RTD 389-005  Sports Pre-Production

Fall 2015

Mondays 3 PM to 5 PM Room 9E

Instructor: R. Dennis Galloway
Office: 2217 Communications Building
Office Hours: Monday 11:30 AM-2:30 PM & Tuesday 1:00 PM-4:00 PM
   Also by Appointment
Email: dgalloway@siu.edu
Date Course Syllabus Prepared: August 23, 2015

Course Description: This course has two main objectives, 1st; to provide an overview of the processes; procedures & techniques necessary in the pre production phase of producing & directing live sports telecasts. Students will learn the basic principals interfacing with teams, players, media relations departments and rights holders to produce a quality telecast.

Students will view & analyze professional telecasts, breaking them down for content and presentation. Students will also create show formats, relevant content and camera placement for multiple sports telecasts.

Additionally, students will receive “on the job training” while operating various production positions on actual live volleyball and Men’s & Women’s basketball games, telecast on ESPN 3. Positions will include, but are not limited to; camera/audio/stage manager/video/replay/utility.

Grades will be based upon quizzes, class participation, homework and performance during the live telecasts.

Class Format: The course work will consist of lectures, class discussions, screenings and live telecasts.

Required Text: No textbook is required, but all students are required to wear a SIU-branded polo shirt and khaki pants during scheduled live telecasts.

Course Structure: The class will meet on Mondays in comm 9E to preview upcoming telecast assignments, review & critique previous telecasts, and break down production elements of professional telecasts. Students will be expected to participate in the classroom discussions.

Students will be expected to participate in a minimum of 10 of the ESPN 3 telecasts. If class or work schedules do not permit the full 10, there are Saluki Video Services productions that can be use to make up the total. Although ten are the minimum, students are encouraged to participate in as many as their schedule permits. The more you do the more your individual skills will increase.

Timeliness is critical. You cannot go on the air for a 7 PM telecast at 7:12 PM.
Evaluation: You will be graded on the following:

<table>
<thead>
<tr>
<th>Evaluation Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESPN 3 &amp; Venue production performance</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>10</td>
</tr>
<tr>
<td>Class participation</td>
<td>20</td>
</tr>
<tr>
<td>Final</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>110</td>
</tr>
</tbody>
</table>

Course goals and expected student learning outcomes:
- To learn the basics and become proficient in the techniques and production positions of a live sports telecast.
- To examine the what & why of elements of a pre-game show/game telecast/post-game show, and how to actually produce them.
- To examine the differences between the “announce team”, “production team” and “technical team” and how they ultimately work together on a broadcast.
- To learn what it takes to be a professional.

Schedule: The production schedule is subject to change & will be distributed in class. Due to some weeks with a potentially heavy schedule, the instructor reserves the right to cancel a Monday lecture meeting in deference to multiple games.

The Final Exam is scheduled for **Friday, December 18, 2015** from **2:45 PM to 4:45 PM** in COMM 9E.

Course Policies:
- Attendance is mandatory and will be taken daily. You are required to arrive on time. Arrival more than 5 minutes late will be counted as an absence for that day. Late arrivals will be marked as absent. If you leave early your name will be removed from the attendance sheet, unless you have arranged your early departure with me beforehand. Forging another student’s signature on the attendance sheet will result in penalties ranging from an F in the course to expulsion from the University. **Make certain that you sign the attendance sheet. It is too late to receive credit for attendance at anytime after a class session has begun.** More than two unexcused absences will result in a 10 per cent decrease of your final grade for each additional absence.

  Grades will be based on participation in class discussions, performance during live telecasts, in class assignments and a Final. **Note: Make up assignments will only be allowed if there are extenuating circumstances such as severe illness, death in family, and university recognized religious holidays.** You will be asked to provide documentation to explain such circumstances. Oversleeping, a dentist appointment, medical check-up, tickets to a concert, plane/train tickets home, etc. are not acceptable.

  **You will remain attentive** during lectures, class discussions, and screenings and refrain from talking or other disruptive behavior. I reserve the right to cancel your attendance for any day that you are talking in class or rude to our colleagues. Furthermore, although we often think of screenings as social events; you, however, will be working during
these screenings so please keep this in mind. Turn all mobile phones/pagers off before entering class. Finally, do not begin to pack your belongings before class has been dismissed, as this can also be disruptive.

**Academic dishonesty** (cheating) will not be tolerated under any circumstances. The College of Mass Communication and Media Arts strictly prohibit the use of someone else’s work. Do not copy another person’s work/quiz/paper/exam. Any student caught engaging in academic dishonesty is subject to penalties set forth by the College of Mass Communication and Media Arts in accordance with the student conduct code of Southern Illinois University-Carbondale.

**Students with disabilities:** Any student with a disability that prevents the full participation in the course should please contact me as soon as possible to discuss any accommodations necessary to enable you to fully participate in the course.

**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](http://www.bert.siu.edu), Department of Public Safety’s website [www.dps.siu.edu](http://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 se-mester 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

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://srr.siu.edu/student_conduct_code/

MOSS 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
ADVICEMENT: http://advisement.siu.edu/
SIU ONLINE: http://online.siu.edu/

http://pvcaa.siu.edu/