This course syllabus is intended as a set of guidelines for RTVB 2437. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:

Andy Chiles
achiles@dcccd.edu
972-273-3571
Office-G-336
MW 12:30 – 2:00 PM
Tuesday 1:00 PM – 2:00 PM
Thursday 2:00 PM – 3:00 PM

Course Information

Course title: Television Workshop I
Course number: RTVB 2437
Section number: 73202
Credit hours: 4
Class meeting time: F 10:00 AM – 5:20 PM

Course description: Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions.

Course prerequisites: RTVB 1305, RTVB 1425, RTVB 1421, RTVB 2430, RTVB 1409 (or concurrent enrollment), and RTVB 1371 (or concurrent enrollment).
Recommended Textbooks and Materials

Whittaker, Ron. www.cybercollege.com Internet service is available in the Student Resource Center (L240), the NLC Library and at other locations on campus.


Course Objectives

On successful completion of this course, the student will be able to produce high-quality video productions meeting specific criteria and deadlines.

Specific Student Learning Outcomes

All students at the RTVB 2437 course level will design, at a 70% level of achievement/proficiency on a course assignment, a production schedule including resource and personnel management.

All students at the RTVB 2437 course level will produce, at a 70% level of achievement/proficiency on a Course Assignment, video content suitable for broadcast and emerging technologies.

All students at the RTVB 2437 course level will demonstrate at a 70% level of achievement/proficiency on a course assignment, knowledge of media aesthetics and apply this knowledge in practical projects.

All students at the RTVB 2437 course level will calculate, at a 70% level of achievement/proficiency on a course assignment, budget requirements for video productions.

All students at the RTVB 2437 course level will demonstrate, at a 70% level of achievement/proficiency on a course assignment, knowledge of media program evaluation.

Produce and direct a short documentary or news feature

Operate studio and location video equipment

Course Calendar
Means of Assessment of Course Learning Outcomes

Learning outcomes will be assessed by project critiques.

Evaluation Procedures

25% Daily Grades (attendance, assignments, quizzes, participation, attitude, extra credit)
75% Lab Productions

Exams and Assignments

No written exam
Production assignments
Crew assignments on location and studio shoots

Grading Scale

Students will receive numerical grades for all assignments, labs, tests and quizzes based on the following scale:

\[
\begin{align*}
A &= 90 - 100 \\
B &= 80 - 89 \\
C &= 70 - 79 \\
D &= 60 - 69 \\
F &= \text{below } 60
\end{align*}
\]

Discipline/ Course/ Department/Policies

Late Paper /Assignment Policy: The Video Technology department enforces a zero tolerance late policy. Assignments and projects handed in after the deadline will not be accepted.

Student Responsibilities: Students are expected to attend all class meetings unless excused by the instructor by prior permission. Students will be responsible for all material missed due to absences and should obtain information from other students. Students missing labs will have one week to make up the lab or receive a zero. 10 points will be deducted from the attendance grade for each absence; 5 points for each tardy.

Exams must be taken on the date and time scheduled. No one will be admitted to class after an exam or quiz is distributed. Make-up exams may be given provided the student is absent due to certifiable medical or extreme personal need. The instructor must be notified prior to the administration of the exam. Quizzes will not always be announced in advance, but will occur in
tandem with assigned reading and/or lecture content. A missed quiz must be made-up before the next class meeting.

Classroom Etiquette: Turn your cell phone off in class.
No food or drinks allowed in the studio or control room
Laptops may be used for note taking and research (not for game playing during lecture!)
Please help keep the studio facility clean
Please respect the rights of others

ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu,
8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student's test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) "Plagiarism" means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one's written
work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.

http://www.northlakecollege.edu/resources/disability.html

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

ADMINISTRATIVE WITHDRAWAL
Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or
courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**
If you are unable to complete this course, you must officially withdraw by: **Thursday, April 16, 2015.** Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: [http://www.DCCCD.edu/thirdcourseattempt](http://www.DCCCD.edu/thirdcourseattempt).

**STOP BEFORE YOU DROP**
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops).

**FINANCIAL AID STATEMENT**
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. **Students who fail to attend or participate are also subject to this policy.**

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**COUNSELING SERVICES (A311)**
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify,
understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311. For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
  - Type “Owl” in the search field and click “Go.”
  - Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
  - Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

TESTING CENTER (A 425)
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Tuesday, November 4, 2014</td>
<td>Schedule becomes “viewable” on web</td>
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<tr>
<td>Tuesday, November 18, 2014</td>
<td>Priority Registration Begins</td>
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<tr>
<td>Monday, November 24, 2014</td>
<td>Regular Registration Begins</td>
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<tr>
<td>Wednesday, January 14, 2015</td>
<td>Registration Ends</td>
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<tr>
<td>Tuesday, January 20, 2015</td>
<td>Semester Begins</td>
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<tr>
<td>Monday, February 2, 2015</td>
<td>Certification / Lock Date</td>
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<tr>
<td>Thursday, February 19, 2015</td>
<td>District-wide Staff Development, NO CLASSES</td>
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<tr>
<td>Friday, February 20, 2015</td>
<td>District-wide Day-of-Service, NO CLASSES</td>
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<td>BEFORE 5:00pm</td>
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<tr>
<td>Monday, March 9, 2015</td>
<td>Spring Break Begins, NO CLASSES</td>
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<tr>
<td>Monday, March 16, 2015</td>
<td>Classes Resume</td>
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<tr>
<td>Friday, April 3, 2015</td>
<td>Spring Holiday, NO CLASSES</td>
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<tr>
<td>Thursday, April 16, 2015</td>
<td>Last Day to Withdraw with “W”</td>
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<tr>
<td>Monday, May 11, 2015</td>
<td>Finals Week begins</td>
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<tr>
<td>Thursday, May 14, 2015</td>
<td>Spring Semester Ends</td>
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<td>Week</td>
<td>Topic/Lab</td>
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<tr>
<td>1 - 22</td>
<td>Introduction to Course</td>
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<td>1 - 29</td>
<td>Production of Episodic TV Dramas</td>
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<td>Film: “Anatomy of a Homicide”</td>
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<tr>
<td>2 - 5</td>
<td>Budgeting for Production</td>
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<td>2 - 12</td>
<td>Documentary Filmmaking</td>
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<td>Film: “Return to Giant” or “Border Bandits”</td>
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<td>2 - 19</td>
<td>Documentary Filmmaking</td>
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<td>Film: “Hands on a Hard Body”</td>
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<td>2 - 26</td>
<td>Documentary Filmmaking</td>
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<td>Film: “Gimme Shelter”</td>
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<td>3 - 5</td>
<td>Project Critiques - <strong>Attendance Mandatory</strong></td>
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<td>3 - 19</td>
<td>Short Film Production</td>
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<td>Film: “Living in Oblivion”</td>
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<td>3 - 26</td>
<td>Preproduction - Script Breakdown</td>
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<td>Production Budgets</td>
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<td>4 - 2</td>
<td>Casting for Project #2 Short Film</td>
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<td>4 - 9</td>
<td>Lab – Production of Short Film</td>
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<tr>
<td>4 - 16</td>
<td>Lab - Production of Short Film</td>
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<td>4 - 23</td>
<td>Lab – Postproduction Editing of Film</td>
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<td>4 - 30</td>
<td>Lab – Postproduction Sound Design/Color Correction</td>
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<tr>
<td>5 - 7</td>
<td>Project Critiques - <strong>Attendance Mandatory</strong></td>
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