



## **FILM 115**

401

### **Television Production I**

2019-2020 Autumn

Room: De Paul Center C106C

Mondays 1:30 - 4:45 pm

Course Management System: D2L

Instructor: José A. Soto

Office Hours: Mondays, 5 to 6.30pm &  
Wednesdays, 2 to 5pm  
(Loop CDM506)

Office Telephone: +1 (312) 362-5846

Email: [jsoto23@depaul.edu](mailto:jsoto23@depaul.edu)

#### **Course Description:**

An introduction to the basic principles, procedures, and techniques of television production. The course heavily utilizes Digital Cinema's TV studio. Students are organized in teams and create various TV broadcasts. Students learn how to operate TV switchers, TV cameras, sound, and graphic equipment. The course covers the fundamentals of producing, scripting, directing, and editing for television.

We will develop technical and aesthetic abilities in order to produce episodic content for a variety of distribution platforms. We will discuss and practice production and directing techniques to create a single-camera and a multi-camera show.

#### **Learning Outcomes:**

Upon successful completion of this course students will:

- Recognize the techniques of the television creation processes, whether it is a single or multi-camera production.
- Complete the preproduction, production and postproduction processes involved in the creation of a single-camera and live multi-camera television programs.

#### **Reading:**

Required: Zettl, Herbert (2017) **VIDEO BASICS 8**; Wadsworth Publishing; ISBN-13: 978-1305950863; ISBN-10: 1305950860

Recommended: Del Valle, Robert. (2008) **THE ONE-HOUR DRAMA SERIES: PRODUCING EPISODIC TELEVISION**; Silman-James Press; ISBN-10: 1879505967; ISBN-13: 978-1879505964



You are also invited to read *Variety* and *The Hollywood Reporter* magazines to follow the newest developments in this thriving industry. Lectures will be supplemented with handouts from the instructor over the course of the quarter.

<https://variety.com/v/tv/>

Recommendations:

Sign up for **Daily Newsletter** – seen in yellow box on right hand side

Sign up for **Morning TV Report** and **Tune In**

<http://link.hollywoodreporter.com/join/38o/thr-signup>

Recommendations:

Sign up for **TV News & Ratings** and **The Live Feed**

### Grading:

Final grades will be based on two group productions (Variety and Scripted Drama), as well as class participation and attitude. Details on all assignments will be given as the term progresses.

- 2.- Group Production: Variety– 24 min.** 40% This assignment will consist on a complete Live Television production made in the TV studio at the University. It will include at least two anchors and one live performance. There will be video feeds and pauses for commercials that have to be taken into account to create continuity.
- 3.- Group Production: Scripted Drama – 7 min episodes.** 40% Teams of students will be required to produce a 7-minute episode of a single-camera scripted series. The show will be built with interruption, segmentation and polysemy, that is to say, using TV's structure. It should emphasize build-to-climax and cliffhanger storytelling. One of the student teams will serve as the Showrunning Team. Their responsibility will be to oversee the overall production demanding the same *high quality* for all episodes produced by the other units.
- 4.- Participation – 20%** Students will obtain this grade based on attendance and participation in class, as well as within their respective production units. For a clearer perspective on what participation means, read ahead.

### 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 at the sessions. A very important part of this component is the student's interaction with their teams, reports of students not participating in the meetings, discussions and particularly shooting dates would negatively affect the grade.

### **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 shows you will be producing will be address then. Subjects and/or assignments will not be discussed outside of the programmed sessions. This makes attendance critical, and thus not an issue to be negotiated. The instructor reserves the right to fail with an F (0%) any student that misses 2 or more sessions. 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**

Because it has to present shows on-time every hour of every day, television is one of the most demanding industries, this charge carries over to those who are preparing for it, which is why if you fail to finish any of the projects you will fail them with an F (0%). 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. One more thing, turning-in an assignment does not guarantee you will have a passing grade, although the opposite will be true. Not turning them in will fail you inevitably.

#### **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 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 (0%) 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. 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 (0%) if he/she engages in any form of academic dishonesty. I further reserve the right to recommend other sanctions as may be appropriate. 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.

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

## **13. Emergency Plan:**

An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on the university community, operations and facilities. The following link provides detailed information on Emergency Evacuation and Fire Alarm safety: <https://resources.depaul.edu/emergency-plan/emergency-evacuation/Pages/Evacuation.aspx>. The University will use the DPU Alert to announce school closing or other emergencies. In the event of an emergency evacuation, the primary outdoor assembly area for CDM will be Grant Park (Southeast corner of Jackson and Michigan Ave).

## **14. Preferred Name & Gender Pronouns:**

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>



## **Course Organization and Schedule:**

We will meet at De Paul Center C106C every Monday at 1:30 pm. I will give you some time to ask questions regarding the logistics of the assignments and their due dates and then we will proceed with the lectures, class presentations or production workshops. At 3 pm will take a 15-minute break and we will reconvene promptly at 3:15. We will leave few minutes before the class ends to answer specific questions of the projects you will be handling.

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.

### **Session 1**

Sep 16

Explanation of the class processes and schedule

#### ***Scripted Drama:***

- Presentation of the project
- Explanation of crew responsibilities
- Selection of the show

#### ***Variety Show:***

- Presentation of the project

### **Session 2**

Sep 23

#### ***Scripted Drama:***

- Script Assignment
- Crew Selection

#### ***Variety Show:***

- Team creation

### **Session 3**

Sep 30

#### ***Scripted Drama:***

- Breakdown of Scripts (All Units)
- Showrunning: Feel and Look meetings



#### **Session 4**

Oct 7

##### ***Scripted Drama:***

Due: Casting and Locations  
Due: Technical Specifications  
Due: Editing schedule and Credits PP  
Due: Showrunning: Feel and Look book  
NEXT *Preproduction Packages (All Units)*

##### ***Variety Show:***

Introduction to the studio

#### **Session 5**

Oct 14

##### ***Scripted Drama:***

Due: Preproduction Packages

##### ***Variety Show:***

Crew Selection within teams

#### **Session 6**

Oct 21

##### ***Scripted Drama:***

NEXT Units 1 and 3 shoot.

##### ***Variety Show:***

Showrunning: Feel and Look meetings.  
Rehearsal (Presentation, interview, credits)

#### **Session 7**

Oct 28

##### ***Scripted Drama:***

Due: Dailies Units 1 and 3  
NEXT Units 2 and 4 shoot.

##### ***Variety Show:***

Rehearsal (Presentation, interview, credits)

#### **Session 8**

Nov 4

##### ***Scripted Drama:***

Due: Dailies Units 2 and 4  
Due: First Cut Units 1 and 3  
NEXT Final Cut





***Variety Show:***

Due: Final Casting Decisions  
Rehearsal (Video inserts)

**Session 9**

Nov 11

**NO CLASS**

***Scripted Drama:***

Due: First Cut Units 2 and 4  
NEXT Final Cut

***Variety Show:***

Due: Video Packages  
Due: Scripts  
Due: Backgrounds and Credits  
Due: Preproduction packages (emphasis on host and performing act)  
Rehearsal All Elements (background key, video, audio 10 minutes at least)

**Session 10**

Nov 18

***Scripted Drama:***

Due: Final Cut all Units  
NEXT Audio Mixing and Color

***Variety Show:***

Final Rehearsal (All original elements)

**Final Exam**

Nov 25 at 2.30pm

***Scripted Drama:***

Scripted Episodes Screening  
Due: Self-Evaluation of Scripted Drama

***Variety Show:***

Due: Self-Evaluation Variety Show  
Production Variety Show