

Indiana University
Department of Telecommunications
Fall 2002

T283

Introduction to Production Techniques and Practices

Instructor

Ron Osgood (e-mail: osgoodr)
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Office Hours: Tuesday & Wednesday 2-3pm or by appointment

Associate Instructors

Janis Bolling (jbolling)
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Josh Fleetwood (jfleetwo)
Kevin Martin (kevmarti)

Required Text/Materials

Introduction to Video Production Techniques & Practices , Osgood, Fall 2002

Video Basics 3, Zettl, 2001.

Two Mini-DV Tapes and One VHS Tape

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 which 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. You will lose additional points if your absence results in a hardship for others during the specific lab assignment. 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 can't be made up, a 5 page 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 randomly taken in lecture and your final grade may be reduced for excessive absences.

There is an IU policy regarding stating that instructors must reasonably accommodate students who wish to observe their religious holidays. It is your responsibility to inform me of any possible conflicts. This information must be presented in writing before 9-13-02 so that accommodations can be made.

Don't purchase airline tickets before checking the entire schedule, including Thanksgiving and 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

	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 or FCP 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

All homework must be typed (With the exception of production materials that would not normally be typed) and multiple page assignments must be stapled in the upper left corner. Always keep a paper or electronic copy for your records. Printing problems, etc. are not acceptable excuses for work not being turned in on time.

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 96 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 a zero for that week's lab activity.
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 can not be made up. If you come to lab late and the preparation for an exercise has begun, you will receive a failing grade. fo
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. Occasionally, we rent equipment for other projects or classes.
7. It is not acceptable to come to class without paperwork/homework due to printing problems, etc. If a printer is not working, bring a computer disk with the file to class.
8. Always make/save 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 e-mail – be sure to check consistently.
10. There are no makeups for missed quizzes.

SCHEDULE

Week One
9/2

Course Introduction, Becoming Critical TV Viewers

You are responsible for all weekly workbook materials/ readings.
All assignments due in lab unless otherwise noted.

Lab 1

Field: Lab Orientation, Camera Basics, Intro to Acquisition
Shooting Exercise
Read Zettl Chapter 6

Studio: Lab Orientation, Camera Basics, Studio Operations
Production Crew, Studio Exercise
Read Zettl Chapter 6

Week Two
9/9

Sound and Aesthetics

Read Zettl Ch 8

Lab 2

Field: Audio Acquisition; Analog Editing
Analog Editing Exercise (begin)
Due: Critical Viewing Assignment
Read Zettl Pages 368-382

Studio: Studio Audio
Live Audio Mixing Exercise
Due: Critical Viewing Assignment
Read Zettl Ch 14

Week Three
9/16

Composition

Read Zettl Ch 4, 5

Lab 3

Field: Digital Editing
iMovie Tutorial
Due: Editing Exercise & Critique

Studio: Control Room Operations
Studio Rotation Exercise

Week Four
9/23

Program Assembly, Recording & Editing

Read Zettl Ch 10, 11

Lab 4

Field: Field Shoot/Edit Exercise

Studio: Directing
Directing Exercise

Week Five
9/30

Lighting
Studio & Field
Read Zettl Chapter 7

Lab 5

Field: Continuity Exercise

Studio: Set Design/Lighting
News Exercise

Week Six
10/7

Designing Media Projects
Producing
Read Zettl Ch 1, 13

Lab 6

Field: Narrative Exercise

Studio: Live on Tape Narrative Exercise

Week Seven
10/14

Test #1 - Covers Weeks 1-6

Lab 7

Field: Intro to Acquisition
Shooting Exercise

Studio: Studio Operations
Production Crew
Studio Familiarization Exercise

Week Eight
10/21

Graphics/Visual Effects
Read Zettl Ch 9

Lab 2

Field: Audio Acquisition; Analog Editing
Analog Editing Exercise (begin)
Due: Critical Viewing Assignment
Read Zettl Pages 368-382

Studio: Studio Audio
Live Audio Mixing Exercise
Due: Critical Viewing Assignment
Read Zettl Ch 14

Week Nine
10/28

Digital Video
Read Zettl Ch 3

Lab 9

Field: Digital Editing
iMovie Tutorial
Due: Editing Exercise & Critique

Studio: Control Room Operations
Studio Rotation Exercise

Week Ten
11/4

Documentary/Independent Video

Lab 10

Field: Field Shoot/Edit Exercise

Studio: Directing
Directing Exercise

Week Eleven
11/11

News & Public Affairs

Lab 4

Field: Field Shoot/Edit Exercise

Studio: Directing
Directing Exercise

Week Twelve
11/18

Informational & Client-Based Video

Lab 6

Field: Narrative Exercise

Studio: Live on Tape Narrative Exercise

Week Thirteen
11/25

Fiction

Lab 13

Final Project Team Meeting (Required)
Proposal/script draft due

Week Fourteen
12/2

To Be Announced

Lab 14

Begin Work on Final Project

Week Fifteen
12/9

Final Exam Review

Lab 15

Final Project Completed

Final Exam, Monday, December 16, 7:15pm, No make ups