T283
Introduction to Production Techniques and Practices

Instructor

Ron Osgood (e-mail: osgoodr)
855-5096
Radio-TV 329

Required Text/Materials

- Introduction to Video Production Techniques & Practices (Osgood) bundled with Videolab 3.0 DVD (Zettl).

- Two Mini-DV Tapes – I’d suggest purchasing these at Target, CVS, Sam’s Club, etc.

Course Description

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

Organization

There is a weekly lecture and a four-hour lab during the week that you are required to attend. You must attend the lab you have registered for.

Attendance

Attendance is always taken and there is a consequence for missing class. Some lectures have a 5-point pop quiz based on the weekly reading and/or Videolab lessons.

Missing a lab results in an automatic zero for that week’s work and may result in an additional penalty if your absence results in a hardship for team members during the specific lab assignment. Many lab activities and assignments cannot be made up. It’s also not possible for your lab instructor to cover all the material missed in a 4-hour lab. The problem is magnified since many activities build from one week to another.
If you are sick and will miss lab, the proper procedure is to call or e-mail your lab instructor before class and bring a written note within 48 hours. Because most production activities can’t be made up, a 5-page paper may be assigned as a makeup activity only for **excused absences**. Your lab instructor will recommend this option to me and it is your responsibility to contact me within a week to discuss a specific topic.

Being late to a lab also has a consequence, as you will lose at least one point for every 15 minutes you are late.

There is an IU policy stating that instructors must reasonably accommodate students who wish to observe religious holidays. It is your responsibility to inform me of any possible conflicts. This information **must be presented in writing before week three** so that accommodations can be made. Any missed work must be made up.

Don’t purchase airline tickets before checking the entire schedule.

**Course Integrity**

- Plagiarism and cheating are unacceptable and are grounds for an Academic Misconduct Report and a failing grade. Besides the common interpretation of what constitutes cheating, plagiarism also includes copying material from the web and inserting it in a script and using someone else’s material (audio or video) in your project.

- Departmental resources (cameras, computers, etc.) are only used for instructor assigned projects or with written permission from Ron Osgood. Falsifying equipment rental/check out forms is considered academic misconduct.

- Inappropriate, uncivil actions or language will not be tolerated. This extends to the use of e-mail messages to instructors or classmates.

- It’s common courtesy to have the ringer on your cell phone turned off during class. It’s also inappropriate to be reading caller I.D. or text messaging during class. Please keep your phone out of sight during class.

**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 higher if you complete the design/preproduction and critique requirements for an exercise or project.

A = Exceptional Work          B = Above Average, Very Good Work
C = Average Work, Acceptable  D = Below Average Work, Needs Improvement
Graded Exercises/etc. (600 points possible)

<table>
<thead>
<tr>
<th>General</th>
<th>Studio</th>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Critical Viewing</td>
<td>Studio Operations</td>
<td>Field Shooting</td>
</tr>
<tr>
<td>40</td>
<td>20</td>
<td>20</td>
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<tr>
<td>Spot Quizzes</td>
<td>Live Audio Mixing</td>
<td>Audio Acquisition</td>
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<td>60</td>
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<td>20</td>
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<tr>
<td>Zettl Modules</td>
<td>Studio Ex</td>
<td>Intro Edit Ex.</td>
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<td>10</td>
<td>30</td>
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<td>Intro Ex.</td>
<td>Directing Ex.</td>
<td>Final Cut Competencies</td>
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<td>40</td>
<td>60</td>
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<td>Midterm Exam</td>
<td>Unit Project</td>
<td>Unit Project</td>
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<td>50</td>
<td>10</td>
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<td>Final Exam</td>
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Grade Questions/Discussion

Questions concerning your grade should be discussed with your lab instructor. Be sure to bring all support materials (project, evaluation, etc.). When grades are passed out, don’t immediately discuss 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. If you complete your work using IU STC’s, develop a strategy to save a copy of your work as it will not be on the computer the next time you return. This is easy and inexpensive with your CFS account, Oncourse storage, recordable CD’s or USB pen drives. Printing problems, lost files, etc. are not acceptable excuses for work not being turned in on time. E-mail attachments are not accepted.

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, grade in T206, organization 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 a challenge for me to get to know each of you individually during the semester since there are 96 students in this class. Stop by my office and introduce yourself if you’d like to talk about courses, internships, careers, basketball, or what ever is on your mind, stop by my office.
Review of Important Information

1. You are responsible for knowing and adhering to all Lab Policies.

2. Every lab exercise and project requires a typed critique that is due at the beginning of the next lab. Critiques are not accepted via e-mail. These papers are part of your grade.

3. There are graded lab activities each week. Most of these assignments cannot be made up. You will receive a reduction in grade if you are late to lab.

4. There is absolutely no food or drinks allowed in any Department production facilities.

5. You will be financially liable for lost equipment, or broken equipment due to negligence.

6. Cameras and editing equipment are only used for work directly related with the course.

7. It is not acceptable to come to class without paperwork/homework due to printing problems, etc. Plan ahead.

8. Always make/save a redundant copy of computer files or paperwork turned in. It is your responsibility to have these materials if necessary.

9. Important course information will be communicated via e-mail – be sure to check consistently.

10. You will work hard and have fun…really!
SCHEDULE

Week One  
Course Introduction, Becoming Critical TV Viewers

You are responsible for all weekly workbook materials/ readings. All assignments due in lab unless otherwise noted. Videolab assignments are always due on a Monday.

General Lab 1  
All: Lab Orientation, Camera Composition, Cable Coiling, Microphones, iTunes, Engineering, Exercise #1

Week Two  
TBA

General Lab 2  
Photoshop Workshop (location to be announced)

Read:
Due: Critical Viewing Assignment

Week Three  
Visualization
Due: Videolab - Camera

Lab 1  
Field: Camcorders, Field Shooting Exercise
Due: Photoshop Exercise

Studio: Cameras, Studio Communication, Studio Exercise
Due: Photoshop Exercise

Week Four  
The Soundtrack
Due: Videolab – Audio

Lab 2  
Field: Audio Acquisition, Audio Exercise
Read:

Studio: Live Audio Mixing, Audio Exercise

Week Five  
Recording/Unit Project Discussion
Due: Field Labs complete Videolab – Editing
Studio Labs complete Videolab – Switcher

Lab 3  
Field: Intro to Editing, Unit Project Intro, Analog & Digital Exercise

Studio: Studio Graphics, Lighting, Unit Project Intro, Directing Ex.
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<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Lab</th>
<th>Field</th>
<th>Studio</th>
<th>Due</th>
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</thead>
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<tr>
<td>Week Six</td>
<td>Post-Production</td>
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<td>Lab 4</td>
<td>Final Cut Express Competencies</td>
<td>Lighting Cont., Set Design, NewsBreak</td>
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<td>Week Nine</td>
<td>Midterm Exam – Covers Weeks 1-8</td>
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Week Twelve  Nonfiction/Documentary

Lab 4  Field: Final Cut Express Competencies
Due: Unit Project Proposal & Storyboard

Studio: Lighting Cont., Set Design, NewsBreak
Due: Unit Project Proposal & Storyboard

Week Thirteen  Informational Video

Lab 5  Field: Begin Field Unit Project
Studio: Begin Studio Unit Project

Week Fourteen  Guest Speaker TBA

Lab 6  Field: Complete Field Unit Project

Studio: Complete Studio Unit Project