

T283

Introduction to Production Techniques and Practices

Indiana University
Department of Telecommunications
Spring 2002

Instructor

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Office Hours: Monday 9-11 AM & by appointment

Associate Instructors

Shaunette Byers (srbyers)
Sung-choon Lee (sclee)
Chris Rice (chrrice)
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Brandon Ward (beward)
James Wigmore (wwigmore)

Required Text/Materials

[Introduction to Video Production Techniques & Practices](#), Osgood, Spring 2002,

[Video Basics 3](#), Zettl, 2001.

Mini-DV and VHS Tapes

Course Description

T283 is an introductory hands-on production course, which concentrates on the planning and production of video and related media. Specific units include TV studio, field shooting/linear tape editing and digital video/nonlinear video editing. Content consists of applied activities within a conceptual framework.

Organization

There is a weekly lecture and 4 hour lab during the week that you are required to attend. You must attend the lab you have registered for. Generally, lecture provides the foundation for the weekly lab.

Special Needs

Any student with special needs should schedule a meeting with me during the first two weeks of the semester

Attendance

This is a no-cut course and **attendance is mandatory**. If you miss lab, you must have a written excuse or you will receive a zero for that lab's work and your final grade will be dropped a half letter grade. You will lose additional points if your absence results in a hardship for others during that day's production. If you are sick, the proper procedure is to call or e-mail your lab instructor **before** class and bring a note within 48 hours. Because most production activities cannot be made up, a 5-page term paper will be assigned as a makeup activity for excused absences. There are 20 attendance-work ethic points given to each of you this semester. Each time you are tardy, at least one point is deducted.

Attendance is also taken in lecture and your final grade may be reduced for excessive absences.

Conflicts due to religious observance, or other valid reasons, must be presented in writing before January 18.

Don't purchase airline tickets before checking the entire schedule, including the final exam schedule.

Course Integrity

Plagiarism and cheating are unacceptable and are grounds for an Academic Misconduct Report and a failing grade. Likewise, inappropriate, uncivil actions or language will not be tolerated. This extends to the use of e-mail messages to instructors or classmates.

Cell phones and pagers must be turned off before entering class. If your device rings in class, you must leave the room and you will be considered absent.

Grading

You will be evaluated individually and as a member of a team during the semester. **You will only achieve a grade of B or better if you complete the design/preproduction and critique requirements for a project.**

There will be a short midterm test, several spot quizzes and a final exam based on text readings and lecture material. Test scores can certainly make a difference in your final grade.

- A = Exceptional Work
- B = Above Average, Very Good Work
- C = Average Work, Acceptable
- D = Below Average Work, Needs Improvement

Graded exercises/etc. with point value (500 total points possible)

General	Studio	Field
10 Critical Viewing	10 Studio Operations	20 Field Shooting
20 Spot Quizzes	20 Live Audio Mixing	20 Analog Edit
30 Midterm Test	20 Studio Rotation #1	10 iMovie Tutorial
20 Attendance/Work Ethic	20 Directing Exercise	20 Shoot/Edit Exercise
60 Final Exam	30 News Exercise	30 Continuity Exercise
100 Final Project	30 Live Narrative Ex.	30 Narrative Scene

Grade Questions/Discussion

Questions concerning your grade should be discussed with your lab instructor. After this meeting, you can then discuss the grade with me. Be sure to bring all support materials (project, evaluation). Do not immediately discuss a grade with your lab instructor. Wait for a day from the time you received the grade. This will help you calmly discuss the grade and give you time to formulate a rationale for your discussion. You must discuss the grade within 7 days from the time you received it.

Homework

With the exception of production materials that would not normally be typed, all homework, scripts and evaluations must be typed. Have all papers stapled in the upper left corner. Keep a copy.

Advanced Production Courses

Admission to advanced production courses is based on competitive application. A number of factors are considered when making decisions, including major, class standing, completion of T206, organization/neatness of application and the recommendation you receive from your T283 lab instructor. Suffice it to say that your chances of being selected for an advanced class are reduced if you are constantly late to lab, have an unexcused absence or do not follow instructions during class.

Contact Me

It will be difficult for me to get to know each of you individually during the semester since there are 120 students in this class. While I would like to get to know everyone, it's up to you to make the first contact. Please stop by during my office hours (or make an appointment).

Ten Class Rules

1. Missing a lab results in an automatic half grade deduction (e.g. From an A- to a B+).
2. You are responsible for knowing and adhering to all Lab Policies. For example, here are specific time allotments for equipment check out. Your classmates will appreciate it if you return cameras, etc. on time. If you will be late, call the lab at 855-7855. Returning equipment late will result in a grade reduction and possible restrictions on using Departmental equipment.
3. There are graded lab activities each week. These assignments cannot be made up. If you come to lab late and the preparation for an exercise has begun, you will receive a failing grade.
4. There is absolutely no food or drinks allowed in the production facilities.
5. You will be financially liable for broken or lost equipment due to negligence.
6. Cameras and editing equipment are only used for work directly related with the course. Any other use of the equipment is prohibited unless prior arrangements are made.
7. It is not acceptable to come to class without paperwork/homework due to printing problems, etc. Don't wait till the last minute to write or print your work- your computer may malfunction.
8. ALWAYS make a redundant copy of computer files or paperwork turned in. It is your responsibility to have these materials when required.
9. Important course information will be communicated via the class website and e-mail – be sure to check weekly.
10. There are no makeups for missed quizzes.

SCHEDULE (field first)

WEEK	TOPIC	DUE
One 1/7	Course Introduction Becoming Critical TV Viewers	You are responsible for all weekly workbook materials/readings.
Lab 1	Intro to Acquisition Shooting Exercise	All assignments due in lab unless otherwise noted. Read Zettl Ch 6
Two 1/14	Sound and Aesthetics	Read Zettl Ch 8
Lab 2	Audio Acquisition Analog Editing Analog Editing Exercise (begin)	Critical Viewing Assignment
Three 1/21 (MLK No Lecture)	Composition	Read Zettl Ch 4, 5
Lab 3	Digital Editing iMovie Tutorial	Editing Exercise & Critique
Four 1/28	Program Assembly Recording & Editing	Read Zettl Ch 10, 11
Lab 4	Field Shoot/Edit Exercise	
Five 2/4	Lighting Studio & Field	Read Zettl Ch 7
Lab 5	Continuity Exercise	
Six 2/11	Designing Media Projects Producing	Read Zettl Ch 1, 13
Lab 6	Narrative Exercise	Continuity Exercise
Seven 2/18	Test #1 - Covers Weeks 1-6	
Lab 7	Studio Operations Production Crew Studio Familiarization Exercise	

SCHEDULE CONTINUED

Eight 2/25	Graphics/Visual Effects	Read Zettl Ch 9
Lab 8	Studio Audio Live Audio Mixing Exercise	Read Zettl Ch 14
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Nine 3/4	Digital Video	Read Zettl Ch 3
Lab 9	Control Room Operations Studio Rotation Exercise	
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Ten 3/18	Documentary/Independent Video	
Lab 10	Directing Directing Exercise	
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Eleven 3/25	News & Public Affairs	
Lab 11	Set Design/Lighting News Exercise	
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Twelve 4/1	Informational & Client-Based Video	
Lab 12	Live Narrative Exercise	
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Thirteen 4/8	Fiction	
Lab 13	Final Project Team Meeting (Required)	Proposal/script draft due
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Fourteen 4/15	To Be Announced	
Lab 14	Begin Work on Final Project	
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Fifteen 4/22	Final Exam Review	
Lab 15	Final Project Completed	
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Final Exam, Monday, April 29, 7:15pm, No make ups

SCHEDULE (studio first)

WEEK	TOPIC	DUE
One 1/7	Course Introduction Becoming Critical TV Viewers	You are responsible for all weekly workbook materials/readings.
Lab 1	Studio Operations Production Crew	All assignments due in lab unless otherwise noted Read Zettl Ch 6
Two 1/14	Sound and Aesthetics	Critical Viewing Assignment Read Zettl Ch 8
Lab 2	Studio Audio Live Audio Mixing Exercise	Read Zettl Ch 14
Three 1/21 (MLK No Lecture)	Composition	Read Zettl Ch 4, 5
Lab 3	Control Room Operations Studio Rotation Exercise	
Four 1/28	Program Assembly Recording & Editing	Read Zettl Ch 10, 11
Lab 4	Directing Directing Exercise	
Five 2/4	Lighting Studio & Field	Read Zettl Ch 7
Lab 5	Set Design/Lighting News Exercise	
Six 2/11	Designing Media Projects Producing	Read Zettl Ch 1, 13
Lab 6	Live Narrative Exercise	
Seven 2/18	Test #1 - Covers Weeks 1-6	
Lab 7	Intro to Acquisition Shooting Exercise	

SCHEDULE CONTINUED

Eight
2/25

Graphics/Visual Effects

Read Zettl Ch 9

Lab 8

Audio Acquisition
Analog Editing
Analog Editing Exercise (begin)

Nine
3/4

Digital Video

Read Zettl Ch 3

Lab 9

Digital Editing
iMovie Tutorial

Ten
3/18

Documentary/Independent Video

Lab 10

Field Shoot/Edit Exercise

Eleven
3/25

News & Public Affairs

Lab 11

Continuity Exercise

Twelve
4/1

Informational & Client-Based Video

Lab 12

Narrative Exercise

Continuity Exercise

Thirteen
4/8

Fiction

Lab 13

Final Project Team Meeting (Required)

Proposal/script draft due

Fourteen
4/15

To Be Announced

Lab 14

Begin Work on Final Project

Fifteen
4/22

Final Exam Review

Lab 15

Final Project Completed

Final Exam, Monday, April 29, 7:15pm, No make ups