FIU School of Journalism & Mass Communication
RTV 3511 – Studio Production (#24143)
Syllabus for Spring 2018

Classroom: AC-2 164
Time: T/Th 10:30-12:30
Instructor: Michael Scott Sheerin
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Office: TBA
Office Hours: T/Th 12:45 – 1:30
Other: by appointment


Course Objectives:
A. To introduce students to basic studio operation and procedures.
B. To provide students with knowledge of techniques used in the production of entertainment and news television shows, commercials and corporate video as well as documentaries.
C. To assist students to understand the different equipment found in a television production studio and how it works.
D. To the develop in the students the capability of solving media related problems during actual production.

Course Outcomes:
A. Students use specific language and terms in their production.
B. Students will be conversant about basic station operation.
C. Students are capable of functioning as a crew member in a studio production.

Assignments & Evaluations:
Your final grade is reached by adding the results of all the tests and dividing that amount by the total number of tests. Please read the statement about how the Lab Practices could affect your final grade. All students are urged to complete all the Lab Practices to further their knowledge on techniques and equipment.

There is no final test in this class. Your final grade is computed based on the results of each individual written test. Therefore, each of the written tests have an important effect on your final grade. The instructor will lower your grade by several letter grades if your lack of cooperation, lack of involvement and lack of proper behavior becomes a problem for him and/or the rest of the class.

The instructor does not use the curve method of grading.

No credit is given for partially correct answers.

There are no extra credit assignments in this course.

There are no make up tests in this course. You are allowed to miss two tests only. For those missed tests you will receive a grade which will be the result of averaging the three lowest grades in the term. Additional missed tests will count as 0 and the final grade will be lowered, accordingly.
There might be several tests throughout the term. They are all unannounced. Always study from the end of one session and before you return to the next one. Write down any questions you might have while studying and bring them up at the next meeting.

Written tests will cover material from the lectures (most of the tests), materials from hand-outs, such as “Cues in The Studio,” and material covered during actual productions in the studio.

Tests are TIMED. They always start at the very beginning of the class period. The instructor will announce the end time at the time each test is started. If you arrive late, you will not have an extended time to complete your test. Always plan to arrive a few minutes before class time, so you will have all the allowed time to take your tests.

**Additional Information**
This class uses VERY EXPENSIVE equipment. Please make sure you follow the very specific instructions you will receive and DO NOT tamper with any equipment unless the instructor specifically asks you to use it.

If you miss a class, call the student you have been paired to or any other person in the class and before you come to the next meeting get all the information to be updated. Study it.

Once you learn and understand equipment, we want you to **be creative** in its use.

**How To Succeed In This Course**
Your instructor might pair you with other students throughout the term. Use your partner to **study**.
Study to **learn** and not just to pass a test. The instructor expects you to be able to use the knowledge acquired in this class, in other courses and throughout your career.

Out-of-class group discussions and study, is strongly encouraged.

**Students Responsibilities**

By next week **study** the complete syllabus. Read, understand and submit the acknowledge form. The form **must** be submitted by the second class.

Students are expected to take notes during the lecture and demonstration portions of this course.
Please be advised that you are not allowed in any other lectures to do any audio and/or video recordings, nor the transmittal of sounds, images and/or data. No exceptions.

There are **Lab Practices** in your hand-outs.
The completion of all lab practices is a **requirement** in this class. At least two weeks prior to the end of the term, you must submit the paperwork for the lab practices to the instructor, by placing the paperwork in the instructor’s mail box.

Upon completion of each set of Lab Practices you must have a form signed by the lab attendant as having been there and practiced them. Make sure the attendant signs that you have completed all the practices for each subject, as individual sections can be signed off on as they are completed. All sections, however, must be completed and sign-off on for credit. No partial credit is given.

The instructor will **deduct several points** from your final grade if the practices are:

1. Not all completed.
2. The writing is vague and not specific.
3. Not delivered to the instructor’s mail box on the stipulated day.
4. If they are not properly organized, in sequence, stapled together in its sequential order, with your name on each page.

The instructor might give practical tests to randomly selected students. These tests mirror any and all of the lab practices.
Obviously, University policies regarding academic honesty apply in all cases, and it is the responsibility of the student to familiarize themselves with these policies. Go to http://www.fiu.edu/~oabp/misconductweb/2codeofacainteg.htm for the complete code. Also, plagiarism is grounds for dismissal from the class and the university. If I see it elsewhere, you will be reprimanded with a failing grade. Don’t steal. You are here to learn, not copy others works.

**Misconduct Policy:** Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning. Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of the University. All students are deemed by the University to understand that if they are found responsible for academic misconduct, they will be subject to the Academic Misconduct procedures and sanctions, as outlined in the Student Handbook.

Misconduct includes: Cheating – The unauthorized use of books, notes, aids, electronic sources; or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers or course materials, whether originally authorized or not. Plagiarism – The use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is responsible for plagiarism.

**Note:** It is not the instructor’s policy to grant extensions/make-up exams except in VERY legitimate and provable cases. Any student, who nevertheless wishes to request an extension/make-up exam will have their WRITTEN request evaluated by the instructor, and based on his judgment and experience, may or may not grant an extension/make-up exam. There will be no Incompletes given. If you need to, you must drop the course and sign up again during a future semester. The drop date for this course is 03.19.18.

**Attendance:** Attendance is mandatory. Any absence will result in one point being deducted from your final grade. Also, you are considered absent if you come five minutes (or more) after class has started. If you are not there at roll (10:30 AM), but come in less than five minutes late, you will lose 1/2 point from your final grade for every infraction.

There will be NO extra credit assignments for this class per department policy.

Course grades will be assigned as follows:

- **A:** 94%-100%
- **A-:** 90%-93.99%
- **B+:** 87%-89.99%
- **B:** 84%-86.99%
- **B-:** 80%-83.99%
- **C+:** 77%-79.99%
- **C:** 70%-76.99%
- **D:** 65%-69.99%
FYI – The professor will not discuss grades during the semester via email or the chat room. If a student has a question about a grade, he or she must discuss this in person with the professor, preferably during office hours. Questions concerning final grades may be emailed to the professor in order to set up an appointment to discuss the grade. Also, the use of email does not substitute for a missed class. It is the responsibility of the student to get notes/info from other students.

ONLINE COURSE MAINTENANCE: It is imperative that you become familiar with the online web site devoted to this course. Most of your assignments will need to be submitted this way, as well as it being a valuable resource to find out what is going on in this class. The login screen can be accessed at http://online.fiu.edu/login.html. All information and instruction on accessing the website can be found there. You must be registered and you must have a valid FIU email address. It is your responsibility to log into the site. The professor does not have access to your user name and/or password and cannot help getting you in.

The instructor retains the right to modify this course syllabus for any reason throughout the semester provided that: a) Fair and adequate notice is given to enrolled students either by e-mail, in writing, or through online publishing; b) Modifications to the syllabus are not arbitrary or capricious, and; c) Students are not unfairly disadvantaged by mid-semester changes to grading standards, attendance standards, or performance measures.