

**Sam Houston State University**  
**Department of Mass Communication**  
TV & Film Production (Credit: 3)  
**Fall 2017 Course Syllabus**

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**Course:** MCOM 2371

**Class Meets:** 12:30 – 1:50 PM TTH

**Class Room:** 305

**Section:** 02

**CRN:** 82053

**Office Hours:** Thursdays: 2:00 PM – 3:00 PM (other times by appointment only)

**Lecturer:** Richard O. Kosuwei

**Office:** CB #207

**Phone:** 936-294-1340

**Email:** [rok002@shsu.edu](mailto:rok002@shsu.edu)

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**Required Textbook:** Video Basics, 8<sup>th</sup> Edition by Herbert Zettl.

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**Required Supplies**

- a. **Flash drive, or SDHC card Class 6 or higher (4 GB to 32 GB)** Panasonic, TOSHIBA, or SanDisk
  - b. One (1) headphone
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**Course Description**

The course is designed to enable students to acquire basic knowledge in theory and practice in aspects of film production and television broadcasting. In addition, the course prepares students for content development in advanced work in television and video production. The course addresses the following objectives:

1. To provide an overview of the terms, concepts, and skills of content creation through video/film
2. To provide an understanding of the business of content creation and distribution
3. To train students in understanding and developing such roles as producer and to perform basic production tasks
4. To acquaint students with the techniques of television and film production industry.

**Course Objectives**

- Understand and utilize the basic concepts and techniques of shooting video in the field and in a studio setting needed by a professional working in the field.
  - Understand the importance of teamwork and personal responsibilities.
  - Understand and utilize the basic concepts and techniques of uploading broadcast materials to the web for curation.
  - Write, shoot, edit and produce a public service announcement
  - Write, record, edit and produce a TV interview
  - Write, record/shoot, edit and produce short form media such as a film or TV episode
  - All assignments such as **loglines, and scripts must be typed.**
    - **NO EMAIL ASSIGNMENT WILL BE ACCEPTED OR GRADED**
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**Late Project Screening Day Deductions**

1. Project not in the server in the beginning of class - 5 Points
2. Ten minutes late after the beginning of class - 15 Points
3. Thirty minutes late after the beginning of class - 25 Points
4. Any project later than thirty minutes will not be accepted or graded
5. IF a project is **LONGER or SHORTER** than the specified total running time (TRT), such project grade will not be more than “B”

**Grading**

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 58-0

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**Class Assignment Breakdown**

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|--|----|--------|
| 1. Ten shots video only (no sound) story in one minute                   | 40 | Points |
| 2. Ten shot storyboards  | 10 | Points |
| 3. Sixty-second public service announcement (write, shoot, & edit) video | 40 | Points |
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4. Sixty-second public announcement script	10	Points
7. Group five minutes' movie (write, shoot, & edit) video	90	Points
8. Five-page movie script	10	Points
9. Group Studio Production with a B/roll (write, shoot, edit, & package)	100	Points
10. Quiz One	100	Points
11. Quiz Two	100	Points
12. Final Examination	100	Points

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<b>Total</b>	<b>600</b>	<b>Points</b>
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### **Final Production Competency Examination**

**According to Department of Mass Communication, you are required to pass a production competency final examination upon the completion of this course.**

### **Department of Mass Communication Four Absences Policy**

**Note:** If you have **FOUR ABSENCES**, he or she **WILL LOSE ONE LETTER GRADE** and Each subsequent absence will result in an additional letter grade loss.

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**NOTE:** In order to be more sensitive to the Huntsville community, **no show content** should contain the following:

**a. Pornographic**

**b. Vulgarity**

**c. No copycat idea/s for a movie, RATHER BE VERY CREATIVE WITH YOUR ORIGINAL CONCEPTS.**

**d. NO BLOOPERS in your projects**

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**Two quizzes** will be administered to test the students' knowledge of what they have learned in the lectures, productions and post-production. There will be class exercises to balance student's knowledge on theory and practical applications. The lecturer may provide scripts and design the set for such class exercises. During such class exercises, students will take different production roles. The **five (two minutes b-roll & three minutes' studio) minutes per group television studio projects will be broadcast on Cable Channel 7, if the completed studio projects meet the broadcast standard of Cable Channel 7.** Therefore, everyone is required to generate very **UNIQUE project ideas** for the lecturer's approval, and upon the approval of such project ideas, you are required to complete it accordingly. Please remember, your completed projects will be screened and evaluated in class.

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### **Package Presentation**

**NOTE: ALL PROJECTS MUST NOT INCLUDE COMMERCIAL BUSINESSES**

### **Project Slate for Projects Two-Five**

#### **Fade-In**

- 1. TV and Film Production Project**
- 2. Project Title.**
- 3. Person's name or Group Member's names**
- 4. Project**
- 5. Credit for all cast and crew**

#### **Fade-Out**

**Note:** Before you submit your projects for screening in class, please make sure of the following

- a. The total **running time**.
- b. Audio levels are equalized
- c. **Audio volume MUST BE ADEQUATELY LEVELED (NOT TOO LOW OR HIGH)**
- d. Cross fade all audio transitions

## PROJECTS STORAGE

1. Save all completed projects into your folder in the **CLASS SERVER**

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### The Rules

- You must attend class. You will have (3) three absences without penalty. Consider these absences to be your excused absences. No notes or e-mails.
- **NO TEXTING ON YOUR PHONES DURING CLASS, BUT IF YOU ARE CAUGHT TEXTING DURING CLASS, YOU MAYBE ASKED TO LEAVE THE CLASS.**
- Once class has started, you are expected to remain present until class is over.
- Attendance is taken at the start of every class period.
- Do not cheat, ever. The school has guidelines for dealing with this, and I will follow these guidelines strictly - it would be unfair to the other students not to.
- Do not eat or drink in class or around any equipment in the field.
- **NO FOOD OR DRINK IN THE EDITING ROOMS**
- Participation is mandatory.
- If you fail to show up for any **DUE ASSIGNMENT SCREENING FIVE (5) POINTS WILL BE DEDUCTED FROM YOUR OVERALL GRADE EACH TIME.**
- Absolutely **no sidebar conversations** -- your participation grade drops by **FIVE (5) points** each time. If the situation replicates, you will be asked to leave the class.
- Make no mistake -- your participation grade and the attendance policy is not the same thing. Your participation grade is an actual grade just as an exam or a project and is averaged into your total points. The attendance policy simply leaves or removes existing points.
- **No late WORK will be accepted.** However, if certain unavoidable circumstance prevails, **the lecturer MUST be notified immediately in private** for such situation. Upon careful consideration of such condition, the lecturer will utilize his discretion to **levy 50 points penalty or NOT to accept such late work. The bottom line, DO NOT TURN IN LATE WORK.**
- If you miss an administered **QUIZ, YOU MUST PRESENT A DOCUMENT FROM A DOCTOR, IF THE DOCUMENT IS AUTHENTIC (doctor's office letterhead, doctor's printed name, business name, address, phone number, email address and fax/or email, and doctor's signature) AND HONORED BY THE LECTURER, THE MISSED QUIZ MUST BE TAKEN BEFORE THE SCHEDULED REVIEW OF SUCH QUIZ.**
- If you are tardy, please find a seat as quickly and quietly as possible. Do not interrupt class to find out your status on that day's roll sheet, address it with me after class.
- Make sure you have MCM ID card for checking out equipment.
- Put all location projects on the class master tape and **cue videotapes** before submitting
- **YOU MAY PLAY A ROLE (ACT) IN YOUR PRODUCTION**
- All projects must have a slate and countdown.

All projects **MUST BE EDITED ON ADOBE PREMIERE PRO CS6 WORKSTATIONS IN ROOM 305**, and it **MUST BE SAVED IN THE CLASS FOLDER (MCOM 2371, MR. KOSUOWEI, DO NOT KILL) and LABELED** with **your name**, the **# of the project**, **kill date**, or it will be erased at anytime.

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### Equipment Agreement

If you check out and use any SHSU equipment you agree that you will pay for replacement of the equipment if lost or repair of the equipment if damaged. You will receive "F" for the course if you do not meet these obligations, and will have a charge processed through the university that may affect your ability to register or receive your degree. You are welcome to use your own mini-DV format camera and other equipment if the camera will take an external microphone, can operate in fully manual mode and shoots air-quality video and the other equipment works as required for the course. You may not connect any external equipment to any MCM EQUIPMENT, MOST ESPECIALLY IN THE EDITING ROOM without specific authorization.

**MCM ID CARD:** These cards are required to check out any equipment or production supplies from the department.

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#### **Department of Mass Communication Attendance Policy**

**If you have FOUR ABSENCES, he or she WILL LOSE ONE LETTER GRADE and Each subsequent absence will result in an additional letter grade loss.**

#### **Attendance policy**

Student attendance is mandatory for all class sessions. Role will be taken every lesson. MWF students are allowed 3 unexcused absences in this class for the entire semester. Unexcused absence from any and each class period will result in a 5-point reduction in overall grade each time. Tardiness is not acceptable. 2 late = 1 unexcused absence. Documented medical related absences or students observing a religious holy day as explained in Section 51.911(b) of the Texas Education Code, are exempt from this policy. These students will be expected to complete any make-up work.

#### **Use of telephones and pagers policy**

- 1.0 The use by students of telephone and pagers or any device that performs these functions during class-time is prohibited unless specifically permitted by the instructor. All such devices should be turned off or put in a silent or vibrate mode and should not be visible during class. At no time should students answer a call or page during class or leave the classroom to answer a call or page. Failure to comply with this policy could result in expulsion from the classroom or with three or more offenses, failure of the course.
- 2.0 Any use of a telephone or pager or any device that performs these functions during a test period is prohibited. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a **ZERO** for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct <http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29>).
- 4.0 If there is an emergency for a student, that student should inform the instructor and place himself/herself in a seat near the door where an exit for a phone call would be only minimally disruptive. Other arrangements for handling potential emergency situations may be granted at the discretion of the instructor.

#### **Q-Drops**

A Q-drop is a drop made after the last date for tuition refunds (12<sup>th</sup> class day for fall/spring; 4<sup>th</sup> class day for summer) but before the date for which a drop would result in the grade of "F" as published in the Academic Calendar. Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.

#### **Cheating and Plagiarism:**

The Faculty Handbook states that the University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Furthermore, the University and its official representatives may initiate disciplinary proceedings against a student accused of any form of cheating on an exam or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. If you are found cheating on a test or plagiarizing, students will receive an automatic "F" for the course. If identical work is received from two or more students (that is not part of a group project), or another's work is submitted as your own, the students involved will each receive an "F" for the course. Any student who continues in this class past the 15<sup>th</sup> calendar day of the semester agrees implicitly that all written work is subject to review by turnitin.com and any other appropriate screening services. There will be no incompletes given without the express permission of the Chair of the Mass Communications and the Dean.

#### **Classroom Conduct**

There is to be no eating in the classroom. A bottle of water is OK. Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university **Cellular telephones and iPods must be turned off before class begins. There will be a 2-point loss from the overall grade each time this happens.** Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

### **Visitors in the Classroom**

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether the visitor will be allowed to remain in the classroom.

### **Americans with Disabilities Act**

Students with disabilities covered by the Americans with disabilities Act should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner to obtain the documentation required. Students are responsible for initiating the process of documenting the need for an accommodation under the ADA act.

### **Religious Observance**

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such an absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12-class day. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

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**The above syllabus is subject to change, and when that occurs you will be notified of the change/s very timely.**