

# Journalism 210

## Basic Video Production

Fall 2018

Mondays & Wednesdays (2-2:50 p.m.) DHDC 2092

### Instructor

Cal Butcher

Director, Media Crossroads

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Office hours: by appointment, but I am available in Media Crossroads most days.

### Course overview

This course instructs and prepares students to work with multiple media – studio and live production. This is a lab-intensive course designed with live newsroom and live in-the-field productions. Students will have the opportunity to learn behind the scene skills; studio and live camera, floor directing, lighting, audio, basic editing and field producing skills in production of newscasts and other reports. Advanced students will have the opportunity to learn how to use the TriCaster.

### Course goals

- Develop basic understanding and skills in television production
- Operate television production equipment in the studio and in the field
- Receive experience in developing live and taped programming for KUJH-TV and Media Crossroads
- Understand the professional standard in television news
- Become involved in student media

### After successfully completing this course you will be able to:

- Assist in producing live & taped programs for KUJH-TV & Media Crossroads
- Floor direct, operate a camera, understand lighting and audio
- Receive basic training in being an anchor
- Write and edit broadcast scripts
- Use Final Cut Pro or Adobe Premiere to edit original and existing video
- Initiate and develop video projects for KUJH-TV and Media Crossroads

### The work

During normal meeting times, we will learn production elements that will enhance students' skill-sets. Weekly topics are included below under the "Schedule."

Students will work the equivalent of (2) shifts a week outside of normal meeting times in the following productions: Media Crossroads, KUJH-TV newsroom, KU Sports/Athletics, the Lied Center, and the Dole Institute of Politics. Students will assist in news production, which includes the following:

operating cameras	editing a news package
operating the teleprompter	creating a graphic
audio and video editing	recording a press conference
posting to a Website	recording breaking news
directing with TriCaster	other duties as assigned

During the semester, students will also assist in producing additional events located across campus/Lawrence. These are usually special events or final projects and will primarily used as make-up activities for occasional conflicts of schedule.

\*Each week, students will submit a one-page weekly report of their work to include:

- Shifts worked
- Role in the production (camera, audio, etc.)
- Reflection on new skills learned and how they were used in the field
- IF YOU DO NOT SUBMIT A WEEKLY REPORT, YOU WILL GET NO CREDIT!

## Grading

Assignment #1 - Interview	10%	*SD-Card – Class 6+
Assignment #2 - Video Slideshow	10%	
Assignment #3 - How to _____	10%	
Assignment #4 - Profile	25%	
Vocabulary Quiz	5%	
Attendance/Participation (24 days of class)	10%	
*Weekly Reports (production work)	30%	

Weekly shifts are not optional; you are part of a team.

\*16 Weekly Reports

It is expected that each student "volunteer" for a one-time project at least once.

\*Completing the minimum production requirements for this class is regarded as a B. To get an A in this course, you are expected to go beyond the minimum

## Attendance

Class participation is a significant portion of the semester grade. Thus, class attendance is extremely important. If you know that you will be unable to attend class or your scheduled shift, please inform me (and your producer) by email as soon as you know you will be unable to attend. Failure to attend a class or newsroom shift under such circumstances will still be reflected on the participation grade.

## **Journalism School Policy on Classroom Attendance**

No student may add a journalism class after the 20th day of a semester.

Students must attend their classes and laboratory periods. Instructors may take attendance into account in assessing a student's performance and may require a certain level of attendance for passing a course. Instructors may choose to drop students from a course, based on attendance, without consent.

The School of Journalism reserves the right to cancel the enrollment of students who fail to attend the first class or laboratory meeting.

The KU Office of Student Financial Aid is required by federal law to determine whether students who receive aid are attending each class in which they are enrolled. Instructors are required to report to that office absences of students who have stopped attending and names of those who have enrolled but never have attended. Students who do not attend classes may be required to repay federal and/or state financial aid."

Students who receive any form of financial aid should learn all requirements including minimum hours of enrollment and grades to qualify for and retain that aid.

## **Misconduct**

You are bound by the university rules on academic misconduct. If you have any questions about what constitutes cheating, please ask BEFORE your endeavor.

## **Policy on Plagiarism and Fabrication/Falsification**

The William Allen White School of Journalism and Mass Communications does not tolerate plagiarism, fabrication of evidence and falsification of evidence. Penalties for plagiarism, fabrication or falsification can include a failing grade for the course and expulsion from the School of Journalism and Mass Communications. If you have any questions about what constitutes plagiarism, fabrication or falsification, please consult the professor of the course.

*The following definitions are from Article II, Section 6, of the University Senate Rules and Regulations, revised FY98.*

**Plagiarism:** Knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the information or ideas are common knowledge.

**Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.

**Inclement Weather and Special Needs** - In the event of inclement weather, the decision to cancel classes is made by KU officials. To determine whether classes have been cancelled, call 864-7669 (864-SNOW). The Office of Disability Resources (DR), 22 Strong Hall, 785-864-2620 (v/tty), coordinates accommodations and services for KU students with disabilities. If you have a disability for which you may request accommodation in KU classes and have not contacted DR, please do so as soon as possible. Please also contact me privately in regard to this course.

**Copying or Recording** - Course materials prepared by the instructor, as well as content of all lectures presented by the instructor, are the instructor's property. Video and audio recording of lectures without instructor consent is prohibited. On request, the instructor usually will permit students to record lectures, on the condition that these recordings are only used as a study aid by the individual making the recording. Unless the instructor gives explicit permission, recordings of lectures may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

**Schedule (subject to change)**

Aug. 20	Intros & Info; Facilities	
Aug. 22	Lab/Shift Schedule; Check-Out Procedures	
Aug. 27	Rule of Thirds; Camera Orientation	<b>Begin Shifts</b>
Aug. 29	Framing the Interview	
<b>Sept. 3</b>	<b>Labor Day - No Class</b>	
Sept. 5	Basic Editing & File Management	
Sept. 10	B-Roll (variety of shots)	<b>Assignment #1 due</b>
Sept. 12	Graphics (full screen & overlay)	<b>Saturday Midnight</b>
Sept. 17	Audio Editing (cutting music)	
Sept. 19	Review & Critique	
Sept. 24	Video Slideshows	
Sept. 26	Keyframing for motion of still pix	
Oct. 1	Transitions	
Oct. 3	Advanced Editing Techniques	
Oct. 8	Review: Animation & Audio Editing	<b>Assignment #2 due</b>
Oct. 10	Audio - microphones, mixing, & levels	<b>Friday Midnight</b>
<b>Oct. 15</b>	<b>Fall Break - No Class</b>	
Oct. 17	How to _____ videos	
Oct. 22	Script Writing & Story Boarding	
Oct. 24	No Class - individualized instruction	
Oct. 29	Lighting (basic 3-point set-up)	
Oct. 31	No Class - individualized instruction	
Nov. 5	Advanced Video (push/pull, pan/tilt)	<b>Assignment #3 due</b>
Nov. 7	No Class - individualized instruction	<b>Sunday Midnight</b>
Nov. 12	PSA's, Promo's, and Profiles	
Nov. 14	No Class - individualized instruction	
Nov. 19	Anchoring	
<b>Nov. 21</b>	<b>No Class - Thanksgiving</b>	
Nov. 26	Directing & Producing	<b>Assignment #4 due</b>
Nov. 28	No Class - individualized instruction	<b>Saturday Midnight</b>
Dec. 3	Review Vocabulary	
Dec. 5	Vocabulary Quiz	
Dec. 7	Stop Day	There is no final in this class!