Instructor: Jim Krause  
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http://www.indiana.edu/~jkmedia  
(812) 332-1005

Office Hours: Monday 8:00 – 10:00 AM & by appt. Room 350 RTV Bldg.

AI: Ted Jamison-Koenig  
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(908) 433-6632

Office Hours: TBA

Required readings & materials:
- www.cybercollege.com  
  (http://cybercollege.com/tvp_ind.htm)
- 16 or 32 GB Flash/thumb drive to copy/transfer your work

Description - P356 is a hands-on production course focusing on television studio operations and production. Students will become proficient operating the cameras, audio board, lighting equipment, video switcher, character generator and other studio equipment. Students will write scripts, interpret & block scenes and direct individual and team projects. Lectures are spent reviewing material, readings, assignments and projects. Labs focus on hands-on production activities.

No laptops, cellphones, or portable devices – To reduce distractions and focus attention, please keep your laptop, phone, and other portable devices powered down and out of sight during class. 3 points of your total course grade will be deducted each time your personal device distracts you from carrying out your duties during a production.

Attendance and punctuality are required. Attendance at every class and promptness at the start of every lab are mandatory. Missing a class or repeated tardiness will result in a drop in your final grade. (5 points per lecture & the value of the lab exercise, typically 10-20 points.) More points will be deducted if your absence creates a hardship for fellow lab partners. Be on time and dependable (two attributes required for success). Your classmates and instructor will appreciate it.

The production exercises cannot be made up if missed! If you are sick, call or e-mail your instructor and AI before class and bring a note within 48 hours. Assuming an excused absence, it is the student’s responsibility to make up the work with a 4-page paper or equivalent production work. Students must initiate and coordinate the makeup work with the instructor or AI. Indiana University has a Religious Holy Days/Holidays policy stating that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. It is the student’s responsibility to inform instructors of conflicts no later than the second week of the semester so that reasonable accommodations may be provided.

Lab Protocol: Studio 5 contains a great deal of expensive and delicate equipment. Please treat the gear carefully. Report any problems to the instructor, AI or studio engineer immediately. At the end of lab, please do not leave until chairs, ladders, set pieces, props, cameras, microphones and other gear are all properly cleared and stored.

Computers, Procrastination & Murphy’s Law: Don’t wait until the last minute to carry out your work. If you do, your computer will most likely malfunction and unexpected things will go wrong. It doesn’t take any less time to delay- so do your work early. That way you won’t have last minute issues and stress. ALWAYS make backup copies of anything you do and all of your work.
Grading: You grade will be based on your understanding of class material and your competence with skills demonstrated in the studio. There are short quizzes, a final exam, written critiques and hands-on studio projects, which altogether total 500 points. There are no make-ups for missed quizzes & assignments. Assignments must be turned in on time or not at all.

Your score out of 500 will be resolved into a percentage of 100. The final grading criteria is: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80–83, C+ = 77–89, C = 74-76, C- = 70-73, D+ = 67-69, D= 64-66, D- = 60-63, F = below 60.

-------- P356 Grading Criteria - 500 total points -----------------------------

5  Pretest/Bios (1st day of class no make-ups)
10 Studio 5 Camera Challenge (Rotation exercise). Execute a series of camera shots.
15 Critical viewing exercise
15 "Studio 5 Profiles" Directing Rotation Ex. (Direct an unscripted interview show)
15 "Studio 5 Perspectives" Audio Rotation Exercise (Mix talent, music & SFX for a talk show.)
10 "Studio 5 Perspectives" Set & Lighting Exercise (Design & light a talk show. Group exercise)
10 TV Graphics (Create promo graphic using Photoshop, then import into the Chyron)
35 News/feature story (group rotation exercise). You will be graded on:
    News story & script (10 pts)
    One OTS graphic & one background graphic/video (10 pts)
    Group production/direction/execution (15 pts)
10 Week 10 Performance Project (participation)
40 PSA – Students will work with a partner and write & produce a PSA for a real-world client.
    You will be graded on:
    Pre-Production (5 pts) program proposal & script
    Graphics (5 pts)
    Production (10 pts)
    One-page critique (5 pts)
    Edited, final digital version (turned in via IUBox) (5 pts)
    YouTube/Vimeo posting & client contact letters/emails (10 pts)
40 Demonstration Video (Small group production) You will be graded on:
    Pre-Production: (15 pts – individually graded. Includes: program proposal, storyboarded key shots, treatment, floor plan & lighting plot.
    Production (20 pts)
    One-page critique due the lecture after your production (5 pts)
45 Dramatic scene (Small group production). You will be graded on:
    Proposal, pitch & treatment (10 pts – individually graded)
    Pre-production packet: Includes script, floor plan, lighting plot & camera shot sheets, etc. (10 pts – group grade)
    Production (20 pts – group grade)
    One-page critique (5 pts – individually graded)
30 Remote / Site Survey / Budgeting Exercise (Plan & budget a multi-camera remote production)
100 Quizzes 1-5 (20 points each)
50 Final Exam
50 Final Project (group project) You will be graded on:
    Final Project Proposal, pitch, proposal & treatment (10 pts – individually graded)
    Pre-production packet: Includes script, floor plan, lighting plot & camera shot sheets, etc. (10 pts – group grade)
    Production (20 pts – group grade)
    Two-page final project/class critique (10 pts – individually graded)

20 In-class participation & attitude
500 Total Points
--- P356 Schedule ---

**WEEK 1**

**STUDIO INTRO / VIDEO CAMERAS I**

*1/11*

Readings: Cybercollege units 10, 12, & 13

**Homework: Critical Viewing Exercise** (due at start of Week 3’s lecture)

Bring an object you can interact with and show to the camera for week 3’s lab!

(Favorite keepsake, picture, guitar, juggling balls, etc.)

**LAB:**

Studio tour & camera operation

**PRODUCE:** Studio 5 Camera Challenge (rotation exercise)

**WEEK 2**

**MARTIN LUTHER KING DAY – NO LECTURE OR LABS THIS WEEK**

*1/18*

Readings: Cybercollege units 15, 16, 17 & 18

**WEEK 3**

**VIDEO CAMERAS II**

*1/25*

Readings: Cybercollege units 19 & 20

**DUE:** Critical Viewing Exercise

**LAB:**

**PRODUCE:** Studio 5 Profiles - Bring an object you can interact with!

(rotation exercise)

**WEEK 4**

**SETS & LIGHTING I**

*2/1*

**QUIZ #1** (Cameras)

Readings: Cybercollege units 27, 28, 29, 30, 31, 32 & 34

**LAB:**

Basic lighting & cable/microphone handling

**PRODUCE:** Studio 5 Perspectives (Audio/Set & Lighting Exercise #1)

**DUE:** Topic and 5 questions (Bring in hard copy and submit via Canvas.)

(CG demo, set/lighting design & audio rotation. Build & light an interview/talk show)

**WEEK 5**

**LIGHTING II & AUDIO**

*2/8*

Readings: Cybercollege units 37, 38, 39, 40, 41 & 43

**LAB:**

**DUE:** PSA Proposals (Share & discuss in lab.)

**PRODUCE:** Studio 5 Perspectives (Audio/Set & Lighting Exercise #2)

(CG demo, set/lighting design & audio rotation - continued)

**WEEK 6**

**GRAPHIC DESIGN for TV**

*2/15*

**QUIZ #2** (Audio & lighting)

Readings: Jim’s [Intro to graphics](#) and Jim’s [Graphic Guidelines](#).

**LAB:**

Graphics Workshop / Photoshop tutorial - Location TBA

**DUE:** Demonstration Video pre-production materials

Includes: pitch (oral), proposal, treatment floor plan & lighting plot.

Pitch Demonstration Videos – Assign groups & schedule

Assign teams & select talent for News Exercise (Talent must dress appropriately)

**CREATE:** Keyable Graphic
WEEK 7  VIDEO SWITCHER / SIGNAL FLOW / NEWS PRODUCTION  
2/22  
Readings: Cybercollege unit 60 (video switcher)

LAB:  LIGHTING & SWITCHER SETUP FOR CHROMAKEY  
DUE: News graphics & script  
(Turn in via Canvas & bring a printed copy to lab.)  
PRODUCE: Studio 5 News Update

WEEK 8  STORYBOARDS & BLOCKING / DEMONSTRATION VIDEOS I  
2/29  
QUIZ #3 (Graphics, studio gear, and signal flow)  
Readings: Cybercollege unit 57 (timecode) & Zettl Chapter 17.1

LAB:  DUE: PSA pre-production materials due (Program proposal & script)  
PRODUCE: Demonstration Videos (Groups 1 & 2)

WEEK 9  FROM SCRIPT TO PRODUCTION / DEMONSTRATION VIDEOS II  
3/7  
Readings: Zettl Chapter 18 & 19

LAB:  DUE: Groups 1 & 2 Demonstration Video critique  
DUE: Dramatic Scene Pitch, Proposal and Treatment  
DUE: PSA Client approval email  
Assign PSA production schedule  
Pitch dramatic scenes - select scene, groups & set schedule  
PRODUCE: Demonstration Videos (Groups 3 & 4)

3/14  SPRING BREAK (WooHoo!!!)

WEEK 10  PRODUCTION PEOPLE / LEGAL ISSUES / Performance Production  
3/21  
Readings: Zettl 17.2

LAB:  DUE: Groups 3 & 4 Demonstration Video critique  
DUE: PSA script, graphics, & SFX/music  
PRODUCE: Performance Piece

WEEK 11  FROM SCRIPT TO PRODUCTION / UNIONS / LEGAL ISSUES  
3/28  
QUIZ #4 (Production people, scripts, rehearsals & blocking)  
Readings: Cybercollege units 66 & 67

LAB  PRODUCE: PSAs
WEEK 12
4/4
RATINGS & SHARES / DRAMATIC SCENES
Readings: See on-line class notes

LAB:
DUE: Final Project Pitch, Proposal & Treatment
Pitch Final Projects. Select projects & assign groups
DUE: PSA critique & HD digital master due
PRODUCE: Dramatic Scenes (Groups 1 & 2)

WEEK 13
4/11
BIG REMOTES / BUDGETS / PRODUCE DRAMATIC SCENES (cont.)
QUIZ #5
Readings: Zettl Chapter 20
Assign Budget/Remote Exercise

LAB:
DUE: Final Project Pre-Production work (Group grade)
Includes: final polished script, floor plan, lighting plot, camera shot sheets, etc.
DUE: Dramatic Scene Critique (Groups 1 & 2)
PRODUCE: Dramatic Scenes (Groups 1 & 2)

WEEK 14
4/18
FINAL PROJECTS
DUE: Budget Remote Exercise

LAB:
DUE: Dramatic Scene Critique (Groups 1 & 2)
PRODUCE: Final Projects (Groups 1 & 2)

WEEK 15
4/25
CLASS REVIEW / FINAL EXAM prep session / FINAL PROJECTS (cont.)
Course Evaluation

LAB:
DUE: 2-page Final Project/Class Critique (Groups 1 & 2)
PRODUCE: FINAL PROJECTS (Groups 3 & 4)

DUE: 2-page Final Project/Class Critique (Groups 3 & 4)
DUE BY FRIDAY APRIL 29th.

WEEK 16
FINAL EXAM
Date & time assigned by registrar: 12:30 – 2:30 PM WEDNESDAY, May 4th