

MCOM3377
Multi-cam Studio
Fall 2017
Instructor: Mr. Strait
Phone: 294 - 4731
Classroom DRB 319
Office Hrs. –see office door-
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Meeting time 9:30-10:50 T, Th



Description: [from catalog]

This course will cover fundamentals of video production in a studio environment including pre-production, production and direction. Students will understand the functions and responsibilities of the production crew and equipment utilization. Emphasis is given to multiple camera techniques and studio production. Prereq. MCOM 2371

Objectives:

To learn industry procedures and standards for producing in the studio. You will learn equipment and concepts of studio production.

Methods:

Lecture and application, you will be instructed and then do actual programs.

Text:

Studio-Based Television Production and Directing, Andrew Utterback, Focal Press

This is a small book, we will go through the entire book. The final is based on this text. There will also be question on the handouts and your experience in the studio.

Other Articles:

-some handouts- I will provide specific handouts on the operation of our equipment. It is very important that you understand how to use the equipment we have in our studios. I expect you to be able to address problems and find solutions on your own.

You must work 1 regular weekly show & 2 specials (see handout). Most shows will have a script or format sheet. (Some may work remotes or a weekly show in place of a special)

Test answers must be neatly printed. I will count it wrong if I cannot read it.

Lecture progress:

I will lecture on equipment and explain studio procedure Each Tuesday. Regular scheduled programs will begin after about 4 weeks.

Exams:

There will be one exam, a final. It will be 40-50 questions and will be given on the last meeting day of the class for the semester, just prior to the scheduled final exam. You will return on the day of the final exam to receive your graded exam and individual evals. **You must get at least 80% on the exam or lose a letter grade.**

You are responsible for each show where you are assigned as crew. If you miss a show, your grade is lowered 1 letter grade aside from your evaluations and exam. If you miss 2 shows, you fail the class, period. You can switch with other class members once or have someone in the class simply take your position, however, if they don't show up, your grade suffers.

I do not put material or notes on Blackboard and do not maintain a webpage. I strongly suggest you come to class and take notes.

Exams: The final exam will be given only at the scheduled time with no make-up (excepting students absent for sanctioned events such as athletics and religious holidays). Once any testing has begun, students cannot leave the room until they are finished. Anyone entering the room more than 10 minutes after the start of testing, or after any student has completed the testing and left, will not be allowed to begin the testing process.

Dress: You are expected to look “reasonably professional”. That means no shredded clothing, sagging pants revealing your underwear or where underwear should be. No hoods up.

Equipment use policy: It is the policy of our dept. that you agree to pay for repair or replacement of equipment checked out to you, if it is broken or lost. Failure to abide will result in no grade for the course. You must use our specific equipment. See me if you have questions.

Remember – a missed show automatically drops your grade 1 letter regardless of any other factors. More than 3 absences for lecture drops you a letter grade. Less than 80% on the final costs you 1 letter grade.

Hopefully, a schedule will be available in the first week or 2 of classes. It is important that you schedule your shows. You are ultimately responsible for your own schedule. You can do more than the minimum, but you must do at least 8. Note that this means shoots where you work as crew, not as talent. This is not a performance class.

I will not answer questions relating to averages, absences or grades until after they are posted at the end of the semester. Keep track of your own absences or missed shows if you are worried about grade. Under **NO** circumstances are you to bring me doctor's note!

Test answers must be neatly printed. I will count it wrong if I cannot read it.

All electronic devices must be turned off or silenced before class begins or shoot starts (your Bluetooth ear piece included). You are not authorized to leave class to answer calls (unless you are on a transplant list). If you feel you must answer a call during class, take your things and leave class for the day. I'll count you absent. This includes text messaging and checking messages. It also includes use of computers. Notes must be taken by hand and transferred later (unless special arrangements are required by disability services). Failure to comply with this policy will result in your dismissal from this class. This is a zero tolerance requirement.

Classes may require specific information that will be included in a handout at a later date.

Weekly activity schedule:

There will be sign-up sheets on the studio doors. You must sign up for 1 show per week. Most shows will be scheduled from 4-6pm. You will work the same show, at the same time each week. Your position will be the same each week. If you are going to be absent, you must find your own replacement, and it must be someone who can do the job (and in the class). You can do this once without damage to your grade. If you miss any show more than once, you lose a

letter grade. In the event you have problems with improvement, I may “note” you. If that happens twice, it will cost you a letter. This is different than the way we operated last semester.

All your personal electronic devices must be turned off or silenced before class or production begins (that includes text messaging). Remove all communication devices from service (your Bluetooth ear piece included), put away all entertainment devices as well. You are not authorized to leave class to answer calls (unless you are on a transplant list). If you feel you must answer a call during class, take your things and leave class for the day. You will be counted absent. Failure to comply with this policy will result in your dismissal from this class. This is a zero tolerance requirement. If you are caught using your telephone, facebook or other computer activity during class, for any reason other than an immediate assignment, you will be dismissed from the class permanently.

Appropriate Dress: Pants that show underwear, or where underwear should be, are inappropriate. Hoods are not to be worn during class, nor are bulky coats or head coverings. If special attire is required, contact me prior to attendance. You can NOT wear open toed shoes in the studio. This is a safety issue.

*If you have to be reminded of the policy concerning personal entertainment devices, phones or dress, you will receive an absence for the day.

Attendance: The attendance policy shall be in accordance with the policies and procedures of the department and university. Arriving late to class and leaving early shall be counted as an absence. If class is missed due to illness or other excusable reasons, you are expected to see the instructor immediately upon return to school regarding missed work. Missing class for any reason other than an excused absence on any day that work is required, or an exam is given, will result in the immediate and non-negotiable loss of that grade. If an excused absence results in the missing of work or exam, it is the student’s responsibility to make an appointment so a make up quiz may be given or alternate due date assigned. Assignments due when absent, are expected to be given to the instructor before the class period to be missed unless prior arrangements are made with the instructor.

- **Academic Honesty:** The policy must, at minimum, be compatible with stated University policy set forth in Section 5.3-5.32 of the University Faculty Handbook. The Faculty Handbook sets forth, in great detail, examples and definitions of dishonest behavior, the faculty members' discretion in the determining when dishonesty occurs and rendering penalties, procedures for discipline, and suggested wording for the individual professor's policy.

The University 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 academic dishonesty including, but not limited to, cheating on an examination or other academic work that is to be submitted, plagiarism, collusion and the abuse of resource materials.

It is suggested that faculty specifically define the actions that constitute cheating or academic dishonesty so that there are no real or alleged misunderstandings. What constitutes cheating? What penalties will apply?

- **Proper Classroom Demeanor/Rules of Conduct:** According to University policy, students are expected to assist in maintaining a classroom environment that is conducive to learning. Therefore, an instructor's policy regarding classroom disturbances and their penalties should be included in the syllabus. It is recommended that the following statement, which may be modified at the instructor's discretion, be included in the syllabus:

"Students will refrain from behavior in the classroom that disrupts the learning process and, thus, impedes the mission of the university. Please turn off or mute your cellular phone

and/or pager before class begins. Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking with each other at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in, minimally, a directive to leave class or being reported to the Dean of Students for disciplinary action in accordance with University policy."

Other Administrative Matters:

- **Americans with Disabilities Act:** SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. The University suggests the following be added to the syllabus:

"If you have a disability that may affect your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center."

- **Student Absences on Religious Holy Days Policy:** Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy #861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made two weeks in advance of when the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examination are to be completed.

IMPORTANT: *As students are now allowed to carry firearms in class, there is a potential for issues. Anyone openly presenting a firearm during class or during a production, will be subject to legal repercussions and dismissal from class. Since some of our productions require entry into places that may prohibit firearms, I suggest you not carry.*

Information on this document is subject to change. Changes will be announced in class or via e-mail notification.

Something to think about: *All hens lay eggs, but not all eggs hatch into chickens.*