

COM 163

INTRO TO TELEVISION PRODUCTION

2026 FALL

Lecture: T 9:35 to 10:50 pm

Lab (Section 2): T 2:00 to 3:15 pm

Lab (Section 3): Th 2:00 to 3:15 pm

Instructor

Bob Carroll: rcarro3@ilstu.edu

Office: Fell 024 Phone: 438-7780 Mobile: 309-242-6719

Office Hours: Monday 10:00 am-11:00 am, Thursday 12:30 pm-1:30 pm. I am available other times by appointment. I can usually be found in the newsroom, the studio, or my office.

Course Overview

Intro to Television Production will teach students the process of TV and video production, as well as the skills needed to evaluate television programming with a critical eye. This is a hands-on course that requires participation from all students. The basics of television aesthetics will be stressed along with the fundamentals of shooting, editing, lighting, audio, storytelling, and control-room operations.

Weekly Contact Hours:

1 hour 15 minutes lecture, 1 hour 15 minutes lab, 1.5 hours newscast experience

Communication

It is a requirement to check your ISU email every day. I will send out important information and instructions as they become available. Feel free to email me about anything. Due to the nature of newscasts and technical equipment, it is also likely that we may need to communicate by text or phone. My mobile is usually the best way to contact me with equipment problems or if you need to miss a newscast. The number is (309) 242-6719. I will also collect your phone number in case we need to contact you about a news shift.

Course Objectives

On successful completion of this course, students will be able to:

- Write a 2-column AV Script
- Define video production terms
- Demonstrate an understanding of studio and field television production techniques
- Demonstrate and use lighting principles with knowledge of technical and non-technical objectives
- Demonstrate an ability to critique television production
- Operate studio and control room audio and video equipment
- Demonstrate an understanding of multi-camera studio directing
- Perform all duties of individual video production crew member positions
- Operate field video equipment
- Compose a well-balanced shot with proper exposure, white balance and focus
- Operate field audio equipment with proper mic placement and good levels
- Properly care for professional audio and video equipment, including cables
- Shoot a visual sequence with multiple camera angles without breaking the 180° axis
- Edit a visual sequence without jump cuts, flash frames or black holes
- Produce short form non-studio video production projects
- Demonstrate an understanding of digital filing systems in a shared work environment

Course Requirements/Assignments

Newscasts

Students are REQUIRED to participate in two newscasts each week at TV-10. Weekly shifts will be assigned at the beginning of the semester.

Lighting Project

Students will work with the entire lab group to produce a short sequence using all the skills learned throughout the course. Select projects may be submitted for entry in film festivals.

Final Project

Students will work in small groups to produce a 30 second Public Service Announcement that will be aired during future TV10 News programs. Over the course of the semester, groups will be responsible for turning in a Treatment, Script, Storyboard, Site Inspection, and Critique in conjunction with the final edited PSA. Select projects may be submitted for awards with the Illinois Broadcasters Association or the Illinois News Broadcasters Association.

Course Rules

Equipment

- An important element of this course is to learn the proper use and care of equipment. The equipment you will use during this semester is very expensive. It is a privilege to use this equipment, so treat it with care and respect, and follow all instructor rules. Irresponsible use of equipment will negatively affect your grade.

Lecture

The atmosphere in lecture is pretty relaxed, but there are some rules:

- Come prepared to learn. Take notes. I strongly suggest writing notes on paper rather than typing. It really does help to remember things.
- Stay off the Internet, unless I tell you to go to a specific site. You miss most of the class, and it is distracting to the people around you. If I catch you checking Facebook, ESPN, etc., I will have you shut down your device for the rest of class.
- All written assignments to be handed in must be typed. Some will be submitted electronically.

Rules for Lab

- Labs will frequently involve outdoor shoots. Dress for the weather.
- Be respectful. This means respect for the instructor, your lab group, other lab groups and the equipment.
- Everyone must take turns with the cameras and editing. Do not sit back and let someone more experienced do the work. No one should leave this class and be unsure about operating a professional camera.

Rules for Newscast

- Call time is 15 minutes before the start of the show (11:45 if the show starts at noon), You are expected to be here at call time unless you have talked to me about an exception. You must stay until the equipment is put away after the show.
- Turn your phone off as soon as you enter the control room.
- Clean-up will include microphones laid in the correct position, headsets laid in the right place and cameras put away as instructed. I will instruct the proper way to put away microphones, headsets and cameras during the first lab. Work together as a team.

Attendance

Lecture

You are old enough to make your own choices about coming to class. Very clearly, students do better when they attend class.

In this class, there is no text book and no real readings—so it will be very difficult to learn the required material if you aren't here.

I very strongly encourage participation in this class. If you are engaged and asking or answering questions you'll learn much more.

There will occasionally be a quiz during lecture period—and you can't make up quizzes.

Lab

Attendance for lab is very important. You need to let me know in advance if you can't make it. Your lab group depends on you. Don't let them down. There will be participation points in lab, so be prepared to offer opinions and answer questions. Wednesday lab will start late. I will be at the 12:30 show, along with several students until 1:00. Plan to start by 1:05. Tuesday lab will start on time. If you are late for lab, you are absent. It is disruptive to the students who show up on time when you wander in late.

Newscast

If you miss a newscast (or are late) and I don't know about it before 11:30, it will be considered an unexcused absence. I don't typically check email between 8:00 am and 1:00 pm. This means it is not OK to email me the morning of an absence. If you text me and don't get a reply, that means I didn't get the text. If you do not talk to me or get written confirmation of a message, it means I didn't get the message. My phone number is 309-242-6719. If you cannot reach me directly, call the newsroom at 309-438-5481.

Unexcused Absence Policy

- Two absences = drop one letter grade
- Three absences = drop two letter grades
- Four absences = drop three letter grades
- Five absences = automatic failure of class

Grading

Quizzes (up to ten quizzes @ 10 pts. each)	100 points
Class/Lab Participation (questions, answers, critiques, etc.)	100 points
Lighting Project	100 points
PSA Proposal	20 points
PSA Script	20 points
PSA Site Inspection	20 points
PSA Final Project	100 points
Final Exam	100 points
Total	560 points

Missed Quizzes

Quizzes may not be made up except for documented medical emergency.

Tentative Class Schedule:

Please note that this is a tentative schedule. The instructor will adjust the class schedule as necessary.

Week	Lecture	Lab	Assign	Due
8/18	Introduction / Camera Operation	Camera Operator/Floor Director		
8/25	Shot Composition	Camera/Floor Director practice		
9/1	Field Camera Functions	Shot Composition/JVC Camera		
9/8	Production Process, Treatment, Sequencing	Sequencing	Production Request	
9/15	Editing	Edit Sequences		
9/22	Introduction to Audio	Audio Lab – Shoot and edit audio sequence		Production Request
9/29	Scripting & Storyboarding / Lighting	Lighting Demonstration Lab	PSA Sript and Storyboard	
10/6	Lighting (part II)	Lighting Project Lab: Light and shoot the sequence	Site Inspection	PSA Script and Storyboard
10/13	Editing 2: TV-10 Editing Instructions/ Audio 2	Editing lab - A-Roll, B-Roll and Music Lighting Sequence	Camera Sign-up	Site Inspection
10/20	Color Grading	Audio SFX Edit and Color Grade Lighting Sequence Lab		
10/27	Graphics	CG Practice/Credits for Lighting Lab		
11/3	Video Recording COMPRESSION/Format	Begin PSA Editing Lab		Shooting completed by Monday
11/10	Production Environment/ Studio	PSA Edit Color Correction/ Audio Sweetening Lab		Final Projects due Friday
11/17	News/Sports Photography	PSA Final Graphic and touch-up Lab		
11/24	Thanksgiving Week			
12/1	Critique PSAs, Review for Final Exam	ENG Camera Lab		
12/9	Final Exam (100 pts.) 12:10 to 2:10pm			

Notes for current or future Mass Media 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.

University Policies

Special Needs

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.

Mental Health Resources

Life at college can get very complicated. According to recent research, nearly 40% of college students are at-risk for developing generalized anxiety disorder and are less likely to seek help for it compared to other mental health issues. Students also sometimes feel overwhelmed, lost, experience depression, and struggle with relationship difficulties or diminished self-esteem. However, many of these issues can be effectively addressed with a little help. Student Counseling Services (SCS) helps students cope with difficult emotions and life stressors. Student Counseling Services is staffed by experienced, professional psychologists and counselors, who are attuned to the needs of college students. The services are FREE and completely confidential. Find out more at Counseling.IllinoisState.edu or by calling (309) 438-3655.

Illinois State University Bereavement Policy

If a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below. Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work. Details can be found at the following website: <http://policy.illinoisstate.edu/students/2-1-27.shtml>