RTD365B-001  Multi-Camera Production

FALL 2015  Lab: Comm1065 Studio A

<table>
<thead>
<tr>
<th>Faculty Instructor</th>
<th>Lecture</th>
<th>Office/Email</th>
<th>Office Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>R. Dennis Galloway</td>
<td>Tues. 10 AM-12:50 PM</td>
<td>Comm2217</td>
<td>Mon 11:30 AM-2:30 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Tues 1:00 PM-4:00 PM</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:dgalloway@siu.edu">dgalloway@siu.edu</a> or by appointment</td>
</tr>
</tbody>
</table>

Graduate Assistant

Jamie Sheffer  
jvsheffer89@siu.edu

The objective of this class is to provide an overview of studio based television techniques, along with some live remote techniques. Students will learn the basic principals of multiple production and technical positions that are used for a program produced for live & live-to-tape multi-camera production.

As a producer/director you will direct several graded and non-graded exercises. These exercises will provide you hands-on experience with each position assignment. Positions include:

- Producer
- Director
- Technical Director
- Assistant Director
- Stage Manager
- Audio Engineer
- Camera Operator

For exercises you will get a combination of grades: as a director/technical crew/talent. It is imperative that all crew members take each exercise seriously. Students will learn to work as a team to achieve the goal of producing a technically sound and esthetically pleasing program.

In addition to hands-on work, students will view and analyze a number of professional productions, with a focus on the production process.

Required Materials

1. Stopwatch (not a phone with a stopwatch feature)
2. Video Basics 6 (recommended but not required)
3. Knowledge of Desire to Learn
4. Note Taking Device—analog or digital

Grading

You will be graded at times individually and at times as a group. An example of Group Grading: teams will work together to produce and direct the Final project and everyone in the group will receive the same grade. You will also have homework assignments, short quizzes and individual performance assessments.
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. A notice must be followed by a written notice documenting the reason for absence (with proper signature/s).

Cell Phones

Phones must be in the Silent Mode during class.

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. Hands-on work with the studio equipment is not something you can replicate at home. Also, your classmates will depend upon your presence during production sessions.

You will be considered late or tardy if you arrive to the lab or lecture five minutes after the scheduled beginning of class.

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 on-line: [www.siuc.edu/~policies/policies/conduct.html](http://www.siuc.edu/~policies/policies/conduct.html)

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

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/August 25</td>
<td>Intro to the Course: Syllabus, D2L, and Tour of Studio A &amp; B/Control Rooms/Video Control/Prop</td>
</tr>
<tr>
<td></td>
<td>Introduction of camera controls and functions</td>
</tr>
<tr>
<td></td>
<td><strong>Assignment Given:</strong> Screen and review production of a Talk Show</td>
</tr>
</tbody>
</table>

2/ September 1
### Assignment DUE:
- Present Talk Show Homework
- Review of Studio positions
- Camera Blocking & Movement
- Switcher introduction
- Overview of working with Talent and the role of the Floor Director

### 3/ September 8
- Audio Overview and microphone placement
- Exercise: Directing a 3 Camera interview

### 4/ September 15
- Exercise: Directing a 3 Camera interview, continues
- **Assignment Given:** Game Show proposal

### 5/ September 22
- Assignment DUE: Game Show proposal presentation
- Graphics overview and Hands-On
- Video Control overview
- Camera & Switcher performance assessment

### 6/ September 29
- Screen “Directors in Action” videos
- Jib overview
- **MIDTERM PERFORMANCE ASSESSMENT**
  - Direct a scripted 2:30 segment (6 rotations)

### 7/ October 6
- **MIDTERM PERFORMANCE ASSESSMENT**
  - Direct a scripted 2:30 segment (9 rotations)

### 8/ October 13
- FALL BREAK, NO CLASS!

### 9/ October 20
- Screening of professional multi-camera productions
- Working with an IFB
- Graphics practice

### 10/ October 27
- Production Schedule review
- Technical Positions Quiz

### 11/ November 3
- Produce Mock demonstration presentation

### 12/ November 10
- Produce Mock demonstration presentation
- Preliminary Final Project group presentations

### 13/ November 17
- TBD

### 14/ November 24
- FINAL PROJECT REHEARSALS, Groups 1-3
  - Each group will get 40:00 of production time
15/ December 1
FINAL PROJECT REHEARSALS, Groups 4-5
Each group will get 40:00 of production time

16/ December 8
FINAL PROJECT Production Day (5-7:00 productions/30:00 of production time each)
Paperwork DUE at the beginning of class

17/ December 15 (Tuesday) FINALS WEEK
→ FINAL PROJECT SCREENING  Tuesday, December 15, 10:15 am-12:15 pm  *You must be
present the entire two hours*

Syllabus is subject to change . . .

Southern Illinois University
CARBONDALE
“We emphasize student achievement and success because achievement and success are essential if we are to shape future leaders and transform lives.”

IMPORTANT EMERGENCY PROCEDURES

Building Emergency Response Protocols for Syllabus:
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.
Syllabus Attachment

Fall 2015

IMPORTANT DATES *
Semester Class Begins ..............................................08/24/2015
Last day to add a class (without instructor permission): ..........08/30/2015
Last day to withdraw completely and receive a 100% refund: ......09/06/2015
Last day to drop a course using SalukiNet: ..........................11/01/2015
Last day to file diploma application (for name to appear in Commencement program):
......................................................................................09/18/2015
Final examinations: ...................................................12/14–12/18/2015

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

FALL SEMESTER HOLIDAYS
Labor Day Holiday 09/07/2015
Fall Break 10/10—10/13/2015
Veterans Day Holiday 11/11/2015

WITHDRAWAL POLICY – Undergraduate only
Students who officially register for a session may not withdraw merely by the stop-ping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

INCOMPLETE POLICY – Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student’s grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A, B, C, D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/pdf/ugradcatalog1314.pdf

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic sup-port services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://sr.siu.edu/student_conduct_code/

MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accounta-bility and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicares.siu.edu/index.html

EMERGENCY PROCEDURES
Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU Emergency Response Plan and Building Emergency Response Team (BERT) programs. Please reference the Building Emergency Response Protocols for Syllabus attachments on the following pages. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.

INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

**Tutoring**: http://tutoring.siu.edu/

**Math Labs** http://tutoring.siu.edu/math_tutoring/index.html

**WRITING CENTER**
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

**AFFIRMATIVE ACTION & EQUAL OPPORTUNITY**
Our office’s main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit:

http://diversity.siu.edu/

**Additional Resources Available:**

**SALUKINET**: https://salukinet.siu.edu/cp/home/displaylogin

**ADVISEMENT**: http://advisement.siu.edu/

**SIU ONLINE**: http://online.siu.edu/

--

http://pvcaa.siu.edu/