BCMN 2358
Television Production
The University of Texas at Arlington
M, T, W & TH 8:00 – 10:00 AM
Room: FAB 407





Instructor: Julian Rodriguez
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Profile: http://goo.gl/vrWSh9
Office: FAB 125A
Office Hours: 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. **REQUIRED:** Rent/Buy this book: Television Production Handbook by Zettl (12th Edition)
2. Complementary website: http://televisionworkshop.wordpress.com
3. **REQUIRED:** External Hard Drive with USB 3.0 connectivity (500 GB capacity minimum). **Do not** use Thumb Drives, they are **not** fast enough.
4. **REQUIRED:** Secure Digital Extreme Capacity (SDXC) Card, Class 10 (32 GB Minimum). See picture.
5. Supplementary readings may be assigned at the discretion of the instructor.

Class Grading and Rules

Exam(s)/Quiz(zes): Exam(s)/Quiz(zes) are worth 20% of your final grade. They may include a mixture of true/false, multiple-choice, fill-in-the-blank, illustrations, and short answer. 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 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/Participation (20% of Final Grade): At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, Attendance and Participation in the classroom will comprise 20% of the course grade.

Attendance Rules:

1. When the instructor is done taking roll, you are marked as **late.** Class begins at 1:00 pm; anyone arriving after 1:30 pm is considered **absent**.
2. Two (**2**) **late** notes equal one (1) **absence**.
3. If you are late, please remind the instructor at the end of class to mark you down as **late**; otherwise, you will be counted as **absent.**
4. Two (**2**) **absences** automatically limit your maximum attainable grade to a **B**.
5. Three (**3**) **absences** automatically limit your maximum attainable grade to a **C**.
6. Four (**4**) **absences** automatically **fail you**; final grade will be an **F**.
7. Students leaving class early will not be given credit for attendance unless excused in advance by the instructor.
8. If you are sick, contact the instructor in advance and be prepared to provide medical documentation. **Excessive medical excuses (1+)** will also begin to affect your final grade.

The work we do during these times cannot be made up another time. If you miss a class, get notes from your classmates. Be on time, be in class. **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: Place electronic devices in silent mode, and don't get distracted by them.

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

Grade Weight:
Exam 20%
Assignments 60%
Attendance/Participation 20%

Grade Scale:

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

Expectations for Out-of-Class Study: A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. Hence, a 3-credit course might have a minimum expectation of 9 hours of reading, study, etc.

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/aao/fao/).

Disability Accommodations: UT 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD).** Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:
The Office for Students with Disabilities, (OSD) www.uta.edu/disability or calling 817-272-3364.
Counseling and Psychological Services, (CAPS) www.uta.edu/caps/ or calling 817-272-3671.

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.

Title IX: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit* www.uta.edu/titleIX.

Academic Integrity: Students enrolled all UT Arlington courses 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.

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 individuals with disabilities.

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.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911.