I. INTRODUCTION

A. This course is designed to give the student the fundamental skills of field camera operation, microphone techniques, video editing, lighting in the field and legal responsibilities of news and commercial videographers.

B. This course is required for all students pursuing a Certificate of Completion in Radio TV Broadcasting and may be used as a University Parallel, Texas Common Course for Associate in Arts Degree in Radio/Television Broadcasting.

C. The students will complete a number of field projects during the course of the semester designed to enable them to apply for an entry level position.

D. Prerequisites: None

II. LEARNING OUTCOMES

Upon successful completion of this course, Television Field Production, the student will be able to:

A. Exhibit basic skills required in field based television production. (C7, C9, C19)

B. Demonstrate knowledge of linear video editing. (C5, C18, F10)

C. Perform successfully as a member of a TV station production crew for field production. (F15, C19, C9)

D. Prerequisites: none

III. INSTRUCTIONAL MATERIAL

Spring 05
A. The instructional materials identified for this course are viewable through www.ctcd.edu/books
B. Handouts
C. KNCT television station facilities
D. KNCT television 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. Occasionally the instructor may require additional reading assignments from handouts or periodicals.

B. The student will be required to complete outside projects. The project will be assigned by the instructor. Evaluation criteria will include completeness of coverage of the assigned topic. Students will be provided a VHS for the projects, each project must be on the videotape provided.

C. A professional attitude toward class performance is mandatory. Excessive tardiness or absences will not be tolerated.

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

E. Each student must accumulate a minimum of 15 field based crew credits. Crew credits will only be awarded for participation in KNCT productions and for assistance with projects of other students. Students are responsible for maintaining the crew credit sheets they are given. Reporting for a crew late will forfeit that credit. Failure to report will result in a debit to the student’s crew credits.

V. EXAMINATIONS

A. Four examinations will be administered during this course. A review of testable material will be given in the class period preceding each exam. There will also be short quizzes at the end of each chapter covered.
1. Fourth-week exam 4th week
2. Mid-term exam 8th week
3. Twelve-exam 12th week
4. Final-exam To be determined by exam schedule

B. The examinations will be objective in context, short answer, true/false, multiple choice, etc. The instructor will review during the class meeting prior to the exam date. Make-up examinations will be given in the event a student is absent during an exam provided the student receives an excused absence from the instructor. Make-up examinations will not be given in the event of unexcused absences.

VI. SEMESTER GRADE COMPUTATIONS

The student's final grade is determined by cumulative points scored on four major exams, chapter quizzes, crew credits and outside projects. Point values are assessed as follows:

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<thead>
<tr>
<th>POINT-TO-GRADE RATIO</th>
<th>POINT-TO-GRADE RATIO</th>
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<tbody>
<tr>
<td>Chapter quizzes 50 points</td>
<td>4th &amp; 12th week exams 50 points (25 each)</td>
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<tr>
<td>Mid-Term Exam 50 points</td>
<td>Outside Projects 100 points</td>
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<tr>
<td>Outside Projects 100 points</td>
<td>Crew Credits 150 points</td>
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<tr>
<td>Crew Credits 150 points</td>
<td>Final Exam 100 points</td>
</tr>
<tr>
<td>TOTAL 500 points</td>
<td>299-0 = F</td>
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A. Projects: A total of 4, each worth 25 points. To be assigned by the instructor at the beginning of the semester.

VII. NOTES AND ADDITIONAL INSTRUCTIONS 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.

CTC Form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions 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. Students must file a withdrawal application with the College before they may be considered for 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.

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 coursework 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. American’s 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.

VIII. COURSE OUTLINE

COMM 1337
A. **Unit One: The Field Production Camcorder**

1. **Learning Outcomes:** Upon successful completion of this unit, the student will be able to:
   a. Label the parts and operational controls of the field camera and describe the function of each.
   b. Label the parts and controls of the camcorder recorder, and describe the function and proper setting of each.
   c. Describe the functions of the camcorder lens.
   d. Describe the process of how a camera converts light into video.
   e. List the different types of camera mounting devices and camera moves.

2. **Learning Activities:**
   a. Classroom lecture  (F5, F11)
   b. Student homework study (C5, C6, C8)
   c. Reading assignment: Chapters 5 & 6   (F1, C5, C6)

3. **Unit Outline:**
   a. Course orientation
   b. The Field production camera
      (1) The lens
      (2) The camera
      (3) The field recorder
   c. Camera movement

B. **Unit Two: Microphones And Recording Audio In The Field**

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:
   a. Name the different types of microphones as to uses.
   b. Describe different ways microphones produce sound.
   c. List different sound patterns of microphones
   d. Place microphones where they can correctly pick up sound
   e. Different types of wireless microphones
   f. List the different types of audio cables used in the field
   g. Demonstrate how to set audio levels on the field recorder

2. **Learning Activities:**
   a. Classroom lecture and discussion (F5, F11)
   b. Student homework study (F3, F4, F7, F9, C2, C5, C6, C8, C18, C19)
   c. Reading assignment: Chapter 7 (F1, F3, C5, C6)

COMM 1337
3. Unit Outline:
   a. How microphones work
   b. Choosing the correct microphone for the situation.
   c. Proper placement of microphones.
   d. Tips and Techniques for inclement and windy weather.

C. Unit Three: Video Editing

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:
   a. Correctly prepare a videotape for linear editing
   b. Perform different types of edits on a linear system
   c. Differentiate between time code and control track editing.
   d. Edit video so action flows logically
   e. Tell a story with video without sound
   f. Describe the difference between linear and non-linear editing.

2. Learning Activities:
   a. Classroom lecture and discussion (F5, F11, C18, C19)
   b. Reading assignment: Chapters 3 & 4 (F1, C5, C6)

3. Unit Outline:
   a. Why we edit
      (1) length
      (2) story flow
   b. KNCT-TV linear editing system
      (1) The controls
      (2) Setting levels
   c. Insert and Assemble editing
      (1) Setting time-code and control track
      (2) B-roll and cut-aways
      (3) Matching action

D. Unit Four: Light & Lighting In Field Production

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:
   a. Correctly set up a camera in different natural lighting conditions.
   b. Access ways to convert light from one color temperature to another
   c. Set up a field lighting kit
   d. List the different types of lights used in field lighting
   e. Discuss how light affects focus and depth of field
f. Light for 1 person on camera

g. Light for multiple persons on camera using only 1 camera

2. **Learning Activities:**
   a. Classroom lecture and discussion (F5, F11, C18, C19)
   b. Guest speaker (F5, C5, C6, C7, F11)
   c. Reading assignment: Chapter 9 (F1, C5, C6)

3. **Unit Outline:**
   a. Natural light
      (1) Filter choices
      (2) Controlling shadows
      (3) Lens settings
   b. Light Kit
      (1) Safety procedures when using light kits
      (2) Identifying different types of lights and their uses
      (3) Lighting talent
      (4) Converting light to different color temperatures

E. **Unit Five: Television News Story Script Formats**

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:
   a. List and describe the different types of formats for news stories
   b. Define the difference between a live shot and a package intro
   c. Shoot and edit the various types of news story formats

2. **Learning Activities:**
   a. Classroom lecture and discussion (F3, F5, F11)
   b. Student shooting and editing different types of news stories (C6, C8, C9, C18, C19, F2, F7)
   c. Reading assignment: Chapter 10 (F1, C5, C6)

3. **Unit Outline:**
   a. Standard TV news story format terminology
   b. Length of shots used
   c. When camera movement is not used
   d. Actual shooting and editing of news story

F. **Unit Six: Live Shots And Remotes**

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:

COMM 1337
a. Discuss why going “live” is so important
b. Discuss the different live shot formats
c. Discuss how the signal is sent to the station from a remote location

2. Learning Activities:
a. Classroom lecture and discussion (F5, F11)
b. Reading assignment: Chapters 14 (F1, C5, C6)

3. Unit Outline:
a. Why Go Live?
   (1) Reasons
   (2) Equipment
   (3) Anchor Intros
   (4) Safety Concerns

G. Unit Seven: Ethics, The Law And The Broadcast Journalist

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:
   a. Define libel and slander
   b. Discuss the difference between public and private situations
   c. Define a Shield Law
   d. Avoid shooting video that can get you sued
   e. Define ethics

2. Learning Activities:
a. Reading Assignment: Chapters 15 & 16
b. Classroom lecture and discussion (F5, F7, F9)

3. Unit Outline:
a. The 1st Amendment & Journalism
   (1) The publics’ right to know versus privacy
   (2) What is public property
   (3) What is private property
b. Journalism Shield Laws
c. Access laws
d. Ethics
   (1) Accepting favors
   (2) Staged news events
   (3) Editing out of context
COMM 1337
TELEVISION PRODUCTION (Field Production)

Semester________________ Year________________

STUDENT STATEMENT

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

COMM 1337
has fully explained the requirements and objectives of this course.

I understand my responsibilities regarding class attendance and assignments.

________________________________________
Student Signature