

syllabus

VIDEO STUDIO OPERATIONS * MCOM 117 * Section 6352

Lecture / Lab - Monday and Wednesday 12:30 - 3:20 pm, Rm. 253 - TV studio

Basic operation of TV studio and control room equipment, the techniques of studio production, and crew responsibilities required to complete multi-camera studio productions. This course also covers the basic technical theory of audio & video production systems, audio/video routing, and audio/video engineering.

Faculty: **William Snead**; Phone, **644-7289**; e-mail , **william.snead@gcccd.net**

Office – **200 B-7** / Hours...Mon./Wed. 10:30-11:30 am, Tue. 1-2pm, Thur/Fri. 8:30- 9:30am

Required Texts: **VIDEO PRODUCTION: Disciplines & Techniques**, by Burrows, Gross, & Wood
MEDIA CAREER GUIDE by James Seguin

Recommended Material: **Video Lighting and Special Effects** (reprint) by J. Caruso & M. Arthur
VideoLab 2.1 CD Rom by Herb Zettle

In order to pass this class, all enrolled students are required to :

- ❖ Read all assigned materials and answer questions based on the text readings.
- ❖ Attend at least 80% of classes, and participate in classroom activities.
- ❖ Learn the basic principles of TV studio production operations & systems design.
- ❖ **Learn to properly operate a studio dolly and video camera, video switcher (SEG), pc based character generator(CG), audio board and video recorders (VCRs).**
- ❖ Independently practice studio jobs and operation of the equipment specified above.
- ❖ Learn TV lighting principles- how to identify, plot, hang, aim, and focus studio lights.
- ❖ Function as a crewmember in different positions during TV studio productions.
- ❖ Complete and pass quarterly tests and the Final Exam.
- ❖ Take notes on the lecture, text, and demonstrations in a class notebook.

About the course and the instructor:

This introductory television production course is designed to provide you with basic instruction in the technical theory and practical application of production skills in a TV studio environment and some operational skills using analog and digital television studio equipment. These two goals will be reached with a combination of lecture, lab demonstration, media presentations, hands-on equipment training, reading, writing, production simulation, and several studio television productions.

My background includes a B.A. from the University of California, San Diego in Radio and Television Production, a Masters Degree from Ohio University in Broadcast Television Management and New Technology, and 2 years graduate school in Film Production at UCSD. I have done professional broadcast video production in the studio and remote production in the field. I also supervised and/or engineered studio and field productions creating sports, magazine, documentary, training, music, and live broadcast programming. I was selected to manage a television facility for the Atlantic Olympic Games in 1996. I have produced one film, worked on 6 other motion picture films and hundreds of television programs- some currently playing both locally and nationally.

I will assist you in learning and understanding the language, methods, and conventions which are required for working in the television production field. I will answer any questions or concerns you have about television production or help you find the answer. I will help you progress through school in any way possible, but I expect you to learn, grow, and mature while here. When you complete our program, I will assist you in continuing your education at a university, or in finding a job position in the television field.

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I will recommend to the Dean of Fine Arts a failing grade for:

- **Excessive tardiness or absence.** One (1) unexcused absence will be allowed for everyone. A second (2) unexcused absence will require missed work to be made up. **A third (3) absence will result in a drop from the class.** Absence is failure to attend both lecture and lab portions of all classes. I understand that job or family related activities can be important for you, however, if high grades are a priority, you will not miss class. Excessive or chronic tardiness will not be tolerated. **Call me before class at 644-7289 to be excused for legitimate reasons (illness, transportation or child-care).**
- **Disruptive or destructive behavior in class.** Termination may result from mis-behavior during class sessions at Grossmont. Students receiving phone, fax, or paging calls will be asked to leave the classroom. Read the Grossmont Student Handbook for details on good student conduct.
- **Cheating - Cheating in any form is not acceptable:** 1) Plagiarism from any source including other students; 2) Fabricating attendance at class events; 3) Intentional destruction or devaluation of other's work. **Violators will receive a lower grade or fail the course.**

Grading:

*Tests will be graded on the accuracy and completeness of your answer, as per the reading and lecture material. Any disputes or make-ups regarding test scores must be discussed **during a scheduled office visit within one week of the exam.** Test grades will be based on a 100 point scale:

88 - 100 = A, 77- 87 = B, 66 -76 = C, 55- 65 = D, 0 - 54 = F

- Equipment skills will be judged by accuracy, speed, and adherence to standard operating procedures.
 - **For accommodations due to any disability, students are encouraged to see the instructor and/or contact Disabled Students Programs & Services early in the semester. Students may contact DSP&S in person in room 110 or by phone (619) 644-7112 or TTY (619) 644-7119 for assessment and aide.**
- * The ability to function well under pressure is a standard part of all media production. **Expect stress !**
- * **Studio operations require everyone to attend class sessions. Be on-time all the time, and come prepared for the day.** Your ability to co-operate with others and function as a crew member will affect your grade. **Please discuss proper operations and techniques at any time with other class members.**

Final grades will be determined on a 1000 point scale by your scores as follows:

- * **Equipment Tests- 550 points** Evaluation on the Camera, Video switcher (S.E.G) , Audio board, pc Character Generator, and VCR machine operations for studio tapings (100 points each) and a practical equip. test (50 pts) during the final exam.
- * **Final Exam- 200 points** A comprehensive written exam (200 pts.). An automatic grade of **I** (incomplete) or **F** (fail) will be given to anyone **not taking the Final Exam as scheduled.** Permission of instructor **and a written request to the Dean of Fine Arts** is required to change Final Exam test schedules. **No exceptions!**
- * **Written tests- 200 points** 2 written tests related to text readings & lecture material (100 points each).
- * **Homework- 50 points** Completing two homework exercises and making corrections as required. Each assignment can earn up to 25 points.

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- 1) 1/26 - COURSE INTRO; equipment intros, production crew (Zettle CD Rom)
- 2) 1/28 - TV STUDIO PRODUCTION PROCESS Read: Burrows- Ch 1, 11
- Pre-production, production, & Post-production phases
- 3) 2/2 - VIDEO FORMATS, and studio video systems Read: Burrows.- Ch 2
- Vocabulary building- studio production jobs & glossary handout
- 4) 2/4 - VIDEOTAPE RECORDERS; Encoding theory- *VCR Operator* Read: Burrows- Ch 7
- operation of the studio VCR
- 5) 2/9 - BASIC AUDIO PRINCIPLES - *Audio Engineer* Read: Burrows- Ch 3
- 6) 2/11 - AUDIO/VIDEO SIGNAL ROUTING (Zettle CD Rom) Read: Burrows- Ch 3
- 2/16 SCHOOL HOLIDAY- Washington's birthday**
- 7) 2/18 - AUDIO MIXING BOARD; operations demonstration Read: Burrows- Ch 3
- 8) 2/23 - AUDIO MICROPHONES (Zettle CD Rom)
- 9) 2/25 - TEST - BURROWS 1, 2, 3, 7, 11 Read: S.E.G & C.G Manuals
- Character generator lab
- 10) 3/1 - SPECIAL EFFECTS GENERATOR; video switcher- *Tech Director* Read: Burrows- Ch 6
- Special Effects Generator and Character Generator lab 11) 3/5 -
- 12) 3/3 - COLOR AND LIGHT THEORY- *Video Engineer* Read: Burrows- Ch 4 + handout
- Basic Light theory
- 13) 3/8 - BASIC ELECTRONICS & OPTICS, (Zettle CD Rom) Read: Burrows- Ch 5, 115-122
- understanding the video signal
- 14) 3/10 - GRAPHIC PRINCIPLES; Text for TV- *Graphic Artist* Read: Burrows- Ch 9, 203-215
- Character generator demonstration
- 15) 3/15 - MIDTERM EXAM- Burrows 4, 5, 6, & 9 (1Hr) Read: Burrows - Ch 5
- 16) 3/17 - STUDIO LIGHTING LAB- demonstration- *Lighting Director* Read: Lighting text
- Lighting for 1 talent on set
- 17) 3/22 - STUDIO LIGHTING LAB Read: Lighting text
- Lighting 2 and 3 persons, set-up and demonstration **Midterm return & review**

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- 18) 3/24 - CAMERA LAB- camera demo- **Camera Operator** **Read:** Burrows- Ch 5 (123-140)
- Shot composition & camera movements + handout
- 19) 3/29 - CAMERA LAB - Technical Director demonstration
- Camera operations lab, S.E.G. demonstration
- 20) 3/31 - CAMERA LAB and T D operations- **Director** **Read:** Burrows- Ch 6
- Technical Director lab/special effects & special effects text

4/5 thru 4/11SPRING BREAK

- 21) 4/12 - VIDEO ENGINEERING LAB; tests & adjustments- **Read:** handout
- The video waveform monitor and vectorscope operations **Video:** Tektronix tape
- 22) 4/14 - STUDIO PRODUCTION OPERATIONS- **Producer** **Read:** Burrows- Ch 12
- studio, videotape, engineering, and talent set-ups **practice studio production**
- 23) 4/19 - **TEST of equipment operations** **Read:** Burrows- Ch 10
- interactive formats of television programs **practice studio production**
- 24) 4/21 - STUDIO PRODUCTION OPERATIONS- **Floor Director** **practice studio production**
- Props, clothes, scripts, and make-up,
- 25) 4/26 - STUDIO PRODUCTION OPERATIONS- **Talent/Tele-Prompter** **practice studio production**
- Studio Operations- Staging sets, placing mics and talent Test return and review

- 26) 4/28 - STUDIO PRODUCTION PRACTICE
- 27) 5/3 - STUDIO PRODUCTION PRACTICE
- 28) 5/5 - STUDIO PRODUCTION FOR JOURNALISM CLIENTS
- 29) 5/10 - STUDIO PRODUCTION FOR JOURNALISM CLIENTS
- 30) 5/12 - STUDIO PRODUCTION FOR JOURNALISM CLIENTS
- 31) 5/17 - Review studio production tapes /

5/17 - Review for Final The Final is comprehensive

5/28 - FINAL EXAM : 11:30 to 1:30 pm , Rm. 253

5/17 -**SCHOOL HOLIDAY - Memorial Day**

6/2 - SEMESTER ENDS...Final grades turned in...

6/3 - GROSSMONT GRADUATION- 5:30 PM