BCMN 2358
Television Production
The University of Texas at Arlington
SUMMER II 2014

M, T, W, & TH 8:00 AM – 10:00 AM

Room: FAB 407



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Office: FAB 125A
Office Hours: M-TH 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. 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**



Computing: Most computer problems are fixed with the proper settings or rebooting. Before you ask for help check all your settings and reboot the computer. A folder has been setup for you to turn in your projects. On campus, go to Internet Explorer and type \\commfs\files. Then click on the BCMN 2358 folder for this class. Drag your project file and release it into this folder. You should check the folder after uploading to make sure it was successful. The file size will not match exactly, but should be reasonably close. Please save a backup copy on your external hard drive.

Every day, the computer hard drives are cleaned. Files stored on the :C drive will be removed. You must save your projects to your removable hard drive to insure the files will be available when you need them.

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://wweb.uta.edu/ses/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: All 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.

Instructors 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 a 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.