

# TV 381/481 LIVE TV EVENT WORKSHOP

Winter 2017 | T 10:10 - 11:40 | 14 E Jackson LL105 (Theater)

Plus 4-6 Event Days (see Schedule, subject to change)

Instructor: James Choi Office: CDM 515

Email: jchoi26.depaul.edu

Office hours: M 11am – 1:30pm, 4:45pm – 6:30pm / T 11:40am – 1:30pm, 4:45pm – 6:30pm

Course Management system: D2L

Type of Instruction: Lecture/discussion/lab/hands-on events

Jan 15, 2017 Last day to drop classes without penalty

Feb 19 2017 Last day to withdraw from AQ2016 classes

This syllabus is subject to change (Document date 1/3/17)

Prerequisites: None

## 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 a 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. No Prerequisites.

## Learning Outcomes:

Students will be able to:

Upon successful completion of this course students will:

- Recognize the dynamics of the production processes of a live television production.
- Complete the pre-production and production processes involved in the creation of a live event.
- Recognize the crew positions and duties of a talk-show format television production.
- Produce a live talk-show format television show and stream it.

## Grading:

CREW WORK – EVENT #1	15%
CREW WORK – EVENT #2	15%
CREW WORK – EVENT #3	15%
CREW WORK – EVENT #4	15%
CREW WORK – EVENT #5	15%
WORKSHOP ATTENDANCE & PARTICIPATION	10%
GOING ABOVE AND BEYOND	5%
FINAL SELF EVALUATION	10%

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 half of the Event Grade.*

## Grading Scale

A=100-93 A-=92-90

B+=89-88 B=87-83 B-=82-80

C+=79-78 C=77-73 C-=72-70

D+=69-68 D=67-63 F=62-0

A indicates excellence

B indicates good work

C indicates minimum satisfactory work

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.*

## **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 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.

## **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.

**Class Discussion:** Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice when grading papers.

**Attitude:** A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

**Civil Discourse:** DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be [Socially Responsible Leaders](#). It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

**Cell Phones/On Call:** If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.

## **SOFTWARE**

Word processing software

Tentative course schedule, subject to change

<b>WEEK 1 1/3</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 1/10</b>		<b>OFF</b>	
	The Camera and the Switcher: Technical Overview of Multi-Camera operation and directing. Camera Tech, Sound Tech, Prep for Event		
<b>WEEK 3 1/17</b>		<b>Friday, 1/20 REHEARSAL</b>	
	Walkie Etiquette, Position Interviews, Call Sheets and Production Reports,		
<b>WEEK 4 1/24</b>		<b>Friday, 1/27 EVENT GUEST TBD</b>	
	Space walk through, Wrapping Cable, Event Prep for Courier 12		
<b>WEEK 5 1/31</b>		<b>Friday 2/3 EVENT GUEST TBD</b>	
	Review of event Preview of next event		
<b>WEEK 6 2/7</b>		<b>Friday 2/10 EVENT GUEST TBD</b>	
	Review of event Preview of next event		
<b>WEEK 7 2/14</b>		<b>Friday 2/17 Missions and Values Screening</b>	
	Review of event Preview of next event		
<b>WEEK 8 2/21</b>		<b>Friday 3/4 EVENT GUEST TBD</b>	
	Review of event Preview of next event		
<b>WEEK 9 2/28</b>			
	Review of event Preview of next event		
<b>WEEK 10 3/7</b>			
	TBD		

## **Changes to Syllabus**

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

## **Online Course Evaluations**

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in [CampusConnect](#).

## **Academic Integrity and Plagiarism**

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

## **Academic Policies**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the [University Academic Calendar](#). Information on enrollment, withdrawal, grading and incompletes can be found at:

<http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

## **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: [csd@depaul.edu](mailto:csd@depaul.edu).

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