

TELEVISION WORKSHOP- COMB 348

Dr. Cameron A. Pace, Advisor
Meetings - Tuesday 5:00 - 5:45 PM
Office phone - ext. 8413, ECTV ext. 8427, Studio ext. 8410
Website: <http://www.doctorpace.net>

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 campus and community newscast with news, weather and sports; and *ECTV Sports Update*, a review of athletic events during the week including scores and interviews; and *Strobelight*, a Christian music video program; airing on cable access channel 84 and Evangel Cable Channel 12. Students may be involved with other cable programs from time to time as needed or directed.

PRODUCTION SCHEDULE

Each Tuesday night during the semester at 5:00 PM the class meets for a general meeting of the staff and instruction from the advisor. **ALL WORKSHOP STUDENTS ARE REQUIRED TO ATTEND THE 5:00 MEETING.** After the meeting, those students who are needed for the taping of *Newswatch* will remain and those assigned to other programs will be given their weekly instructions before leaving. *ECTV Sports Update* will be taped on Mondays and *Strobelight*, Thursday night.

REQUIREMENTS/ASSIGNMENTS

1. **Production Positions** - Each student will be assigned a production crew position for the taping of the shows. These taping sessions are required – points given for each one attended. 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* or one of the other programs depending on interest and experience. Students will meet weekly to produce these shows in the TV Studio. Producers supervise crew and talent. The Station Manager evaluates producers.
2. **Workshop Projects** - Students are required to do **four** projects:
 - 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. Stories will be assigned by the news producer.
 - 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.
 - c. **Sports Update or Strobelight feature story** – Each student will be assigned a feature story by either the sports or *Strobelight* producer. The story must be edited together for airplay and include soundbites, b-roll, and a standup (if not a donut story).
 - d. **Promotional spot** – Each student will work with the promotions producer 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.

The producer or station 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. A producer may assign additional projects such as B-roll taping or editing of footage as makeup work.

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 will continue to be at 5:00 PM on Tuesdays but will center on producers meeting with their crews to discuss projects and deadlines for the next show. The Station Manager will open these meetings with prayer and general announcements. The Advisor will instruct students on use of equipment, procedures related to production, or class progress on individual projects. After the general meeting (about 30 minutes), producers will meet with their groups and discuss specific objectives for the week. Individual projects will be assigned or modified as needed. Attendance will be taken at the meetings. No more than **four absences** are allowed before being withdrawn.

5. Workshop Forms - All individual projects must be spelled out on the assignment sheet given by the producer to the student. 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 student, the producer, the station manager and/or advisor, must sign this form. The producer should keep these forms in a folder. 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 - Each student will be given a folder which will be used to collect project forms, scripts, rundown sheets, evaluations, tape 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. 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 6:00 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 producer 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 course. Absences from program production 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 from production 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 station manager and promotions producer. These two staff positions who take workshop for credit must participate in a production position. 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* 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 assigned, it is the responsibility of the reporter to schedule any interviews necessary and to reserve the 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 producer should any problems arise with this. **Failure to complete your reporting assignments without prior approval of the producer 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 pink sheet with your project.

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. Make sure to dress professionally for any on-camera performance.
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. Each reporter will prepare scripts for the teleprompter. Check with producer for instructions.
3. Video - Completed assignments should be edited on the computer and exported ready for playback as a DV file. Script/summary "pink" sheets should be given to producer. Students must provide their own tapes 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 new movie to be useful. Indicate on the Pink Sheet where your file is located, including folders and drive.
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, *ECTV Sports Update*, and *Strobelight* will be shown on Mediacom channel 84 (15-5) weeknights with a potential audience of up to 58,000 homes watching. Also, Evangel students (over 1,200) are able to watch these programs on Cable Channel 12. Please maintain a professional attitude at all times.

VIDEOTAPES AND MEMORY

The TV Studio does not provide videotapes or flash media for use by students on individual projects. Students must use their own tapes or cards for fieldwork and master copies. Mini-DV videotapes and SD flash media can be purchased at Best Buy, Walgreens, Wal-Mart, 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. **Have a studio workstudy go over the camera setup with you prior to taking it out for the first time.**

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.**