

FILM 319/419 LIVE EVENT TALK TV WORKSHOP

Spring 2023 | Tuesday 10:10-11:40 | 14 E. Jackson LL105 (Theater)

Instructor: Wendy Roderweiss Office: CDM 513

Email: wroderwe@depaul.edu (please allow 24 hours for a response)

Office Hours: W 11:45-12:15 in the classroom, or check bluestar for other office hours times

Type of Instruction: Workshop

Course Management System: D2L

Drop dates and deadlines: <https://academics.depaul.edu/calendar/Pages/default.aspx>

This syllabus is subject to change (Document date 3/26/23)

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 learn the professional practices and positions that constitute talk-show format television production. They will help prep each appearance and participate as crew members in the multi-camera production and telecasting of the events. Events are held on select Fridays and occasional Saturdays throughout the quarter, and attendance is required.

May be repeated for credit. (2 quarter hours)

Learning Outcomes:

Students will be able to:

Upon successful completion of this course students will:

- Identify the production processes of a live television event.
- Complete the pre-production and production processes involved in the creation of a live even
- Identify the department responsibilities and perform the crew positions and duties of a talk-show format television production.
- Produce a live talk-show format television show and stream it.

Textbooks and Printed Resources

No books, just your brains, in mostly working order.

Any readings will be provided by instructor

Required Software:

Word processing software

PDF software

Screens

The use of screens; phones, laptops, tablets etc, are not allowed in class.

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%
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

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*.

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.

Tentative course schedule, subject to change

WEEK 1 3/28	CLASS MEETING TOPICS	VAS EVENT SCHEDULE (tentative)	
	Producing live events for multi-cam production: Production crew position breakdown		
WEEK 2 4/4			
	The Camera and tripod		
WEEK 3 4/11			
	The Switcher: Technical Overview of Multi-Camera operation and directing, Projection system, Call Sheets and Cue Sheets		
WEEK 4 4/18		Friday 4/21 Faculty Screening Series	
	Walkie etiquette, Position Interviews	Tour of spaces	
WEEK 5 4/25		Friday 4/28 Possible Event	
	Review of event, Sound, Cable wrapping and taping		
WEEK 6 5/2		Friday 5/5 Possible Event	
	Review of event, Preview of next event		
WEEK 7 5/9		Friday 5/12 Possible Event	
	Review of event, Preview of next event		
WEEK 8 5/16		Friday 5/19 Possible Event	
	Live Event debacles and how to avoid them, Preview of next event		
WEEK 9 5/23		Friday 5/26 Possible Event	
	Review of event, Preview of next event		
WEEK 10 5/30		Friday 6/2 Premiere (optional)	
	Review event, Course reflection		

COURSE POLICIES AND ADDITIONAL INFORMATION:

Covid 19 Health and Safety Precautions: Starting April 11, 2022 masks will no longer be required in classrooms and labs, but are still encouraged and recommended. If you need one, masks are available at a limited number of first-floor desk areas near building entrances.

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.

Preferred Name and 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>

Respect for Diversity and Inclusion: At DePaul, our mission calls us to explore “what must be done” in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

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: Instructor and course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. As students, you are in the unique position to view the instructor over time. Your comments about what works and what doesn't can help faculty build on the elements of the course that are strong and improve those that are weak. Isolated comments from students and instructors' peers may also be helpful, but evaluation results based on high response rates may be statistically reliable. As you experience this course and material, think about how your learning is impacted.

Your honest opinions about your experience in and commitment to the course and your learning may help improve some components of the course for the next group of students. Positive comments also show the department chairs and college deans the commitment of instructors to the university and teaching evaluation results are one component used in annual performance reviews (including salary raises and promotion/tenure). The evaluation of the instructor and course provides you an opportunity to make your voice heard on an important issue – the quality of teaching at DePaul. Don't miss this opportunity to provide feedback!

Academic Integrity and Plagiarism: DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit Academic Integrity at DePaul University (<http://academicintegrity.depaul.edu>) for further details.

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>

Copyright Statement: The materials provided by the instructor in this course are for the use of the students enrolled in the course. Copyrighted course materials may not be further disseminated.

Withdrawal: Students who withdraw from the course do so by using the Campus Connection system at <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 Grades: 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. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

Students with Disabilities: Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations:

Loop Campus - Lewis Center #1420 - (312) 362-8002

Lincoln Park Campus - Student Center #370 - (773) 325-1677

Students can also email the office at csd@depaul.edu

Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.

Writing Center: I strongly recommend you make use of the Writing Center throughout your time at DePaul. The Writing Center provides free peer writing tutoring for DePaul students, faculty, staff, and alumni. Writing Center tutors work with writers at all stages of the writing process, from invention to revision, and they are trained to identify recurring issues in your writing as well as address any specific questions or areas that you want to talk about. Visit www.depaul.edu/writing for more information.

Dean of Students Office: The [Dean of Students Office \(DOS\)](#) promotes student learning and ethical decision making in an inclusive and validating environment. Utilizing a comprehensive approach to student advocacy that is informed by DePaul's Catholic, Vincentian, and urban mission, the office collaborates with students, staff, faculty, parents and community partners to support students in reaching their academic and personal success.

The Dean of Students Office is primarily responsible for administering and adjudicating violations of the Code of Student Responsibility at DePaul University. Additionally, the office provides the administrative withdrawal and absence notification process, and can help students identify campus and community resources in times of personal and/or family crises and medical emergencies.

University Counseling Services

- Free, goal-focused, collaborative, short-term, confidential, individual, and group counseling services for DePaul's students.
- Brief Screening & Consultations (BSC) over the phone.
- Drop-in Emergent Care Services during office hours (Monday to Friday: 10 am to 4 pm).
- Collaboration with faculty, staff, family, and friends who want to support student care.
- Psychoeducational workshops and presentations for a variety of topics including adaptive coping skills, stress management, effective communication, relationships, time management, mindfulness, etc.
- Assistance with community based referrals for therapy and psychiatry services.

To speak directly to a therapist 24 hours a day, 7 days a week, students should call 773-325-CARE (2273) and Press "1" when prompted.

To schedule an on-campus brief screening and consultation, students should call 773-325-CARE (2273) during regular business hours and Press "2" when prompted. More info can be found here: <https://offices.depaul.edu/student-affairs/about/departments/Pages/ucaps.aspx>

The Help Desk: The Help Desk provides technical assistance via phone, email and web for current DePaul students, faculty and staff. The Help Desk supports computers, network access, telephones, email accounts, and university instructional and administrative software. They can troubleshoot and resolve hardware and software related issues with both the Mac and Windows operating systems. Visit <https://depaul.service-now.com/sp> to get help.

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](#). 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).