not fast enough.
4. Secure Digital High Capacity (SDHC) Card, Class 6 or 10 (8 GB Minimum).
5. Supplementary readings may be assigned at the discretion of the instructor.

Class Grading and Rules

Exam: There will be one exam. It may include a mixture of true/false, multiple-choice, fill-in-the-blank, illustrations, and short answer. The exam is worth 20 percent of your final grade. There will be no make-up exams. You are expected to be on time for each scheduled exam.

Assignments: Exercises and video projects completed both in class and as homework. Assignments have hard deadlines and will not be accepted if turned in late or if you are absent that day. Assignments in Electronic Field Production will be used to assess your proficiency in shooting and editing professional-quality video projects. These assignments, collectively, will comprise 60% of your course grade.

Attendance/Drop Policy: Attendance and participation in the classroom and the television studio will comprise 20% of the course grade. When the instructor is done taking role, you are marked as late; two late notes equal one absence. The work we do during these times cannot be made up another time. If you are sick, contact the instructor in advance and be prepared to provide medical documentation. If you miss a class, get notes from your classmates. Be on time, be in class. Students leaving class early will not be given credit for attendance unless excused in advance by the lecturer. It is the student's responsibility to drop or add the class—not the faculty or staff's. See more on UTA's drop policy below.

Electronic Device Use (Mobile phone, laptop computer, pager, portable a/v players, etc.): Turn OFF portable electronic devices during class.

Extra Credit. Will be assigned at instructor's discretion.

Grade Weight:

Exam 20%
Assignments 60%
Attendance 20%

Grade Scale:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F



Lab, Studio, and Equipment Rules

Equipment Policy

- Equipment is available for students currently enrolled in specific UTA Department of Communication courses. Equipment is to be used for academic assignments in those classes only.
- Equipment is to be returned to the checkout room only. **Do not ask to leave it in the Department front office.** The staff in room FAB 118 can page the checkout staff if they are out of the office. Do not leave equipment unattended in classrooms, labs, or common areas.
- **Equipment MUST be returned on time. A late fee will be assessed at \$10 per hour, up to a maximum fine of \$50 per day.** If you incur late fees, check-out privileges will be revoked until you provide evidence of payment of the fine.
 - If the equipment is not returned within seven business days, the UTA police department will be notified and it will be reported as stolen.
 - Three late offenses will result in the loss of privileges for the rest of the semester.
 - If a fee exists at the end of the semester, the outstanding account charges will be turned over to the UTA Bursar for collection.
 - Fine disputes are handled by the Associate Chair, Dr. Tom Ingram. If you wish to dispute a fine, fill out a Fine Appeal form, attach the order receipt and turn it in to the front office.
- You are liable for any repair and replacement costs due to damage or theft. **The student who checks out the equipment is ultimately responsible for the care and security of the equipment.** Letting someone else use your equipment does not wave your liability, and you will be charged for damages or replacement. It is your duty to notify the equipment room staff of any defective or malfunctioning equipment received.
- Failure to comply with University and Departmental rules will have financial and academic repercussions including and not limited to fines and loss of privileges. These rules are subject to change. Changes will be announced by your professor and posted in the equipment room. Your continued use of UTA Department of Communication facilities and equipment indicates your acceptance of these rules.

Lab and Studio Rules:

- Labs and Studios are monitored 24/7.
- All doors to the radio/TV studios and labs are to remain closed and locked at all times. **Do not prop open these doors. If a door is found propped open, the electronic lock will be audited and the last person to unlock the door will have access suspended for the rest of the semester.** This is a security measure to protect you and the facilities.
No guests are allowed in the studios, production rooms, and labs at any time. You must notify your instructor if you intend on having a guest involved in your project. Anyone caught allowing unauthorized persons into the facilities will have their access revoked for a minimum of one semester. Report unauthorized persons to a staff member, faculty, or the UTA police.
Food or drinks are not permitted in studios or lab areas. An exception is bottled water and coffee that is in a closable container and kept in a backpack or on the floor. Keep these items away from computers and equipment.
 Take care of our facilities. Pick up all garbage, papers, etc. and place it in the trash can or recycle bin.
- It is illegal to bring weapons/firearms onto the UTA campus. If you plan on bringing realistic props of this nature on campus, you must check with your professor AND the UTA Police. Call the campus Police (817-272-3381) if you need an escort to your vehicle at night. Do not tamper with lab computers, studio equipment or servers located in equipment racks. These are critical systems that are to only be adjusted by staff or student workers.
- Report equipment/technical problems to your instructor or the department engineer, Joe Carter, at jwcarter@uta.edu and 817-272-1213.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wwweb.uta.edu/aao/fao/>).

Americans with Disabilities Act: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act* (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Academic Integrity: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as "lecture," "seminar," or "laboratory" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students in FAB 407 should exit to the right and go around the corner towards the stairs next to the elevator; students in FAB 408 should exit to the left and go to the stairs next to the elevator. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.



Student Equipment Check-out Information and Agreement

Only one completed form necessary per person each semester. If you've already filled out an information sheet this semester you don't have to do it again. Print legibly.

Semester: (circle one) Fall / Winter / Spring / Summer of 20____ (year)

First Name: _____ **Last Name:** _____

Student ID (1000 number) _____

Department of Communication classes you are currently enrolled in:

SEQUENCE <i>(BCM/N/JOUR/COMS, etc.)</i>	COURSE NUMBER <i>(3320-001, etc)</i>	CLASS NAME <i>(TV Production, etc.)</i>

By signing below, I certify that I have received a copy of the Lab, Studio, and Equipment Rules, that I agree with the policies and procedures outlined, and will abide by those rules. Failure to comply will result in the revocation of privileges and/or fines.

Signature: _____ Date: _____