



**TV 310**  
601

**TV Production Workshop**

2016-17 Autumn

Room: CDM 228

Fridays 2:00 - 3:30 pm

Course Management System: D2L

José A. Soto

Office Hours: Monday, 5 to 6.30pm &  
Wednesday, 2 to 3.30pm  
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**Course Description:**

In this workshop students will produce projects for internal and external clients. Students will learn professional practices and work with customers to create projects such as promos, documentaries, commercials, short series and live events from concept creation to finished product. Through this process, students will examine different professional roles involved in the TV production process.

**Learning Outcomes:**

Upon successful completion of this course students will:

- Practice the different activities that involve a TV production.
- Create diverse video projects for in-house and outside entities at the University.
- Complete TV related projects.

I highly encourage students to participate on the in-class discussions to further their understanding of the subject at hand, and to approach me about suggestions for more in-depth readings and/or comments related to TV series, movies, sit-coms, reality programming and other TV related subjects.

**Reading:**

Required: Zettl, Herbert (2009) **VIDEO BASICS 7**; Wadsworth Publishing; ISBN-10: 1111344469; ISBN-13: 978-1111344467

Recommended: Zettl, Herbert (2011) **VIDEOLAB 4.0**; Wadsworth Publishing; ISBN-10: 1111348901; ISBN-13: 978-1111348908



## **Grading:**

Students need to participate in at least 2 projects each quarter. They will earn 30% of their grade with each project they get involved with, no matter the job they choose to perform. They will also have to produce a documentary segment for Chicago Lines. This could be done in groups of two students and the students could take on any role for the production. The Chicago Lines segment will count for 30% of their grade. At the end of the quarter students should submit a log and evaluation report at the end of each project. The sum of these logs will count for 10% of the grade.

In order to pass this course, students need to attend to at least 80% of the sessions. Each student should sign in with the class assistant to validate his or her attendance. If a student has less than 80% of attendance, he or she will fail the course.

Participation on the production projects has to be validated by the producer of the project. The producer should send a “sign-off” to the professor in order to validate participation of the student in it.

## **Grading Standards:**

Letter Grade	Minimum % of Total Points	Letter Grade	Minimum % of Total Points
A	92	C+	78
A-	90	C	72
B+	88	C-	70
B	82	D+	68
B-	80	D	60
		F	0

## **Course Policies:**

### **1. Participation**

At this level, students should be interested in the subject of the class. The only way to see this is through participation in class, either asking questions or adding constructive comments to the projects presented in the meetings.

### **2. Attendance**

It does not constitute a specific part of your grade, but perfect attendance is required. Most of the information you need to complete the projects will be discussed in-class; also any doubts about the projects will be address then. Assignments will not be discussed outside of the programmed sessions. This makes attendance critical, and thus not an issue to be negotiated. However, if you have to miss a class or a deadline, make sure to plan ahead, and inform the instructor in advance. Calling in advance does not automatically excuse an absence or a missed



deadline, but it is the only way to present your case. If you fail to communicate before the next class period to explain an absence or a missed deadline, they will not be excused. Please note that work, non-emergency medical and dental appointments, hangovers, intramural games, visitors from out of town, fixing your roommate's computer, fraternity/sorority events, arguments with boyfriends or girlfriends and studying for other classes do not constitute excused absences or missed assignments.

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.

### **3. Tardiness**

One true thing in all professional fields is the lack of tolerance for tardiness. Employers do not generally tolerate such behavior, and employees who offer weak, irritating excuses frequently find themselves unemployed and unemployable. We will be working under the same rules.

Remember it is your responsibility to make the arrangements when a deadline or a class has to be missed. I will treat you professionally, expecting of you a responsible attitude. This means that it is you who must be worried about solving the problem, not me.

### **4. Missed Deadlines or Unfinished Projects**

Since we are working in a professional setting, and we have internal and external clients, if you fail to finish any of the projects you will fail the course. There will be no exceptions. This is a zero-tolerance policy. I have no time or patience for those who are not going to take this class seriously. If you cannot make it a priority to complete all projects, you better consider not taking this course.

### **5. Attitude**

We are going to be spending a lot of time discussing the projects, other student's or your own work. This will be made in an orderly fashion, no matter how vehemently or fervently we feel for an argument, we have to be able to provide it in a disciplined manner. It is better to wait and later speak than not speaking at all. My evaluation of your attitude and attention will be based on your participation during discussions as much as it will be based on your assertiveness when making a comment. Students who are not insightful enough to value the learning opportunities inherent to this class tend to do poorly.



## **6. Use of Technology**

Cellular phones and other similar devices will not be tolerated. In my mind, they are a clear indication of a bad attitude. I recommend students to turn off or switch to silence mode such devices. If your other commitments are so pressing that they cannot wait until the end of the session, it may be in your best interest to reconsider the priority you place on being here. In any case, students whose phones and/or computers make noise during class will be asked to leave immediately.

## **7. Uncivilized Behavior**

Even though you are students who must constantly thrive to grow, we need to start acting professionally. This is why there will be no tolerance for uncivilized behavior. I require an orderly ambiance to be able to make the most of each session.

By accepting this syllabus, you are indicating that you understand my expectations for students concerning attitude and work ethic.

I reserve the right to drop any student with an F if he/she has excessive absences, engages in disruptive behavior, has a poor attitude, or in any other way is clearly not taking the class seriously.

## **8. Ethics**

Although your grade does not contain an ethics component like some other courses, I require complete honesty in producing your work. Plagiarism is useless to you anyway. By having someone else do the work for you, you are missing an opportunity to immerse yourself in the television industry. You are also waiving your right to learn. If you are willing to do that, then you have to evaluate if it's worth the aggravation and the time you invest in this course. Also, since these TV productions probably will be distributed or aired, we need to ensure that we clear all the rights to them, if you didn't do the job yourself that's going to be difficult to achieve.

By accepting this syllabus, you are indicating that you understand the seriousness of academic dishonesty and realize I will impose the harshest sanctions possible if I can prove you have engaged in such behavior. You are also indicating that you understand what constitutes academic dishonesty; I will not tolerate an excuse that claims the student did not know he/she was engaging in academic dishonesty.

## **9. Plagiarism**

Plagiarism, cheating and/or fabrication will not be tolerated. They are serious offenses – both in course and in media careers. Thus I reserve the right to drop any student with an F if he/she engages in any form of academic dishonesty. I further reserve the right to recommend other sanctions as may be appropriate.



More information can be found at <http://academicintegrity.depaul.edu/>.

## **10. 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.

## **11. 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

## **12. Special Accommodations:**

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



### **Course Organization and Schedule:**

We will meet at CDM Room 228 every Friday at 2:00 pm. I will give you some time to ask questions regarding the logistics of the assignments and their due dates. Then we'll proceed with the meeting, reviewing each of the projects and reaching agreements on production dates, staffing, and due dates.

This syllabus is subject to modification; there may be several circumstances that will most likely change it. I reserve the right to amend the class schedule, or the syllabus if circumstances make it necessary. You may receive at least one revised syllabus or schedule before the quarter is over. If assignments or deadline dates change, I will inform you well in advance. Constantly reviewing D2L announcements and emails is recommended for these purposes.