

TELEVISION WORKSHOP- COMB 348

Dr. Cameron A. Pace, Advisor
Meetings – Mondays at 3 to 3:50 PM
Labs: Mondays and Wednesdays 9 to 10:50 AM
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COURSE DESCRIPTION

This workshop will provide experience in the area of electronic journalism and broadcast production techniques. Members of the class will be exposed to all facets of television production through a "hands-on" approach. This workshop is responsible to produce ECTV weekly programs: *Newswatch A.M.*, a campus and community morning news program with news, interviews, features, weather and sports and *ECTV Sports Update*, a review of athletic events during the week including scores and interviews – both air on cable access channel 84 and Evangel Cable Channel 12. Students are required to enroll in COMB 348-51 TV Workshop Lab to be in the workshop.

PRODUCTION SCHEDULE & LABS

Each Monday during the semester at 3:00 PM the class meets for a general meeting of the staff and instruction from the advisor. ALL WORKSHOP STUDENTS ARE REQUIRED TO ATTEND THE 3:00 MEETING. Students are required to sign up for the TV Workshop Lab. Students will be assigned a lab time – Monday at 8 AM or Wednesday at 8 AM. Each lab lasts 1 hour 50 minutes. Labs are assignments and points are taken off for missing them. You may make up a lab by attending two in one week. See Dr. Pace if you have a situation where you might miss a lab time.

REQUIREMENTS/ASSIGNMENTS

1. Production Positions - Each student will be assigned a production crew position for the recording of the shows. These assignments will be given out at the beginning of the semester. Students with more workshop or production experience will more likely receive positions with more responsibility. Students will be assigned to *Newswatch Sports Update* depending on interest and experience. Students will meet weekly to produce these shows in the TV Studio during lab time. Producers supervise crew and talent. The Station Manager evaluates producers.
2. Workshop Projects - Students are required to do **four** projects in the workshop:
 - a. Newswatch package story* – Each student will produce a news story package for Newswatch sometime during the semester. The package must be a completely edited story on video including soundbites, b-roll footage, and a standup. A written script of the story will also be submitted in publication style for electronic posting by *The Lance* or Crusadermedia.com.
 - b. Newswatch donut story – Each student will produce a news story for Newswatch that is edited for airplay, but will be introduced live by the student reporter. Students will be assigned to appear on a specific show to introduce and close their news story. The edited portion of the story should include b-roll and soundbites, but no standup. A written script of the story will also be submitted in publication style for electronic posting by *The Lance* or Crusadermedia.com.
 - c. Sports Update feature story* – Each student will be assigned a feature story by either the assignment editor. The story must be edited together for airplay and include soundbites, b-roll, and a standup (if not a donut story). A written script of the story will also be submitted in publication style for electronic posting by *The Lance* or Crusadermedia.com.
 - d. Promotional spot – Each student will work with the program director to create a 30 second promotion for an ECTV program or ECTV, in general. Students will be given ideas on how to create the spot, then begin the production process through to an edited piece.

*One package story may be produced in cooperation with a newspaper workshop reporter. In this case, the TV workshop student acts as producer, photographer, and editor. The newspaper workshop student acts as reporter, writer, and narrator. If you are not assigned to work with a newspaper student, then you will complete the assignment similar to your other package.

The assignment editor or program manager will evaluate assigned projects in relation to how the project met stated objectives, quality of work, and the meeting of deadlines. Students must turn projects in by the deadlines in order to receive an A or B on the project. All late projects receive a grade of C or less. Students may be asked to make changes to their assignment before broadcast. The earlier you turn them in, the more time you have to make any necessary changes.

3. Overall Evaluation - The workshop advisor will evaluate the entirety of the student's work in the workshop. However, ECTV staff who have been given oversight of projects and packages may suggest a grade to the advisor for a specific project based on the project's quality and timeliness. Semester grades will be given based on the student's completion of work, staff evaluations, and overall academic objectives as listed in the syllabus.

4. TV Workshop meetings occur at 3:00 PM on Mondays. Producers may meet with their crews to discuss projects and deadlines for the next show. The Program Manager will have general announcements. The Advisor will instruct students on use of equipment, procedures related to production, or class progress on individual projects. Individual projects will be assigned or modified as needed by the Assignment Editor. TV Workshop and the Newspaper Workshop occasionally meet jointly to assess story possibilities, assignments, and progress on media projects. Instructions on how to complete projects for both workshops will be discussed.

5. Workshop Forms - All individual projects must be spelled out on a Workshop Project Form. This form will list the parameters of the project, list specific objectives for the project, and list any and all deadlines related to the project. The Assignment Editor will hand these out at the workshop meetings. At the group meetings, these forms will be used to help check the progress of each project. Should a project be assigned and not completed (or not completed on time to be of any use), the project will receive a zero and no additional projects will be assigned to replace it. Students will have one week in which to make any changes to these assignments without penalty from the date the form has been completed and signed.

NOTE: Students receiving more than one zero for individual projects will receive an incomplete for the class.

6. Individual Workshop Folder & Disc - Each student will need a folder that will be used to collect project forms, scripts, rundown sheets, evaluations, video summary forms, and other assignments. The content of this folder will be used to evaluate the overall performance of the workshop student as they have completed the assignments above. All projects completed for the workshop should be recorded to a DVD-R disc. This is a data disc with your files only – not a DVD video. A **folder evaluation form** should be completed and added to the contents of the folder. This folder will be turned in to Dr. Pace on or before the last workshop meeting at 3:00 PM. Please keep track of this folder. The student is responsible for the folder and its contents. Make sure to fill out the Workshop Folder Form completely and include in your folder.

ATTENDANCE POLICY

If a student misses a workshop meeting, it is the responsibility of the student to make contact with the appropriate producer or assignment editor to see if any assignments had been given or modified related to the absent student. There is a maximum of 4 absences from the workshop meeting before being withdrawn from the course. Absences from lab times must be made up or a reduction in grade may result. Two absences not made up will result in a reduction of one letter grade. More than two absences not made up will result in an incomplete for the course.

ECTV STAFF WORKSHOP REQUIREMENTS

Workshop requirements for ECTV staff members are the same as non-staff students. The staff positions become the production positions, except in the case of the program manager and assignment editor. These two staff positions who take workshop for credit must participate in a production position during lab. All other requirements are in-effect.

PACKAGES AND DONUTS

Students are required to produce three segments in the field as reporters & photographers, which will be edited and aired on ECTV programs. At least one will be used as a reporter remote/live report during a *NewsWatch Today* show (known as the donut). The reporter is required to introduce and close his/her own package (like a donut) on the *NewsWatch* set once during the semester. Students will be assigned these projects on weekly at the workshop meeting. Once a story is assigned, it is the responsibility of the reporter to schedule any interviews necessary and to reserve the appropriate equipment. Normally, assignments are given two weeks in advance of deadline. Occasionally, a breaking story may require a shortened preparation period. Please keep in contact with the

Assignment Editor should any problems arise with this. **Failure to complete your reporting assignments without prior approval will significantly lower your grade in the workshop.** Producers require 48 hours notice to give approval. There should be a very good reason why you were not able to complete your assignment. Make sure to include a video summary form with your project and turn in a publication-style script for online use.

SPECIAL NOTES

1. Packages/donuts – all assigned packages are the responsibility of the reporter to complete. The reporter is expected to shoot and edit his/her own package. You may have someone help you shoot your standup, if needed.
2. Scriptwriting - Assigned stories must be submitted on time with accompanying scripts for anchor lead-ins for reporter packages or voiceovers. All scripts must be prepared according to the guidelines found in the Broadcast News Stylebook. A publication-style (inverted pyramid) version of the script must be turned in on the day the video is due.
3. Video - Completed assignments should be edited on the computer and exported as a NTSC DV clip. Script/summary "pink" sheets should be given to producer. Students must use their own tapes or SDHC cards for individual projects. Make sure to export your project in DV format as a new file. We cannot use timelines. Your timeline must be exported as a media file to be useful. Make sure it is letter-boxed on final output.
4. Airworthiness - A project is considered complete when it is deemed airworthy or is aired by approval of the producer, director, and adviser. If the project is not deemed airworthy, the producer may ask for changes or dismiss the project. If the project is dismissed due to quality issues, the student receives a zero.
5. Volunteer students will be given equal status in the class based on previous experience in the workshop and ability in television production. Credit-earning students are usually assigned first concerning field segments.

GRADING

Students will be evaluated and graded based on the following:*

Crew assignment	50%
Newswatch projects	20%
Feature package	10%
ECTV promotional project	10%
Workshop folder/self-evaluation	10%

***Students must receive at least a grade of C to pass the TV Workshop.**

Your performance in completing your assignments and duties will make a definite difference in your grade. Your experience in the workshop will go a long way toward helping you prepare for a career in broadcasting, journalism, and/or video production.

FINAL NOTES

OUR AUDIENCE

Newswatch and *ECTV Sports Update* will be shown on Mediacom channel 84 weekly with a potential audience of over 40,000 homes watching. Also, Evangel students (over 1,400) are able to watch these programs on Cable Channel 12. Please maintain a professional attitude at all times.

VIDEOTAPES & FLASH MEMORY CARDS

The TV Studio does not provide videotapes or SDHC cards for use by students on individual projects. Students must use their own media for fieldwork and master copies. Mini-DV videotapes or SDHC cards (class 6 or higher) may be purchased at Best Buy, Walmart, or Target.

FIELD CAMERAS

Students may have to pass a competency test in order to use TV Studio field cameras. Please read the manuals on reserve in the studio for the camera you wish to use. Please make sure you are familiar with camera operation – especially mike inputs before producing your projects.

BROADCAST RIGHTS

As with all productions, student or otherwise, produced at ECTV, your show may be selected to be aired over the ECTV cable access channels in whole or in part. Each show is to be considered an ECTV Presentation with copyrights belonging to ECTV.

EXERCISES & ASSIGNMENTS – These projects are completed using the equipment at the TV Studio. Start working on these assignments early to avoid the rush that occurs just before the deadline. Equipment non-availability is not an excuse for late assignments. Equipment breakdown is also not an excuse for late work. Start early, practice your skills, and pay attention to assignment details – these will help you to be successful.

TV STUDIO FACILITIES – Evangel University does not charge a lab fee for using the TV Studio facilities. Students are given the privilege to use school equipment for the purpose of completing assignments in Communication coursework. Misuse, neglect, or carelessness by a student while using school equipment may be cause for privileges to be withdrawn or restricted. TV Studio equipment is to be used for Evangel Communication coursework only and not for other courses offered at Evangel or elsewhere. If a student has lost or broken any piece of equipment during its use, he/she is responsible to repair or replace the item.

THE LANCE/CRUSADERMEDIA.COM – The TV Workshop and ECTV have entered into agreements with other student media to share resources and news. Assignments given in the TV Workshop may be used by *The Lance* or Crusadermedia.com for the purposes of expanding news coverage. In similar fashion, newspaper workshop students may participate in TV Workshop events and projects.