

Sam Houston State University  
Department of Mass Communication  
Production Management (Credit 3)  
Spring 2018 Syllabus

**Course:** MCOM 3378

**Lecturer:** Richard O. Kosuowe

**Class Meets:** Online Lecture

**Office:** CB #207

**Class Room:** Online Lecture

**Phone:** 936-294-1340

**Section:** 01

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

**Class ID#:** 23202

**Office Hours: Mondays & Wednesdays:** 5:00 - 7: 00 PM (other times by appointment only)

**Prerequisite:** MCOM 1332, MCOM 1371, MCOM 2371. Credit 3.

**Required Textbook:** Film Production Management 101, Second Edition, by Deborah Patz. ISBN: 9781932907773

**Course description:**

This course will introduce students to many aspects of production management. This course will cover preproduction development to production and postproduction with emphasis on budgeting and scheduling.

**Video Rental: Amazon**

**Secrets & Lies (1996) by Mike Leigh**

**Visit:** <https://www.youtube.com/watch?v=eEWKNr0Ljrk>

You are required to watch this video and post your remarks on the discussion board in Model 2 Week 7.

**Course Objectives: At the end of this course, students should be able to:**

1. Learn the functions of unit production manager (UPM)
2. Learn how to resolve problems creatively
3. Learn how to budget and schedule skillfully
4. Learn contracting, licensing, and other requirements
5. Learn how to put ethics into practice

**Course Method:**

This course will be made of lectures, discussions, workshop assignments, and practical field experience.

**Required Work:**

You must arrange your schedules to attend class and meet deadlines. Assignments must be completed on deadline or you will not receive credit.

**Grading**

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 58-0

**Coursework Breakdown**

1. Four Discussions & Participation @ 150 each 600 Points

2. Four Quizzes	@ 150 each	600 Points	
3. Final Assignment: Budgeting		150 Points	(submit it only as Excel format)

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Total score	1350 Points
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### Discussion Questions and Responses Requirements.

In order to earn full points of your **Discussion Questions**, you **MUST** answer each **DISCUSSION QUESTION** with the **minimum of 150-word count** in your responses, and in order to earn your **PARTICIPATION** points, you **MUST** post at least two remarks to your **classmate postings** and **respond to lecturer's remarks** with the **minimum 50-word count** to earn your full score of your discussion points of 150 each.

### Missed Assignments or Exams:

- No late **PROJECT** 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 situation, the **lecturer** will utilize his discretion to **deduct 50 points**, or **NOT to accept such late project**. The bottom line, **DO NOT TURN IN LATE WORK**.
- If you miss a particular 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, find a seat as quickly and quietly as possible. Do not interrupt the class to find out your status on that day's roll sheet, if you curious about it, please address it with me after class.

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### 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. 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.

### 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; 4th 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 any and 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.

### **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 or not 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 course syllabus is subject to change, but whenever such situation occurs you will be notified of the change or changes immediately.**