

San Bernardino Valley College
Curriculum Approved: February 24, 2003
Last Updated: February 2003

I. CATALOG DESCRIPTION:

A. Department Information:

Division:	Humanities
Department:	Radio/Television/Film
Course ID:	RTVF 130
Course Title:	Introduction to Studio Production
Units:	3
Lecture:	1 Hour
Laboratory:	6 Hours
Prerequisite:	None

B. Course and Schedule Description: This introductory course covers the organization of the television studio, control room, production language, and studio personnel. Includes sound recording and mixing concepts, shooting composition and aesthetics principles. Students produce and direct television productions. Topics include: camera operation, studio lighting techniques, the use of microphones and audio techniques, basic television graphics, and an introduction to the video switcher.

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:

- A. Learn and utilize basic production language
- B. Learn and demonstrate the function and basic operation of studio and control room equipment:
 - 1. The television system
 - 2. Camera operation/framing/use of lenses
 - 3. Lighting
 - 4. Audio
 - 5. Television graphics
 - 6. The video switcher
- C. Demonstrate basic television production by:
 - 1. Demonstrating proper use of wide, normal and narrow angle lenses
 - 2. Writing basic scripts
 - 3. Creating simple set design/lighting charts
 - 4. Lighting a 2 person interview set
 - 5. Producing or directing a simple script
- D. Develop the student's creative use of the medium through hands on productions
- E. Encourage professional conduct in the work environment by expecting:
 - 1. Prompt attendance
 - 2. Teamwork
 - 3. Leadership skills when producing or directing
- F. Perform the following production jobs:
 - 1. Floor manager, camera operator
 - 2. Talent, prompter operator
 - 3. Audio operator, technical director
 - 4. Lighting director, set director
 - 5. Producer, director
 - 6. Assistant director, production assistant
 - 7. Character generator operator

IV. COURSE CONTENT:

- A. Name, define, and perform the functions of the various production personnel
- B. Write a short script with correct director's cues

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- C. Light a 2-person interview set
- D. Draw a set design and lighting chart for a 2-person interview
- E. Properly use several types of microphones
- F. Operate the audio board at least level A: (see attached)
- G. Create a television graphic on the character generator and on a camera card
- H. Operate the video switcher at least level A (see attached)
- I. Operate the studio cameras at least level B
- J. CAMERA/LEVEL A:
 - 1. Move the camera into position using proper techniques
 - 2. Properly operate the tilt and pan PERMANENT and TEMPORARY 3. LOCKS and adjust the tilt and pan frictions
 - 3. Operate the zoom and focus controls
 - 4. Put the camera away using proper techniques, and coil the cable
 - 5. Know which knobs/controls NEVER to touch on the camera/pedestal/viewfinder
- K. CAMERA LEVEL B:
 - 1. Set the proper focus for a shot
 - 2. Zoom the camera in/out (off-line) for proper framing
 - 3. Pan and/or tilt the camera ON-LINE, to adjust framing
 - 4. Properly frame a shot, including:
 - a) Close up
 - b) Two shot
 - c) Three shot
 - d) Wide shot
 - 5. Adjust headroom
 - 6. Make the following adjustments on the camera:
 - a) Turn focus indicator on/off
 - b) Turn safe zone and center cross on/off
 - c) Change viewfinder position
 - d) Adjust brightness, aperture, and contrast of viewfinder
 - e) Change handle bar positions for operator comfort
 - 7. Turn mic headset on/off, and adjust the volumes for both channels
 - 8. Read and interpret zoom indicator
 - 9. Set zoom parameters for telephoto/wide & turn extender on/off
- L. AUDIO/LEVEL A:
 - 1. Plug a microphone into the proper mic channel and identify the corresponding module on the audio board
 - 2. Turn on the module corresponding to the mic plugged in. If more than one talent, operator can identify which mic/module corresponds to each talent
 - 3. Set the proper level for the microphone by turning on the module, setting the fader bar to ten, making sure the master faders are up full, and adjusting the level properly on the gain trim
 - 4. Monitor the mic levels during production so levels are never "over modulated" or "in the mud"
 - 5. Turn TONE and off, and set the tone level at 0 Db
- M. SWITCHER/LEVEL A:
 - 1. Properly fade in and fade out on the program bus on command
 - 2. Preset the proper video source on program before fading in
 - 3. Perform takes on the program bus

V. METHODS OF INSTRUCTION:

- A. Lecture is combined with discussion/debate on the relevant points in each subject area.
- B. Additional content may be provided through field trips, guest speakers, and multimedia presentations
- C. Multimedia, including video and audio tapes, computer demonstrations and field trips may be used

to enhance the classroom experience.

- D. Students are encouraged to study outside resources to bring current events into the discussions
- E. Every class consists of extensive hands-on instruction on the various pieces of studio equipment. Students are required to write, produce, direct, and/or serve as crew (e.g., camera operator, technical director, talent) for a variety of studio productions.
- F. Explanations and sample handouts are given for all paperwork needed to complete projects.
- G. Demonstrations are given on all pieces of equipment, and then students are rotated, to ensure all students are given ample opportunity to learn the various pieces of equipment.

VI. TYPICAL ASSIGNMENTS:

- A. Write and direct a basic, one-person script.
- B. Write and direct a two-person interview script.
- C. Work as a team member to produce a demonstration tape (e.g., how to fill out an application form). (Team members serve as Technical Director, Audio person, Lighting Director, Lighting Assistant, Camera Operator, Floor Manager, Talent, etc.)
- D. Work as a team member to produce a 30 public service announcement.
- E. Work as a team member to produce a five to eight minute creative video (e.g., lip sync music video, dramatic work, etc.).
- F. Readings in text and current journals.
- G. Create a set design/lighting chart then place the set pieces in the studio and correctly light them.

VII. EVALUATION(S):

The instructor will select five or more of the following:

- A. Methods of Evaluation
 - 1. Performance on written examinations
 - 2. Tests or quizzes
 - 3. Written examinations covering content may be administered which may include, but are not limited to essay, multiple choice, fill in the blank, and matching questions
 - 4. Class discussion
 - 5. Class presentations
 - 6. Written assignments
 - 7. Technical skills in basic operation of studio equipment (see skills under sample course content)
 - 8. Ability to function as a team member on studio productions
 - 9. Written assignments including proposals, scripts, set design and lighting charts
 - 10. Willingness to take on new tasks and new equipment
- B. Typical Examination Questions
 - 1. List three jobs for studio personnel and describe their key responsibilities.
 - 2. List three jobs for control room personnel and describe their key responsibilities.
 - 3. What are the three most common types of studio microphones, and what are their characteristics?
 - 4. Draw and correctly label a three-person interview set design/lighting chart.
- C. Frequency
 - 1. Written examinations, tests, or quizzes will be given throughout the semester at the discretion of the instructor. At least one examination will be given during the semester. Students will be required to turn in written assignments at least twice a semester, more at the discretion of the instructor. Laboratory projects will be assigned on a weekly basis and students will be evaluated at least five times over the course of the semester on their technical skills and production capability.

VIII. TYPICAL TEXT(S):

Television Production Handbook by Zettl, Herbert. 7th ed. Published by Wadsworth Pub Co ISBN:

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0534559891, August 2000.

Video Basics by Zettl, Herbert. 3rd ed. Published by Wadsworth Pub Co ISBN: 0534526241, 2000.

Video Production: Disciplines and Techniques by Thomas D. Burrows, James C. Foust 8th edition
(McGraw-Hill) McGraw Hill College Div; ISBN: 0072314524
(2000).

IX. OTHER SUPPLIES REQUIRED OF STUDENTS: None