

# TV 381/481 LIVE TV EVENT WORKSHOP

Spring 2014 | T 10:10-11:40 | 14 E Jackson LL105 (Theater)

Plus 4-5 Event Days (see Schedule, subject to change)

Instructor: Wendy Roderweiss Office: CDM 460

Email: wroder@cdm.depaul.edu (best way to reach me)

Course Management system: D2L

April 11, 2014 Last day to drop classes with no penalty

May 16, 2014 Last day to withdraw from SQ2014 classes

NOTE: THIS SYLLABUS IS SUBJECT TO CHANGE

## Summary of Course and Course Goals:

In this workshop students will produce events with guest artists, presented in front of a live studio audience. Students will help prep each appearance and participate as crew members in the multi-camera production and telecasting of the events. They will learn the professional practices and positions that constitute talk-show format television production. Post-production and finishing for Web Streaming and VOD delivery will also be addressed. 2 credits. May be repeated for credit.

## Learning Goals:

- To gain practical experience in multi-camera talk format TV production
- To understand crew positions and procedures for live event production
- To learn protocols and etiquette for hosting VIP industry guests
- To understand how to create high production value live event footage
- To gain an understanding of the post-production and delivery process for live event, multi-camera materials for webcasting and video-on-demand.

## Grading:

CREW WORK – EVENT #1	20%
CREW WORK – EVENT #2	20%
CREW WORK – EVENT #3	20%
CREW WORK – EVENT #4	20%
WORKSHOP ATTENDANCE & PARTICIPATION	10%
GOING ABOVE AND BEYOND	5%
FINAL SELF EVALUATION	5%

Note: If the number of events produced in a given quarter changes, the grading percentage will be adjusted accordingly. *Also, a **PRODUCTION REPORT/SELF-EVALUATION** is required in order to receive a grade for each event. The report constitutes 10% of the Event Grade.*

## Grading Scale

A=100-93 A-=92-90	A indicates excellence
B+=89-88 B=87-83 B-=82-80	B indicates good work
C+=79-78 C=77-73 C-=72-70	C indicates minimum satisfactory work
D+=69-68 D=67-63 F=62-0	D work is unsatisfactory in some respect
	F is substantially unsatisfactory work

## Required Textbooks and materials

*No books. Just your brains, in perfect working order.*

Tentative course schedule, subject to change

<b>WEEK 1 4/1</b>	<b>MEETING TOPICS</b>	<b>VAS EVENT SCHEDULE (tentative)</b>	
	Producing live events for multi-cam production: Production crew position breakdown		
<b>WEEK 2 4/8</b>			
	The Camera and the Switcher: Technical Overview of Multi-Camera operation and directing. Camera Tech		
<b>WEEK 3 4/15</b>			
	Space walk through, House Management, Talent Services/hospitality, Makeup Professional Projection Practices Call Sheets and Production Reports, Publicity: posters, PR, and promotion. Position Interviews		
<b>WEEK 4 4/22</b>			
	Run through?		
<b>WEEK 5 4/29</b>		<b><u>PAGE ONE WRITER'S CONFERENCE</u></b> <b><u>SATURDAY 5/3 ALL DAY</u></b>	
	Preview of next event		
<b>WEEK 6 5/6</b>		<b><u>Focus On EVENT: FRI 5/9</u></b> <b><u>Dave McDonnell</u></b>	
	Review of event Preview of next event		
<b>WEEK 7 5/13</b>		<b><u>Possible Cinema EVENT: FRI 5/16</u></b> <b><u>TBA</u></b>	
	Review of event Preview of next event		
<b>WEEK 8 5/20</b>		<b><u>Graphic Design EVENT: FRI 5/23</u></b> <b><u>James Goggin</u></b>	
	Review Events		
<b>WEEK 9 5/27</b>			
	TBD		
<b>WEEK 10 6/3</b>			
	TBD		

## **ATTENDANCE AND LATENESS POLICY**

Because we only meet for 90 minutes once per week, attendance at all meetings is mandatory. Each absence will result in a 20% penalty to your participation grade. Being absent is designated as not showing up for class, showing up after roll has been called, or *leaving class while class is still in session without permission*.

### **You are responsible for what you miss**

If you are late or absent, you are still responsible for any material you missed including assignments. Your first recourse should be to get notes from a fellow student. If you still have any questions about what was covered and how in-class work can be made up, contact your professor as soon as possible. *Please be aware that certain in-class assignments cannot properly be made up if missed. Missing such assignments will affect your grade.*

### **Advance Notice**

If you know in advance that you will be absent, please let me know in advance. Advance notice tells me you care and predisposes me to help you with what you missed.

### **Emergencies and Documentation:**

If you missed a class due to a true personal or family emergency, contact me as soon as possible. If verifying documentation is supplied and authenticated, this type of absence may (not will) be excused from affecting your grade.

## **EMAIL**

Email is the primary means of communication between the professor and the students enrolled in the course outside of class time. Students should be sure their email listed under “demographic information” in the campus connect system is current and correct.

## **D2L**

Written Assignments should be submitted online via D2L by the deadline stated on the D2L dropbox. Other pertinent documents and information may be posted on D2L throughout the quarter. Most importantly, the calendar on D2L will be updated regularly to reflect any changes in the event schedule. When in doubt, check there.

## **ASSIGNMENTS**

Reasonable deadlines are given for completion for each assignment. Consequently, late assignments will not be accepted without prior consent of the instructor. If late work is accepted, it will be marked down.

### **Content & Scheduling Changes**

Depending on time factors, the assignments projected for the term (and therefore the grading scale) may require alteration or rescheduling. Students will be notified of any changes and should follow the most recent schedule or deadline provided.

### **Food Policy:**

Food is NOT allowed in the classroom. A water bottle or beverage is ok but please keep a lid on it to avoid spills.

## ***Academic Integrity and Plagiarism***

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>.

The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

## ***Withdrawal***

Students who withdraw from the course do so by using the Campus Connection system (<http://campusconnect.depaul.edu>). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

## ***Retroactive Withdrawal***

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals for CDM students must be submitted online via MyCDM. The deadlines for submitting appeals are as follows:

Autumn Quarter: Last day of the last final exam of the subsequent winter quarter

Winter Quarter: Last day of the last final exam of the subsequent spring quarter

Spring Quarter: Last day of the last final exam of the subsequent autumn quarter

Summer Terms: Last day of the last final exam of the subsequent autumn quarter

## ***Excused Absence***

In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at <http://studentaffairs.depaul.edu/dos/forms.html>. Students must submit supporting documentation alongside the form. The professor reserves the

sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

### ***Incomplete***

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process in [MyCDM](#).

- All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.
- If approved, students are required to complete all remaining course requirement independently in consultation with the instructor by the deadline indicated on the incomplete request form.
- By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor.
- An incomplete grade does NOT grant the student permission to attend the same course in a future quarter.

### ***Students with Disabilities***

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at:

Student Center, LPC, Suite #370

Phone number: (773)325.1677

Fax: (773)325.3720

TTY: (773)325.7296