

DMA 323

OFFICE HOURS

TV Crew Production (TTh 1-3:30pm)

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TTH 12:00-1:00 PM
TTH 3:00-4:00 PM

COURSE OBJECTIVE : participation in a variety of crew assignments on production projects in the studio and on location. The purpose of the course is to give students hands-on training experiences in a variety of production situations such as weekly lab sessions, classmates' production projects, senior students' video production projects, TV industry tapings, workshops, seminars, trade show conventions, and media festivals. **Each student submits a typed Crew Participation Report at the end of the semester which summarizes and evaluates his or her crew activity for the semester.** *Co-requisite: Concurrent enrollment in DMA 320 or DMA 322.*

TEXT: Vinovich, Avid System Editing Manual
Vinovich, EFP System Manual

MATERIALS: *(See Materials List for co-requisite DMA 320/322 syllabus)*

MODE OF OPERATION : Since the majority of one-on-one lab tutorials and crew participation opportunities will take place outside of normal class hours, it is to the advantage of each student to be available for a wide range of work time possibilities. Most activities often involve crewing on Fridays, weekends, and evenings.

APPROVED CREW ACTIVITIES : All activities for inclusion in a student's Crew Participation Report must first be approved by the instructor. The following activities can be included in the student's Crew Participation Report: 1) Weekly lab sessions; 2) Classmates' production projects; 3) Senior students' video productions such as Drama, Music Video, and Documentary projects; 4) attendance at **instructor approved* TV industry seminars, workshops, screenings, trade show conventions, and TV show tapings/filming.

GRADING CRITERIA : The grade for the course will be based on the following criteria as reflected in the Crew Participation Report submitted at the end of the semester. *(See DMA 323 Crew Participation Report format).*

- 1) Quantity of Work - the more crew activity and lab sessions you attend as reflected in the DMA 323 Crew Participation Grid Sheet, the better the grade.
- 2) Quality of Work - the resulting production value and contribution of your work to the overall quality of the finished product. The more challenging and sophisticated the level of work, the better the grade. The higher the quality of the finished product, the better the grade.
- 3) Professional Image - the reputation you earn among your professor, lab instructors, and classmates for your punctuality, dependability, attitude, interpersonal skills, trustworthiness, and overall ability to work collaboratively on activities. Since class sessions emphasize "hands-on" training demonstrations, near perfect attendance is required. For these reasons, tardiness and absences from class and lab sessions will significantly lower your grade. *(See DMA 320 /322 syllabus for detailed definition of "Professional Image").*

CLASS CODE OF CONDUCT

NO FOOD or DRINKS! Consumption of food and beverages in our classroom and production labs is NOT allowed at any time. Food and beverages must be stored outside of class and labs.

NO CELL PHONES! Before entering the classroom each day, make sure that your cell phone is turned OFF so that any incoming calls will not disturb the class or cause you to be pulled away from class.

E-MAIL ACCOUNT REQUIRED In order to receive course information, assignments, and announcements, you must have an e-mail account which you can access daily. *(Campus accounts can be arranged for free).*

ACADEMIC INTEGRITY

Please consult the section of the University Catalog titled “Academic Integrity” for official campus policy on cheating and plagiarism which can result in failure of the course and disciplinary action by the University.

DISABILITIES

Students with disabilities are encouraged to consult the University Catalog for information on Disabled Student Services (310-243-3660). Students requiring assistance with exams or other course work can utilize these services

STUDENT OUTCOMES - by the end of the course, each student will be able to properly:

- 1) set up and operate an EFP camera and fluid-head tripod system
- 2) set up and operate the Lowel Lighting Kit instruments
- 3) set up and operate the dolly and crane system
- 4) calibrate audio on the mixer and video deck VU meters
- 5) transfer CD audio tracks to video tape with SMPTE time code
- 6) set up a project and bins on the nonlinear editing system
- 7) capture/ingest audio and video clips into the nonlinear editing system
- 8) perform basic editing functions on the nonlinear system such as cuts, dissolves, fades, and title keys
- 9) produce basic CG titles suitable for NTSC television using the nonlinear editing system

GRADING CRITERIA : the grade for the course will be based on the following “weighted” criteria:

CREW BOXES - the quantity of boxes filled in on your form (*See Crew Boxes form*) for weekly labs; classmates’ production projects; advanced students’ productions such as drama, music video, and documentary projects; and attendance at **instructor approved* industry seminars, workshops, screenings, trade show conventions, and TV show tapings/filming. The more boxes, the better the grade. (DUE DATE: Thursday of Final Exam Week). *Crew Boxes submitted LATE will be marked down one full grade.*

CREW PARTICIPATION REPORT - in addition to filling in the Crew Boxes, you must also complete a narrative description for each activity you have listed within a Crew Box. The purpose of the narrative **Crew Participation Report** is for you to provide a more detailed and self-reflective description of each lab, production shoot, and industry event along with an Evaluative Summary at the end of the report which provides an overall assessment of your semester’s activities and perceived strengths and weaknesses. Your diligence in completing a thorough, astute, and well-written Crew Participation Report according to the Crew Participation Report format will significantly affect your final grade for the course. (DUE DATE: Thursday of Final Exam Week). *Reports submitted LATE will be marked down one full grade.*

PROFESSIONAL IMAGE - the characteristic attitude and demeanor you project to your professor, staff, and classmates during class and productions. It is the REPUTATION you earn based on your: punctuality; attitude; dependability; willingness to work and focus on the project at hand; ability to cooperate with classmates as a “team player”; interpersonal skills which allow you to be in control of your emotions during stressful situations; and your resilience to bounce back after failures. It is the image people have about working with you and recommending you in the future. Professional Image will be based on your professor’s observations of your work in class and labs.

FINAL GRADE for the course will be based on the following formula:

50% CREW PARTICIPATION REPORT
25% QUANTITY OF CREW BOXES
25% PROFESSIONAL IMAGE

A (4.0) = 99-92%
A- (3.7) = 91-90%
B+(3.3) = 89-88%
B (3.0) = 87-82%
B- (2.7) = 81-80%
C+(2.3) = 79-78%
C (2.0) = 77-72%
C- (1.7) = 71-70%
D+(1.3) = 69-68%
D (1.0) = 67-60%
F (0.0) = 59 - 0%