

BCMN 2358
Television Production
University of Texas at Arlington
SPRING 2012
T & TH 1:00 PM – 2:50 PM
Room: FAB 407



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Office: FAB 125A
Office Hours: T & TH 10:30 – 11:30 AM

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. Television Production Handbook (10th Edition) by Herbert Zettl
2. Subscription to Lynda.com
3. External Hard Drive with USB connectivity (120 GB capacity minimum). Do not use Thumb Drives, they are not fast enough.
4. SanDisk 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. If I see you using any of these devices during class, I will ask you to leave the class: My decision is final and your classmates and I expect you to follow my order without rebuttal. I will count your partial attendance as an absence for the day.

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://www.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: At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) “cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts” (UT System Regents’ Rule 50101, §2.2). Suspected violations of academic integrity standards 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 contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting 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 will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

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.