Houston Community College - Film Video & SFX
TV Field Production: RTVB 1321 64147
Fall 2010 – Course Syllabus

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Prerequisite: RTVB 1317

Materials Needed:
- Voice and Vision Mick Hurbis-Cherrie ISBN - 10: 0-240-80773-1
- Notebook
- Firewire/USB Hard Drive,
- USB Pen Drive
- CD-R's and/or DVD-R's
- Professional Headphones
- 1-2 SDHC flash memory cards (must be at least 8GB, Class 6) preferably 32GB Class 10
- miniDV Tape (possibly)
- Batteries (possibly)
- Vimeo account.

Course Description
Cross-listed with COMM 1337 Television Production and Directing II
Credit: 3 (2 lecture, 4 lab)

A study of the pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with emphasis on underlying principles of video technology.

Course Goals:
The student will set up and operate field cameras, tripods, audio equipment, field lighting instruments, and VCRs; explain aesthetic concepts relating to visual images; describe, produce, and name the basic camera shots; summarize and demonstrate key concepts of lighting and audio; and perform storyline editing.

In writing, describe a selected shooting site, diagram camera/light placement, describe potential problems and solutions for them.

Course Objectives:
At the completion of this course, students should be able to demonstrate competency in the following areas:

Produce a complete field video production as assigned, showing proper lighting, color balance, and camera operation techniques throughout.

Students will demonstrate their understanding through a number of assignments and completion of a final project as assigned.

Statement of Workplace and Foundation Competencies

The Broadcast Technology program at the Southwest College of Houston Community College System is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for this course.

COMMON WORKPLACE COMPETENCIES

Manage Resources:	C1	Allocates Time	Must meet project deadlines (all four)
	C2	Money	Narrative Project #4 w/ Budget
	C3	Material & Facilities	Narrative Project #4 w/ Budget
	C4	Human Resources	Narrative Project #4 w/ Budget
Work With Information:	C7	Interprets/Communicates Information	All project Proposals and treatments
Exhibit Interpersonal Skills:	C9	Participates as Members of a Team	Group projects (four)
	C10	Teaches Others	Classroom exercise: demonstrate the camera.
	C13	Negotiates	Narrative Project #4 w/ Budget; editing footage
	C14	Works with Diversity	Group Projects; all different format
Apply System Knowledge:	C15	Understands Systems	Narrative Project #4 w/ Budget
Use Technology:	C18	Selects Technology	Narrative Project #4 w/ Budget
	C19	Applies Technology	Narrative Project #4 w/ Budget

FOUNDATION SKILLS

Demonstrate Basic Skills:	F1	Reading	Midterm/Final: readings
	F3	Arithmetic	Narrative Project #4 w/ Budget
	F4	Mathematics	Chapter 4: Calculating time
	F5	Listening	Midterm/Final: Lectures
	F6	Speaking	Class Exercise: Present final proposal to class
Demonstrate Thinking Skills:	F7	Creative Thinking	All individual projects (4)
	F9	Problem Solving	On-Location shooting of projects with limited resources/ time
	F11	Knowing How to Learn	Picking up skills on the fly during projects.
Exhibit Personal Qualities:	F16	Self-Management	Allocation of time/resources towards projects

Means of Assessment

Final grade is based on the following point requirements:

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

Points can be earned for the following:

Quizzes	10 pts	Quizzes will be posted each week on Blackboard based on lecture and reading assignments
Participation	25 pts	Based on in class participation and team reviews.
Project #1	5 pts	Skills 01 Rubric will be posted on Blackboard
Project #2	5 pts	Skills 02 Rubric will be posted on Blackboard
Project #3	5 pts	Skills 03 Rubric will be posted on Blackboard
Project #4	5 pts	Skills 04 Rubric will be posted on Blackboard
Project #5	5 pts	Skills 05 Rubric will be posted on Blackboard
Project #6	5 pts	Skills 06 Rubric will be posted on Blackboard
Project #7	5 pts	Skills 07 Rubric will be posted on Blackboard
Midterm	10 pts	Portfolio project 01 Rubric will be posted on Blackboard
Final Project	20 pts	Portfolio project 02 Rubric will be posted on Blackboard

| Attendance | After the second absence there will be a 3 point deduction in the students final grade for each additional incident. Any student that arrives after the roll has been taken will be counted as absent. |

While this is strict it is important since many of the topics necessary to success in this subject will be covered in class discussion.

Additional points may be added or deducted based on parameters given by the instructor for any project.

Evaluation Policies and Procedures

Students are expected to complete projects on time according to their class calendar. Any difficulty in meeting deadlines will need to be approved by your instructor.

Attendance and Participation Policies

Class attendance is important. Generally, the course material is covered in the textbooks or class demonstrations; however, group critiques augment and clarify well-designed projects. You are encouraged to get to know your fellow students in order to have a source for notes and handouts if you cannot attend a class session. The instructor could drop a student for excessive absence if more than three classes are missed.

Students are expected to assume the responsibility for learning. Your instructor will assist you, but the actual responsibility rests with you. Students are also expected to devote their energy to attaining the skills and knowledge required for their particular career goals.

"Disruptive activity that hinders other students' learning or deters an instructor from effective teaching will not be tolerated under any circumstances."

To provide an equal-opportunity learning situation for all students enrolled in this class, children are not allowed in the labs or classrooms.

Open Lab Time and Policy
The Boadcast Technology lab is the room scheduled classes take place. Please check the schedule posted on the lab door. You can use the lab at any of the posted times, but depend on your instructor to be able to answer all your questions about the software. Sign in when you arrive.

The computers in the lab have been configured to meet the needs of all courses. Please do not reconfigure the system set up. If you are experiencing difficult, contact the lab assistants or instructors for assistant. In addition, please follow all directions posted in the labs or given by the lab assistant.

Important Note> The lab assistants and instructors reserve the right to ask you to leave the lab in event of disruptive behavior, illegal activities, or malicious intent on the computer.

Incomplete Contract
Under special circumstances, incomplete contracts may be considered by the instructor after a student discusses his or her situation. The student needs to have completed almost all course work to qualify for consideration of an incomplete contract; otherwise, the student should withdraw from the course before the official withdrawal date.

Academic Integrity
HCC is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following:

1. Plagiarizing written work or projects.
2. Cheating on exams or assignments.
3. Collusion on an exam or project.
4. Misrepresentation of credentials or prerequisites when registering for a course." Refer to the NHMCCD catalog for additional information.

Virus Protection
The college will not be held liable for any corruption of data caused by virus contamination. The college computers are regularly screened and are protected against computer viruses to the best of our ability. However, we do not guarantee that viruses do not exist on our systems. Procedures are in place in all labs for you to scan you diskettes. It is your responsibility to protect your data from corruption due to virus.

Important information on Six Course Drop Limit Rule:

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses. This six-course limit includes courses that a transfer student has previously dropped at other Texas public institutions of higher education if they fall under the law.

Students should be sure they fully understand this drop limit before they drop a course. Please visit the admissions office or counseling/advising center for additional information and assistance.

This calendar is subject to revision depending on the class success.
All assigned reading to be completed before class
All projects and tutorials from assigned chapters due at beginning of class

Week 1 Aug. 31	V&V 03-34
Week 2 Sept. 7	V&V 35-54
Week 3 Sept. 14	V&V 55-84
Week 4 Sept. 21	LV&V 85-118
Week 5 Sept. 28	V&V 119-135 Project 01 Script Reviews
Week 6 Oct.4	V&V 169-192 **Casting Call**
Week 7 Oct. 12	V&V 193-222 Project 01 Final Scripts and Storyboards
Week 8 Oct. 19	LV&V 230-270 Project 02 Script Reviews
Week 9 Oct. 26	V&V 309-328 Project 01 Last Equipment Schedule
Week 10 Nov. 2	V&V 393-414 Project 02 Final Scripts and Storyboards
Week 11 Nov. 9	V&V 415-422 Project 01 Rough Due
Week 12 Nov. 16	V&V 459-469 Project 01 Final Due
Week 13 Nov. 23	Project 02 Last Equipment Schedule
Week 14 Nov. 30	Project 02 Rough Due
Week 15 Dec. 7	
Week 16 Dec. 14	Project 02 Final Due