This course will provide you with an overview of basic audio and video production. Labs will examine production, writing and performance concepts and applications. Lab assignments will offer you the opportunity to develop and produce productions that utilize various writing and technical proficiencies. Exams/quizzes and exercises will evaluate your comprehension of the materials presented in the readings, the labs and the lectures.

The class will introduce and cover different type of technology and writing/content style, mainly focusing on Audio Production and Single Camera Field Production. You will create a various productions throughout the semester. For instance, in audio, it will be an interview of a classmate and for field production, you will work in a group to produce a video of a modernized fable and work individually to edit that piece.

**Required Texts and Materials**

1. External Hard Drive (ASAP)
2. SD Card
3. Headphones
4. AA Batteries
5. Note Taking Device—analog or digital, Notebook and Pen, or something electronic

**Grade Requirement**

RT300 is a required class and Radio-Television students must receive a “C” to continue on in the RT curriculum.

**Tests**

There are two tests given in this course. The tests will cover readings, lab material, and lectures. The midterm will cover the first half of the course, as laid out on the syllabus. The final (which is not cumulative) will cover the second half of the course, as laid out on the syllabus. Please note: the final exam is given during the scheduled final exam period, during finals week. *Do not book trips or vacations during that time because you will not be able to take the test early. If this is an issue, alert your parents now.*

**Deadlines**

Deadlines are critical in our field. All assignments are due by the beginning of class on the specified due dates. Any work received after the deadline will be considered late and the grade will be reduced 10% (one letter grade) per day. In the event of illness or injury, contact the instructor or your TA. This notice must be followed by a written notice documenting the reason for absence (with proper signature/s).
Attendance Policy
You are expected to attend **ALL** lab/lecture periods. There is essential information presented in each lab and lecture. It’s up to you whether you attend or not. For each lecture/lab you attend, you will receive 5 points. Perfect attendance is 225 points.

You will be considered late or tardy if you arrive to the lab or lecture five minutes after the scheduled beginning of class. If you are late, you will only receive 2 points toward attendance.

Extra Credit
You can receive two kinds of extra credit in this class.
1. Throughout the semester, there will be screenings, exhibitions, and/or special written assignments, announced in class. A written component will be required for these.
2. If you volunteer to work for production at WSIU radio or television, or you work for an extra-curricular student production (River Region News, alt.news 26:46, Studio A., WIDB, DigiDawg), you will get extra credit at the end of the semester. Participation means work on at least three episodes with the minimum of a “good” rating from the faculty or staff advisor.

Academic Integrity
Students are expected to do their own work and to conform to SIUC's standards for academic integrity. Plagiarism and other forms of cheating will be prosecuted under the Student Conduct Code. For more information, ask the instructor or read the Student Conduct Code published online: [www.siuc.edu/~policies/policies/conduct.html](http://www.siuc.edu/~policies/policies/conduct.html)

Course Assignments & Evaluation

<table>
<thead>
<tr>
<th>Attendance (5 pts per class) Possible 225 pts.</th>
<th>“What’s the Story?” Analysis 25 pts.</th>
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<tbody>
<tr>
<td>“A Lesson Learned” Audio Interview 80 pts.</td>
<td>“Composition Deconstruction” Analysis 30 pts.</td>
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<tr>
<td>“Personal Soundscape” 50 pts.</td>
<td>“Soundscape Visualized” 50 pts.</td>
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<tr>
<td>Midterm 100 pts.</td>
<td>Continuity Shooting/Editing Exercise 40 pts.</td>
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<tr>
<td>“TV Loves CUs” Exercise 40 pts.</td>
<td>Field Camera Proficiency 10 pts.</td>
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<tr>
<td>Final Cut Pro Proficiency 10 pts.</td>
<td>“Fable TV” Final Field Project 100 pts.</td>
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<td>Final Exam 100 pts.</td>
<td>Final Exam 100 pts.</td>
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860 Total points

*Grades are posted on D2L throughout the semester, so you can track your progress there.

MCMA Equipment Policy
RT, Cinema, and Photojournalism Equipment are now combined into one checkout in Comm1010A.

Hours for checkout: **Mon-Thurs 9-12 and 1:30-5:30, and Friday 9-12 and 1:30-4:30**
Hours for check-in are: **Mon-Fri 8-10**
Later in the semester, there will be weekend checkout.

Registration
To access the online checkout system, students must login at [http://mcma.siu.edu/checkout](http://mcma.siu.edu/checkout). The checkout username is “siu” followed by your SIU Dawg Tag number, such as siu850XXXXXX.
Please note: This is not a live SIU netID system so you will have to create a separate password. The default password is checkout00 (zero zero). Once you are logged in, you can start to view equipment available to a class by clicking on the reservations tab. To change your password from the default password, click on the Login tab, then Change Password. This change password option is also available at the top of the Reservation area. Please select the date of your reservation and your class.

Accommodating Students with Disabilities

SIUC is committed to assisting students with disabilities. If you have a documented disability and anticipate the need for accommodations, please notify your instructors as soon as possible.

University's Emergency Procedure Clause:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on BERT’s website at www.bert.siu.edu, Department of Public Safety’s website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guideline pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.

Students With a Disability:

Instructors and students in the class will work together as a team to assist students with a disability safely out of the building. Students with a disability will stay with the instructor and communicate with the instructor what is the safest way to assist them.

Tornado:

During the spring semester we have a Storm Drill.

Pick up your belongings and your instructor will lead you to a safe area of the basement. No one will be allowed to stay upstairs. Stay away from windows. The drill should not last more than 10 minutes. You must stay with your instructor so he/she can take roll. Students need to be quiet in the basement as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

Fire:

During the fall semester we have a Fire Drill. Pick up your belongings and your instructor will lead you to either the North or South parking lot depending on what part of the building your class is in. You must stay with your instructor so he/she can take roll. As soon as the building is all clear, you will be allowed to return to class.

These drills are to train instructors and the Building Emergency Response Team to get everyone to a safe place during an emergency.
**Bomb Threat:**

If someone calls in a bomb threat, class will be suspended and students will be asked to pick up their belongings, evacuate the building and leave the premises. Do not leave anything that is yours behind. We will not allow anyone back into the building until the police and bomb squad give us an all clear. **DO NOT USE YOUR CELL PHONES**. Some bombs are triggered by a cell phone signal.

**Shooter in the Building:**

If it is safe to leave, move to a safe area far from the building away from where the shooter is located. If anyone has any information about the shooter, please contact the police after they have gone someplace safe.

If it is not safe to leave, go into a room, lock the door and turn out the lights. Everyone should spread out and not huddle together as a group. Don't stand in front of the door or in line of fire with the door. Students' chair and desks should be piled in front of the glass and door as a barricade and the teacher's desk, podium and anything movable can be pushed against the door. This is intended to slow down any attempts to enter the classroom. If it looks like the shooter is persistent and able to enter, make a lot of noise and have the students use everything in their backpacks to throw at the shooter to distract him.

Silence all cell phones after one person in the room calls the police and informs them of their location and how many people are in the room. **Be quiet and wait for the police to arrive.** The police are looking for one or more shooters, and they have no way of knowing if the shooter is in the room people are hiding in. For this reason, when the police enter the room, no one should have anything in his/her hands and each person **MUST** raise his/her hands above his/her head.

**Earthquake:**

In the event of an earthquake, you are advised to take cover quickly under heavy furniture or crouch near an interior wall or corner and cover your head to avoid falling debris. Outside the building are trees and power lines and debris from the building itself that you will need to stay away from. In the building, large open areas like auditoriums are the most dangerous. Do not try to escape on a stairway or elevator. Do not hide under a stairway. We do not recommend that you stand in a doorway because the door could shut from the vibrations and crush your fingers trapping you there.

**Rave Mobile Safety Alert System:**

We recommend that you sign up for the Rave Mobile Safety Alert System. It is a new system that replaces the WENS system to alert you through emergency text messages on your cell phone and emails for emergencies on campus, weather reports and emergency school closures. You have to sign up. If you were signed up for WENS it does not roll over. You have to sign up for Rave Mobile Safety Alert System. Go to Saluki Net, go to my records tab, under SIUC Personal Records, click on View My SIUC Student Records, Under Main Menu click on Personal Information, click on View and Update Addresses and Phones, in the middle of the page click [Update Addresses and Phones], under phones click Primary: This will take you to Update Addresses and Phones – Update/Insert, under primary phone number for this address put in your cell phone and submit. For more information, visit dps.siu.edu, contact SalukiTech at 453-5155 or salukitech@siu.edu.
CPR/Defibrillator and First Aid Class:

If you would like to take a CPR/Defibrillator and/or First Aid class, contact LaVon Donley-Cornett, lavong@siu.edu or call 453-7473.

Women's Self Defense Classes are offered to female students faculty and staff by the Department of SIU Public Safety. For more information contact Officer Mary Stark marys@dps.siu.edu.
<table>
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<th>Week</th>
<th>Class Schedule</th>
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| **1/Week of Aug 24** | **Lab 1:** Intro to the Course: Syllabus, D2L, Equipment Room; Assessment Test  
**Lab 2:** Intro to Tascam Recorders/Microphones  
**Lecture:** How to Tell A Story—Components and Conventions  
**Assignment Given:** “What’s the Story?” Analysis |
| **2/ Week of Aug 31** | **Lab 1:** Final Cut Pro: Intro and Audio  
**Lab 2:** Audio Exercise: “Listen, Learn, Build”  
**Lecture:** Nature of Sound  
**Assignment DUE:** “What’s the Story?” on D2L by 11AM. |
| **3/ Week of Sep 7** | **Lab 1:** LABOR DAY HOLIDAY! NO LAB 1!  
**Lab 2:** Sound Gathering and Editing: Two-minute Exercise  
**Lecture:** Telling Stories with Interviews  
**Assignment Given:** “Soundscape” Production |
| **4/ Week of Sep 14** | **Lab 1:** Recording/Editing for “Soundscape” Assignment  
**Lab 2:** In-class Editing: “Soundscape” Assignment  
**Lecture:** Framing, Composition and Image Concepts I  
**Assignment Given:** “A Lesson Learned” Production |
| **5/ Week of Sep 21** | **Assignment DUE:** “Soundscape” Upload to server by Sunday, Sep 20 by midnight  
**Lab 1:** Interviews for “A Lesson Learned”  
**Lab 2:** In-class Editing for “A Lesson Learned”  
**Lecture:** Framing, Composition and Image Concepts II  
**Assignment Given:** “Composition Deconstruction” Analysis |
| **6/ Week of Sep 28** | **Lab 1:** In-class Editing for “A Lesson Learned”  
**Lab 2:** Screening of “A Lesson Learned” Projects, Critique by Prof and TA  
**Assignment DUE at beginning of lab:** “A Lesson Learned”  
**Lecture:** Form, Content and Modes of Media Production  
**Assignment Given:** “Soundscape Visualized” Production  
**Assignment DUE by 11AM:** “Composition Deconstruction” Analysis |
| **7/ Week of Oct 5** | **Lab 1:** Editing Workshop: Intro to Camera and Camera Support  
**Lab 2:** In-class Production: Photo Production/Research “Soundscape Visualized”  
**Lecture:** The Three Stages of Production and TV/Video Styles |
| **8/ Week of Oct 12** | **Lab 1:** FALL BREAK! NO LAB 1!  
**Lab 2:** Final Cut Pro: Video and Tricks  
**Lecture:** MIDTERM EXAM |
9/Week of Oct 19
    Lab 1: “Soundscape Visualized” Critique by Prof and TA; Midterm Review
    Assignment DUE at beginning of lab: “Soundscape Visualized”
    Lab 2: Reintro to Camera and Camera Support: Moving Video and Moving Cameras
    Lecture: Classical Hollywood Narrative: Editing I (Continuity Editing)

10/ Week of Oct 26
    Lab 1: In-Class Exercise: “Ten Shots”
    Lab 2: In-Class Exercise: Continuity Shooting
    Lecture: Classical Hollywood Narrative: History and Editing

11/ Week of Nov 2
    Lab 1: Final Cut Pro: Editing and File Management
    Lab 2: In-Class Exercise: Continuity Editing
    Lecture: Lighting and Mise-en-scène I
    Assignment Given: “TV Loves CUs” Production

12/ Week of Nov 9
    Lab 1: Review Continuity Editing Exercise with Prof and TA
    Lab 2: VETERANS DAY HOLIDAY! NO LAB 2!
    Lecture: Lighting and Mise-en-scène II

13/ Week of Nov 16
    Lab 1: Lighting Workshop
    Assignment DUE: “TV Loves CUs” post on server by Tues, Nov 17 at Midnight
    Lab 2: Critique of “TV Loves CUs” by Prof and TA and peers
    Assignment Given: “Fable TV” Production
    Lecture: Production Paperwork (from Concept to Releases) and Production Roles

14/ Week of Nov 23
    Lab 1: Group Production Meeting for “Fable TV” Projects
    Paperwork DUE by the end of lab: Treatment for Final Field Project
    THANKSGIVING BREAK! NO LAB 2 OR LECTURE!

15/ Week of Nov 30
    Lab 2: Production Meetings with Prof and TA (Individually Scheduled, during lab times)
    Lab 2: In-Class Production Time
    Paperwork DUE by the beginning of lab: Script for your “FableTV” project
    Lecture: Classical Hollywood Narrative: Directing Camera and Actors

16/ Week of Dec 7
    Lab 1: In-class editing of “Fable TV” Projects; Camera Proficiency Tests
    Lab 2: Critiques of “Fable TV” Rough Cuts with Prof and TA
    Lecture: Post-Production; Your Place in Video History; Review for Final

17/Week of Nov 14  FINALS WEEK
    ➔ “FableTV” Final Edits DUE Date TBD
    ➔ FINAL EXAM AND SCREENING TBD  *You must be present the entire two hours*

Syllabus is subject to change . . .