I. INTRODUCTION

This course is designed to give the student the fundamental skills of studio camera operation, microphone techniques, basic graphics, and lighting in the studio. Additionally, students will get experience as members of a TV Station production team. A basic study of the operation of a television station will be covered. This course is a requirement for Radio/Television Broadcasting majors.

II. LEARNING OUTCOMES

Upon successful completion of this course the student will be able to:

A. Exhibit basic skills required in studio based television production (C19).

B. Demonstrate knowledge of basic television systems (C6).

C. Perform successfully as a member of a TV station production crew for both field and studio production (C9).

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

B. Handouts

C. KNCT television station facilities.

D. Field production equipment

IV. COURSE REQUIREMENTS

A. Reading assignments are to be completed before the class period during which the material will be discussed. These assignments will be the topic of the lecture material presented during the appropriate class session. Unannounced quizzes, both oral and written will be given.
B. A professional attitude toward class performance is mandatory. Excessive tardiness or absences will not be tolerated. Excessive tardiness will result in loss of letter grades.

C. Assignments will not be accepted after class on the date due.

D. Participation, attitude and preparation will be evaluated as part of each student's grade.

E. Each student must accumulate a minimum of 25 crew credits. Crew credits will be awarded for participation in KNCT production. Reporting for a crew late will forfeit that credit. Failure to report for or complete a crew will result in a debit to the student's crew credits. Crew Credits can be accumulated in both studio and field productions of KNCT. SEE SECTION VI

F. No class or laboratory assignments may involve the production of illegal, obscene, or indecorous materials or the execution of what is commonly considered to be illegal, obscene, or indecorous behavior.

G. Laboratory requirements for each class are provided in separate lab syllabi.

V. EXAMINATIONS

A. Four (4) major exams will be given. Week, 4, 8, 12 and course final.

B. Short quizzes, both oral and written, will be given randomly during the semester.

C. Reviews for major exams will be given at the class period before the exam. No make-up exams will be given for unexcused absences.

VI. SEMESTER GRADE COMPUTATIONS

<table>
<thead>
<tr>
<th>Distribution of Points</th>
<th>Points to Grade Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Exams</td>
<td>400 pts</td>
</tr>
<tr>
<td>Crew Credits</td>
<td>200 pts</td>
</tr>
<tr>
<td>Class Participation</td>
<td></td>
</tr>
<tr>
<td>And Quizzes</td>
<td>100 pts</td>
</tr>
<tr>
<td>Lab</td>
<td>300 pts.</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>1000 pts</td>
</tr>
</tbody>
</table>

Considerations for Grades:

Attendance:
The lectures will be compact and dense. Missing lectures will quickly impact negatively on student learning and performance. For this reason, the following attendance guidelines will apply.

- Any student who misses more than 2 lecture periods or 1 lab period will not be able to earn an A in the course.

- Any student who misses more than 4 lecture periods or 2 lab periods will not be able to earn above a C in the course.

- Any student who misses more than 6 lecture periods or 3 lab periods will not pass the course.

**Note:** Attendance will be taken at each lecture and lab period. Absences supported by doctor's notes or military supervisor's notes will be excused but the student will be expected to obtain and master the material covered in the missed class periods.

**VI. CREW CREDITS:**

Crew credit sheets must be signed by director of production. Additional crew credits can be used for extra credit for lecture or lab grades. Extra credit crews should be scheduled after students completing required credits have signed up.

**CREW CREDIT DUE DATES ARE**

- Sept. 22: 1st 10 credits due
- November 10: next 10 credits due
- December 8: All 25 finalized
VII. NOTES AND ADDITIONAL INSTRUCTION FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. In order for the withdrawal to be official, it must be filed, by the student, in writing, with the Records Office. Applications for Withdrawal/Refund will not be accepted after the close of business on the last working day before the last week of class. CTC Form 59 will be accepted at any time prior to Friday the 12th week of classes during the 16 week fall and spring semesters. The deadline for session of other lengths is:

- 10 week session: Friday of the 8th week
- 8 week session: Friday of the 6th week
- 5 week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance. Students must file a withdrawal application with the College before they may be considered for withdrawal.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course." Prior approval from the instructor is required before the grade of "I" for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. Americans With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable
accommodations will be given in accordance with the federal and state laws through the DSS office.

F. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

G. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Immutability of Assignments: Unless exempted by the instructor, students are responsible for completion of all assignments. In cases where students fail to complete assignments in a timely manner, credit will be progressively deducted until the assignment is complete. Even if the student loses all credit for an assignment, the assignment must still be completed and submitted, or the student will receive an "F" in the course.

I. The instructor will meet with each student on an individual basis during the 4th, 8th and 14th weeks to discuss students’ progress.

VIII. COURSE OUTLINE

A. Unit One: THE TELEVISION PRODUCTION PROCESS

1. Learning Outcomes: Upon successful completion of this unit, the student will:
   a. Identify the different departments and functions of a television stations’ staff
   b. Describe the basic and expanded television production system

2. Learning Activities:
   a. Learn the different pieces of equipment that make up the production process. (C18)
   b. Learn the function of each piece (C15, C19)

3. Equipment and Materials:
   a. Text Chapter 1
   b. Facilities of KNCT-TV
   c. Instructor handouts

4. Lesson Outline:
   a. Tour the television station
   b. Learn the different types of jobs available and job skills demanded.
   c. Learn the different aspects of a production
   d. Learn the types of equipment used
   e. Learn how a television production goes to air
B. **Unit Two** THE PRODUCER IN PRE-PRODUCTION

1. Learning outcomes: Upon successful completion of this section, the student will
   a. Describe the preproduction process
   b. Legal issues
   c. Know how ratings are measured and affect on income.

2. Learning activities
   a. Generate a script from concept to production (C18)
   b. Describe Ratings and share (C19)
   c. Be able to discuss ethics as they pertain to broadcasting (C5)

3. Equipment and materials
   a. Text chapters 2 and 3
   b. Facilities of KNCT
   c. Instructor provided materials

4. Lesson outline
   a. Learn the steps in the preproduction process
   b. Learn about licensing, budgeting
   c. Discuss the importance of promotion

C. **Unit Three**: ANALOG AND DIGITAL TELEVISION

1. Learning Outcomes: Upon successful completion of this unit the student will:
   a. Describe the difference between a digital and analog signal
   b. List the different television aspect ratios
   c. Describe the differences between NTSC, DTV and HDTV signals

2. Learning Activities:
   a. List and discuss the different types of digital television signals (C18)
   b. Describe how the digital signal is broadcast (C19)
   c. Know the broadcast color spectrum (C5)

3. Equipment and Materials:
   a. Text chapter 4
   b. Facilities of KNCT
   c. Instructor provided materials

4. Lesson Outline
   a. Learn the differences between analog and digital television
   b. Learn the different types of digital signals
   c. Learn what aspect ratio is
C. Unit Four: THE TELEVISION CAMERA

1. Learning Outcomes: Upon successful completion of this unit the student will:
   a. Describe how a television camera works.
   b. Know what the different controls on a camera affect.
   c. Demonstrate the operation of the camera controls
   d. Know how to run a studio camera

2. Learning Activities:
   a. Detail how light is converted into electrical energy (C19)
   b. Describe camera image controls (C6)

3. Equipment and materials:
   a. Text chapter 5
   b. Studios and facilities of KNCT
   c. Materials provided by instructor

4. Lesson Outline:
   a. Learn the parts of a camera
   b. Learn how light is converted into electrical energy
   c. Learn the function of a CCD
   d. Learn how video is recorded on tape

D. Unit Five: LENSES

1. Learning Outcomes: Upon successful completion of this unit the student will:
   a. Know how a television lens works
   b. Describe the different types of lenses

2. Learning Activities:
   a. Learn how a zoom lens works (C18)
   b. Describe the optical characteristics of lenses (F12)
   c. Learn lens operational controls (C19)
   d. Learn how lenses are adjusted for different light intensities (F9)

3. Equipment and Materials:
   a. Text chapter 6
   b. Facilities and equipment of KNCT
   c. Instructor provided materials

4. Lesson Outline:
   a. Learn different types of zoom lenses
   b. Learn how light is controlled by the lens
   c. Learn what the markings on a lens represent
   d. Learn the controls on a zoom lens
F. Unit Six: CAMERA OPERATION AND PICTURE COMPOSITION

1. Learning Outcomes: Upon successful completion of this unit the student will:
   a. Describe and demonstrate the different types of camera moves
   b. Demonstrate studio camera control operations
   c. Describe and demonstrate proper framing

2. Learning Activities:
   a. Learn how to do camera moves (F12)
   b. Demonstrate correct picture framing for different types of shots (C19)
   c. Demonstrate framing for DTV, NTSC and HDTV (F11)

3. Equipment and Materials:
   a. Text chapter 7
   b. Studios and facilities of KNCT
   c. Instructor supplied materials

4. Lesson Outline:
   a. Learn and do’s and don’ts of camera operation
   b. Learn what proper television framing is
   c. Learn how to correctly and smoothly do camera moves.

I. Unit Seven: Audio: Sound Pick-Up

1. Learning Outcomes: Upon successful completion of this unit the student will:
   a. Describe how a microphone works.
   b. List and describe the different types of microphones
   c. Be able to choose the correct type of microphone for different situations.

2. Learning Activities:
   a. Learn the different types of microphones (C15)
   b. Learn how microphones convert sound to electrical energy (C15)
   c. Learn which type of microphone to use in a particular situation (C18)
   d. Learn how to properly place microphones (F9)

3. Equipment and Materials:
   a. Text chapter 8
   b. Studios and facilities of KNCT
   c. Instructor supplied materials

4. Lesson Outline:
   a. How a microphone works
   b. The different types of microphones
   c. Microphones for specific tasks
   d. Sound pick-up patterns of microphones
J. Unit Eight: AUDIO: SOUND CONTROL

1. **Learning Outcomes:** Upon successful completion of this unit the student will:
   a. Set proper sound levels at the audio console
   b. Learn how to control sound levels
   c. Learn different techniques for sound control

2. **Learning Activities:**
   a. Learn how to read analog and digital audio meters (C15)
   b. Learn the different types of sound recording systems (C18)
   c. Learn how to properly handle and place microphones (F8, C19)

3. **Equipment and Materials:**
   a. Text chapter 9
   b. Studios and facilities of KNCT
   c. Instructor supplied materials

4. **Lesson Outline:**
   a. Reading an audio meter
   b. Setting audio levels
   c. Possible microphone and audio problems and solutions
   d. Audio post-production

G. Unit Nine: LIGHTING

1. **Learning Outcomes:** Upon successful completion of this unit the student will:
   a. Identify the different types of studio light fixtures
   b. Describe basic 3 point lighting
   c. Learn the safety procedures associated with studio lights
   d. Assign the correct type of light fixture to different applications.

2. **Learning Activities:**
   a. Properly light a set for a 2 person interview (C18)
   b. Learn how to use a studio light meter to measure light (C19)
   c. Learn how to color correct light (C18)
   d. Learn how to light for mood (C15)

3. **Equipment and Materials:**
   a. Text chapter 10
   b. Studios and facilities of KNCT
   c. Instructor supplied materials

4. **Lesson Outline:**
   a. Learn how to read different types of light meters
   b. Learn the proper safety procedures associated with moving and changing studio lights
   c. Learn how to focus and aim studio lights
H. Unit Ten: TECHNIQUES OF TELEVISION LIGHTING

1. **Learning Outcomes:** Upon successful completion of this unit the student will:
   a. Demonstrate basic 3 point lighting
   b. Describe the different types of lighting techniques
   c. Show how to read a vectorscope and waveform monitor.
   d. Learn proper technique for handling studio lamps.

2. **Learning Activities:**
   a. Learn how to properly secure lights to a grid using proper safety procedures (C19)
   b. Choose the correct light fixture, including wattage, for a specific situation (F9)
   c. Learn how lighting affects the visual mood of a shot (C3)
   d. Describe lighting intensity ratios (F3)
   e. Learn the different physical parts of a studio light (C18)

3. **Equipment and Materials:**
   a. Text chapter 11
   b. Studios and facilities of KNCT
   c. Instructor supplied materials

4. **Lesson Outline:**
   a. Learn the functions of different types of light fixtures.
   b. Learn basic television lighting technique
   c. Learn how to set proper contrast ratios
   d. Re-enforce safety procedures to always be used with studio lights.
COMM 1336

TELEVISION PRODUCTION (studio)

Semester_________ Year _________

STUDENT STATEMENT

I, ____________________________, hereby certify the Instructor
(Print name)

has fully explained the requirements and objectives of this course. I understand my
responsibilities regarding class attendance and assignments.

_________________________________
Student Signature