

# Com 263 Advanced Television Production and Reporting

**Lecture: Monday/ Wednesday 2:00 to 2:50 pm in FEL 280**

**Lab: By Arrangement**

**Instructor/Production Coordinator: Bob Carroll**

[rcarro3@ilstu.edu](mailto:rcarro3@ilstu.edu)

Fell 024

Office: (309) 438-7780

Cell: (309) 242-6719

**News Director: Jim Gee**

[jpgee@ilstu.edu](mailto:jpgee@ilstu.edu)

Fell 025C

Office: (309) 438-5484

Cell: (217) 369-8755

**News Room:** (309) 438-5481

**Control Room:** (309) 438-7930

## REQUIRED MATERIALS, TECHNOLOGY AND RESOURCES

For this course, you will need:

- Clothes appropriate to working in a professional news environment. See the TV-10 Welcome Guide and speak with Bob for details.
- A valid driver's license for either driving your own vehicle or using the TV-10 vehicle to cover stories.
- A valid ISU email address ("@ilstu.edu") which you will check daily. If you have not done so, please consider adding your University email account to your smartphone. It is easy; I am happy to walk you through the process.
- A means to backup your final stories (e.g., USB drive, Microsoft OneDrive, Google Drive, etc.)
- Access to the Microsoft 365 software suite available to all students for free at [Office365.IllinoisState.edu](http://Office365.IllinoisState.edu). We may use OneDrive to share large media files. The newsroom will also make use of Microsoft Teams. See this helpdesk article for assistance using Microsoft 365.

## OFFICE HOURS

Monday/Thursday 10:00am-11:00am. Other times are available by appointment. Bob can usually be found in the newsroom, Post Production Room, studio, or his office every morning until the noon newscast.

## COURSE OBJECTIVES

Com 263 will build on television production skills learned in COM 163 and COM 167.

- Students will primarily work as news/sports multi media journalists (MMJs) for TV-10 News as they focus on shooting, editing, and story telling for local television news.
- Students will be expected to go out alone and gather interviews, and will be required to write and voice news stories.

- Students will demonstrate ability to write professionally.
- Students will be able to operate studio and control room positions for live television production—including cameras, video playback, floor director, character generator, audio board and production switcher.
- Students will demonstrate a substantial increase in general knowledge of Mass Media.
- Students will demonstrate evidence of professional competence in sequence-specific technical skills.

## TRAINING

- The first week of the course will be devoted to orientation and training:
  - Students are required to review TV-10 Policies under Syllabus on Canvas.
  - Newsroom Policies, File Management, Audio Capturing, Voice Tracking
  - Equipment Check-out, Shooting B-roll, Shooting Interviews, Shooting Stand-ups
  - Final Cut Pro X Editing, Inception Scripting and Story Planning.
- The second week will consist of hands-on training. You will go out in the field with supervision and shoot a news story, including b-roll, interviews and a standup. Then you will write and edit the story.
- The third week will begin practice newscasts and begin shooting stories on your own.

## LECTURES

- Lectures will be every Monday and Wednesday, and will vary as to the needs of the class. Much of the instruction is hands-on and specific to each assignment.
- Some material will be covered in a more traditional lecture/presentation format.
- Multiple examples, from professionals and past students, will be shown and discussed.
- Class meetings will also be used to watch and critique students' work.
- Attendance is expected at all lectures. 100 points can be earned for attending all lectures.

## NEWSCASTS

- Students will work two studio shifts per week, depending on schedule availability.

## MMJ SHIFTS

- In addition to one lecture each week, students are required to work two MMJ (Multi-Media Journalist) shifts each week.
- During the shift, you will shoot and edit news and sports stories in and around Bloomington/Normal.
- Shifts will be scheduled with the student, and may be in the morning, afternoon, or evening.

## RESPONSIBILITIES IN THE FIELD

- Students are responsible for gear they take out. All gear must be signed in and out by the student. Be sure to shut the camera room door when you are done checking out.
- If you are on a shoot and have a question about how best to shoot it, or have a problem with your equipment, call Bob. If there is a question about your story/event, call Jim. If you can't reach Bob or Jim call the Newsroom.

## COURSE POLICIES

- Alcohol or drug use during a news shift is not permitted. This includes residual effects. Do not drink for at least 8 hours before your shift.
- Dress neatly and appropriately when working an MMJ shift (business casual or shirt and tie.)
- SD Cards will be formatted at the beginning of each shift. You are responsible for your card. Bring it to every shift, and do not lose it.
- Headphones will be required for all shoots and are recommended for editing.

## UNEXCUSED ABSENCES

- Much of this course relies on teamwork. During live newscasts and photog/MMJ shifts, other people are affected if you don't show up.
- Absence from newscasts and photog/MMJ shifts without notice will be considered unexcused.
- More than 10 minutes late for a shift without communicating will also be considered unexcused absence.
- **Unexcused absences cannot be made up, and will drastically affect your total grade.**

## EXCUSED ABSENCES

- Some absences can be considered excused with advanced notice. This might include athletic activities, military duty or a major life event (like a wedding.) These will be determined on a case-by-case basis—but must be scheduled in advance.
- If you have to miss class due to an extended illness (3 or more consecutive class days), communicable disease or a bereavement, the Dean of Students Office can help. It's located in Room 387, Student Services Building.
- For the absence to be excused due to illness or bereavement, the student must provide appropriate documentation to the Dean of Students Office.
- **Photog/MMJ shifts missed due to excused absence, illness or bereavement must be made up within a reasonable period.**

## ACADEMIC INTEGRITY

- You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism. In certain circumstances, I may be required to refer violations to the Office of Student Conduct and Conflict Resolution.
- In the case of video, the citation will be a courtesy graphic displayed on screen.

## EVALUATION AND PROJECTS

- All stories must be edited by the Photog/MMJ before leaving their shift.
- Photogs/MMJs are not to leave before the end of their shift without approval. If you finish your story early, I'll want to double check it for errors before you leave.
- It is understood that not every story you shoot during the course of the semester will be perfect. Timing and conditions of certain stories would make it impossible.
- Because of this, you will be evaluated on three of your general assignment stories during the course of the semester.

- You will choose your best story since the last grading period.
- Use the story rubric to make decisions on your story choice.
- The goal is that every story will be an improvement over the last.
- Story Assignments will be handed in to Bob's Dropbox on the NEWS drive.
- You will be required to compile a collection of every story you create over the course of the semester. These stories will be copied from the archive folder on the News drive to your personal work folder. You will be graded on the quantity of work in your folder at the end of the semester. There should be two stories for each week, excluding the first week of training.
- You will be expected to critique your own work, as well as the work of other students. At intervals during the semester, you will be required to turn in the best sample of your work to date for grading. This should hopefully help in the story selection.
- There will be two major projects for the semester. The first project will be a photo-essay. Each MMJ will shoot and edit a photo essay to be aired on TV10 News. The story will be edited on Final Cut Pro, and should run approximately two minutes. Subject matter must be approved by the instructor. MMJs must export the story to an h.264/AAC file and copy to Bob's Dropbox. Late Projects will receive a 10% deduction the first day. The second day will be a 50% deduction. No projects will be accepted more than two days late. The second project will be a web-based portfolio. It will include a resume, and samples of your work.
- Ask questions... individual instruction and assistance will be given to any student that asks. I will be happy to look at anything shot or edited and give feedback.
- There may be quizzes during the course of the semester.

## **NOTES FOR CURRENT MASS MEDIA, JOURNALISM and SPORTS COM MAJORS**

Portfolio Artifacts--One of the culminating experiences of a mass media degree is the completion of COM 396 Mass Media Capstone, a course that includes the preparation of a personal portfolio to organize and showcase your abilities. I encourage you to retain items from this class, whether produced independently or in groups, for inclusion as portfolio artifacts. Beyond the Capstone class, your portfolio may also prove a valuable tool as you seek entry into a graduate program or employment in your areas of specialization.

## **GRADING**

Lecture Attendance	100
Control Room Performance	100
Story Critique	10
Graded News Story 1	100
Graded News Story 2	100
Graded News Story 3	100
Big Story Pitch	10
Big Story Draft 1	50
Big Story Final	300

Final Portfolio	100
Archived Stories	100
<b>Total</b>	<b>1070</b>

Unexcused absences from photog shifts and newscasts will subtract from the total grade as follows:

1st unexcused absence = verbal warning

2nd unexcused absence = drop one letter grade

3rd unexcused absence = drop another letter grade

4th unexcused absence = fail the course

Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at [StudentAccess.IllinoisState.edu](http://StudentAccess.IllinoisState.edu).