

RTD201 INTRODUCTION TO MEDIA PRODUCTION

Fall 2016 Lab: Comm1016 Lecture: Lawson221

Faculty Instructor	Lecture	Office/Email	Office Hours
Prof. H.D. Motyl	Fri 11A-1250P	Comm2222 hdmotyl@siu.edu	Mon 1P-4P Thu 1P-4P or by appt.

Graduate Lab Instructor	Sections	Email
Zach Risher	#1-MW 8-950A #3-MW 10A-1150P	zarisher@siu.edu
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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. Headphone
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 may be required for these, with instructions given at the time the extra credit is announced in class.
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

Course Assignments & Evaluation

Attendance (5 pts per class)	Possible 225 pts.
"What's the Story?" Analysis	25 pts.
"A Lesson Learned" Audio Interview	80 pts.
"Composition Deconstruction" Analysis	30 pts.
"Personal Soundscape"	50 pts.
"Soundscape Visualized"	50 pts.
Midterm	100 pts.
Continuity Shooting/Editing Exercise	40 pts.
"TV Loves CUs" Exercise	40 pts.
Field Camera Proficiency	10 pts.
Final Cut Pro Proficiency	10 pts.
"Fable TV" Final Field Project	100 pts.
<u>Final Exam</u>	<u>100 pts.</u>

860 Total points

A	774-860
B	688-773
C	602-687
D	516-601
F	000-515

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

MCMA Equipment Policy

RT, Cinema, and Photojournalism Equipment are in one checkout in Comm1010.

Monday through Thursday 7:30 a.m. to 7:30 p.m.

Friday 7:30 a.m. to 5 p.m.

The facility is closed daily from 12:30-1:30 p.m.

Later in the semester, there will also be weekend checkout.

Registration

To access the online checkout system, you must be logged in. Your TA and the Equipment Room Manager will explain how to register and use the Zeus reservation system. The attendants in the equipment room are always willing to help also.

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.

BERT Instructions to Instructors for Fall

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 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 during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to instructors in evacuating the building or sheltering within the facility.

BERT Building Evacuation Plans:

On the first day of class, in each classroom, instructors will find a map of the hallways and classrooms in their section of the building. There will be instructions for evacuations. Instructors need to acquaint themselves with each map and the instructions in the classrooms where they are teaching. In the event of an evacuation, instructors will take attendance at the beginning of class and after an evacuation. Instructors will report to the BERT Team member of their department that all students from their class and room number are accounted for or give the names of students that might still be in the building. The BERT Team member will then let the police know if anyone has not left the building.

Students With a Disability: Appoint strong/able students to help students with a disability in your assigned area to exits and to assist them up/down stairs and/or through doors. If the person is in a wheelchair on the second floor or in the basement, we have an evacuation med sled in the New Media Lab Center, Rm 9C, with Eric Rowan in the basement and we have another med sled on the second floor in the Communications Study office with Laura Sims, Rm 2008. The med sled has handles for four men where a person can lay on the mat, be strapped in and be carried up or down the stairs. If instructors are unable to get the student with a disability to these areas, have them sit in a lightweight chair and have two men carry them up/down the stairs on the chair. Both men carrying the chair will be facing forward. One man is to face forward going up/down the stairs, reach behind him and grab the legs of the front of the chair and one man is to stand behind the chair and hold the back of the chair. Tip the chair so the student with a disability is cradled in the chair and lift the chair and carry the student with a disability and the chair up or down the stairs. The student with a disability must abandon their wheelchair for their safety and for the safety of others. The chance of the power going out in an emergency would trap them in the elevator if they used it.

Fire:

Instructors will move the students to the North or South parking lots whichever is closer to their class room.

Fire Drill this Fall:

We will have a fire drill on **Tuesday, October 18th at 10:20 A.M.** Please do not schedule any tests or quizzes on that day at that time. We will be activating the fire alarm and the BERT Team will be evacuating the building. Instructors will be responsible for keeping an attendance record of their students. The students must stay with their instructors and assemble in the North or South parking lot depending on which parking lot is closest to their class. It will only take maybe 10 minutes to get everyone evacuated and all areas cleared and then released to go back to class. Instructors will need to keep their students together so they can go back to class after the drill.

Tornado:

Instructors will move their students to the basement and wait until the BERT members give the all clear to go upstairs. **Instructors will tell their students to be quiet** as the BERT members are listening to emergency instructions on handheld radios and cannot hear well in the basement.

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.

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' chairs 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.

Bomb Threat:

Class will be suspended to allow the police and bomb squad adequate time to search the building. **Instructors should tell their students to turn off their cell phones. The signal from the phone could set off a bomb.** Tell the students to collect all their belongings. Have them exit the building

and, if the instructor sees anything left behind, alert their BERT Team member for their department. Do not touch anything left behind.

Radiation Emergency:A radiation emergency could come about due to a complete meltdown of a nuclear reactor core to our west, a catastrophic leak of material from nuclear weapons manufacturing facilities to our south, or as a result of a nuclear weapon being detonated in or around St. Louis, MO, or along the Ohio River valley between Paducah KY and Evansville IN.

Regardless of the source of the radiation, what you need to do in response is the same:

- **Get inside, Stay inside and Stay tuned** - Close and lock all windows and doors. Go to the basement or the middle of the building. Radioactive material settles on the outside of buildings; stay as far away from the walls and roof of the building as you can. If possible, turn off fans, air conditioners, and forced-air heating units that bring air in from the outside. Close fireplace dampers.
- Bring pets inside with you, if you can. Bring in any supplies from outside that your pets might need **for at least 24 hours**.
- If you were outside when it started, carefully remove your outer layer of clothing before entering the building, if you can. Radioactive material can settle on your clothing and your body, like dust or mud. Once inside, wash the parts of your body that were uncovered when you were outside. Then put on clean clothing, if you can. This will help limit your radiation exposure and keep radioactive material from spreading.
- Cover your mouth and nose with a mask, cloth, or towel if you must be outside and cannot get inside immediately.
- Vehicles do not provide good protection from radioactive material.
- Schools, daycares, hospitals, nursing homes, and other places have emergency plans in place to keep people safe at the facility.
- Providing shelter to someone who was outside during a radiation emergency can save their life without endangering your own. They will have to remove outer layer of clothes before they enter the building and wash the parts of their body that were uncovered. Give them clean clothing or coverings that you have. This will help limit their radiation exposure and keep radioactive material from spreading.

Hazardous Materials:While there are many possible scenarios where hazardous materials spill, explode, are released into the air, and/or burn, a train derailment is the most likely cause of a serious incident. Regardless of how the incident begins, the following guidance should be followed.

Listen to local radio or television stations for detailed information and instructions. Follow the instructions carefully. You should stay away from the area to minimize the risk of contamination. Remember that some toxic chemicals are odorless.

- **If you are asked to evacuate**
 - Do so immediately.
 - Take pre-assembled disaster supplies.
 - Help your neighbors who may require special assistance--infants, elderly people and people with access and functional needs.
 - Follow evacuation routes, temporary shelters, and procedures.
 - Don't leave your pets. If you evacuate take them with you.
- **If you are caught outside**
 - Stay upstream, uphill, and upwind!

- Try to go at least one-half mile from the danger area.
- Move away from the accident scene and help keep others away.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- Try not to inhale gases, fumes and smoke. If possible, cover mouth with a cloth while leaving the area.
- Stay away from accident victims until the hazardous material has been identified.
- **If you are in a motor vehicle**
 - Stop and seek shelter in a permanent building.
 - If you must remain in your car
 - Keep car windows and vents closed
 - Shut off the air conditioner and heater.
- **If you are requested to stay indoors**
 - Bring pets inside.
 - Close and lock all exterior doors and windows.
 - Close vents, fireplace dampers, and as many interior doors as possible.
 - Turn off air conditioners and ventilation systems.
 - Seal gaps under doorways and windows with wet towels or plastic sheeting and duct tape.
 - Seal gaps around window and air conditioning units, bathroom and kitchen exhaust fans, and stove and dryer vents with duct tape and plastic sheeting, wax paper or aluminum wrap.
 - Use material to fill cracks and holes in the room, such as those around pipes.
 - If gas or vapors could have entered the building, take shallow breaths through a cloth or a towel. Avoid eating or drinking any food or water that may be contaminated.

Rave Mobile Safety Alert System:

We recommend that you sign up for the Rave Mobile Safety Alert System. It is a 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 for Rave Mobile Safety Alert System. Use Internet Explorer as your search engine as it is the most compatible for this. Go to the Human Resources website, click on HR Self Service, login to HRSS, click on SIUC Employee Online Services, click on Personal Information, fill out the information or update the information and save it. For more information, visit dps.siu.edu. If you do not get any emergency texts, contact SalukiTech at 453-5155 or salukitech@siu.edu and they will get you set up.

CPR/Defibrillator and First Aid Classes:

If you would like to be trained for CPR/Defibrillator and First Aid classes, contact LaVon Donley-Cornett, lavong@siu.edu or call 453-7473. There is a defibrillator hanging on the wall near the display case close to the Dean's Conference Room 1032. Please go by and look at it to make yourself aware of where it is. In the event of an emergency, either you or one of your students will need to know where this is to assist whoever may need your assistance with CPR. Take this training. Every second is precious in a life or death emergency.

Women's Self Defense Classes:

Women's Self Defense Classes are offered by the Department of SIU Public Safety. For more information contact Officer Mary Stark marys@dps.siu.edu.

Class Schedule

Week

Topics

1/Week of Aug 22

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 29

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 5

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 12

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 19

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 26

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 3

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 10

Lab 1: FALL BREAK! NO LAB 1!

Lab 2: Final Cut Pro: Video and Tricks

In Class Editing: “Soundscape Visualized”

Lecture: MIDTERM EXAM

9/Week of Oct 17

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 24

Lab 1: In-Class Exercise: “Ten Shots”

Lab 2: In-Class Exercise: Continuity Shooting

Lecture: Classical Hollywood Narrative: History and Editing

11/ Week of Oct 31

Lab 1: Final Cut Pro: Editing and File Management

Lab 2: In-Class Exercise: Continuity Editing

Lecture: Lighting and Mise-en-scene I

Assignment Given: “TV Loves CUs” Production

12/ Week of Nov 7

Lab 1: Review Continuity Editing Exercise with Prof and TA

Lab 2: **VETERANS DAY HOLIDAY! NO LAB 2!**

Lecture: Lighting and Mise-en-scene II

13/ Week of Nov 14

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 21

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 28

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 5

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 Dec 12 **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 . . .