

COURSE SYLLABUS

ARTV 1371 (3:3:0)

Introduction to Video Production Technology

Video Production Technology Program

Creative Arts Department

Technical Education Division

Levelland Campus

SOUTH PLAINS COLLEGE

COURSE SYLLABUS

COURSE TITLE: ARTV 1371 - Introduction to Video Production Technology
COURSE MEETS: 2 1/2 Hours per Week, Either Monday/Wednesday or Tuesday/Thursday
INSTRUCTORS: Tom Stalcup Greg Cook
OFFICE LOCATION: CB 113 CB 109
PHONE: 716-2275 716-2150
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OFFICE HOURS: (Posted on instructors office door, other times by appointment)

I. GENERAL COURSE INFORMATION

A. **Course Description:** An introduction to the equipment and concepts used in the performing arts technology field. The student is introduced to the operation of studio and control room video, audio, lighting and staging equipment. Emphasis is placed on the production process and the production team.

B. **Course Learning Outcomes:** The student will demonstrate the ability to operate major studio and control room video, audio, lighting, and staging equipment. The student will exhibit a general knowledge of the video production process and an understanding of the role each member of the production team plays.

C. **Course Competencies:** Upon successful completion of this course, each student will have demonstrated through written examinations, daily quizzes, and individual and group projects, a competent understanding of:

- The various video, audio, lighting and other systems and how they are used in the production process.
- Equipment specific knowledge of the major components of the various systems including terminology, and operation of control components.
- Personnel used in the production process, their job responsibilities and the importance of teamwork.

D. **Academic Integrity:** As stated in the General Catalog - "As it is the aim of the faculty of South Plains College to foster a spirit of complete *honesty* and a high standard of *integrity*. The attempt of any student to present as his or her own work which he or she has not *honestly* performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or written assignments, illegal possession of examinations, the use of unauthorized notes during the examination,

obtaining information during an examination from a textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length as well to final examinations, to daily reports and to term papers.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, and student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

E. SCANS and Foundation Skills: This course covers SCANS:

Occupational Competencies C-1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12,13,14, 15, 16, 18, 19, 20

Foundation Skills F-1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 17

F. Verification of Workplace Competencies: This course is the initial building block toward graduation with a Video Production Technology degree. Information learned in this course is expanded upon the courses that follow.

II. SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

A. Textbook and Other Materials: There are 10 especially prepared chapters for each area covered in class. The text is available at the Book Store. Ask for the ARTV 1371 "Introduction to Video Production Tech ". The text can also be downloaded for free at www.stalcupsweb.com. Students must print it out and bring it to class. It is very important that students have read and studied the material before it is covered in class. Bring the text, blank paper and something to write with for taking notes and quizzes to every class meeting, as it is part of the students grade.

B. Attendance Policy: Punctual and regular class attendance is required for all students attending South Plains College. Roll will be checked when the class begins. The attendance policy as stated in the college catalog will be enforced: "Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student should be withdrawn from the course. In addition, an instructor is required to notify the Office of Student Services when the student has missed every class during any 14 consecutive calendar days period excluding holidays." (See the General Catalog). The first two absences will not affect the students grade, but each additional will result in a five point reduction from the students final grade. If you have 6 absences, excused or unexcused you may be dropped from the course. If a student is absent on a day that a project or test is given, he or she will not be allowed to make it up unless arrangements are made prior to the project or test day. Any student not present at roll taking will be counted absent unless there was prior notification to the instructor. A student who comes in after roll is taken can request that the absence be changed to a tardy after the class is over. Three tardies count as one absence.

C. Assignment Policy: Several individual and group projects will be assigned in the semester. Students must participate in the projects during the class period in which they are done to receive credit for them. The last project will be during the last week of class at night.

D. Grading Policy/Procedure and/or methods of evaluation: There are ten areas students will be expected to be knowledgeable in. These are covered in chapters 1 through 10. At the beginning of each chapter, there is a listing of specific and measurable competencies. These competencies cover a set of knowledge that a prospective employer expects an employee to possess to obtain or maintain employment.

The competencies will be evaluated in several exams. Exams must be taken at the scheduled times. If students are unable to take the exam as scheduled, students will need to take the exam before the scheduled time or with another class. The exam cannot be taken after the scheduled time, unless the student has made arrangements with the instructor prior to the exam.

At the beginning of each class period, a short quiz may be given. Questions will be asked over material covered the previous class period or the reading assignment for that class.

There are six projects in the semester. They include "hands-on" operation of the equipment students will have covered. Students have time to complete each project in class, except for the "Fest" productions. The two last projects consist of producing a short TV commercial which students rotate through each position and participation in the "Fest" productions.

Instructor evaluation of attendance, punctuality, preparedness, attitude, unannounced quizzes, and participation in classroom activities, discussions, and participation in productions will also be considered in the students final grade.

Grade Values		Grade Scale	
a) Exams	60	100 - 90 =	A
b) Quiz/Daily	15	89 - 80 =	B
c) Projects	20	79 - 70 =	C
d) Evaluation	5	69 - 60 =	D
e) TOTAL	100 %	59 - 0 =	F

E. General Control Room Information: Absolutely, **NO** foods or drinks will be allowed in the control room at anytime without the permission of the instructor. Also, all electronic devices, including cell phones and computers will be turned off during classes and projects unless there was prior approval by the instructor. Any student that violates the above will receive a "0" for that day and be asked to leave with an absence.

III. DIVERSITY STATEMENT: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

IV. ACCOMMODATIONS: Students with disabilities, including but not limited to physical, psychiatric or learning disabilities, who wish to request accommodations in the class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 894-9611, ext. 2529.

SCANS COMPETENCIES

- C-1 **TIME**--Selects goal--relevant activities, ranks them, allocates time, and prepares and follows schedules.
- C-2 **MONEY**--Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C-3 **MATERIALS & FACILITIES**--Acquires, stores, allocates, and uses materials or space efficiently.
- C-4 **HUMAN RESOURCES**--Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION--Acquires and Uses Information

- C-5 Acquires and evaluates information.
- C-6 Organizes and maintains information.
- C-7 Interprets and communicates information.
- C-8 Uses computers to Process information.

INTERPERSONAL--Works With Others

- C-9 Participates as members of a team and contributes to group effort.
- C-10 Teaches others new skills.
- C-11 Serves clients/customers--works to satisfy customer's expectations.
- C-12 Exercises leadership--communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- C-13 Negotiates--Works toward agreements involving exchanges of resources resolves divergent interests.
- C-14 Works with Diversity--Works well with men and women from diverse backgrounds.

SYSTEMS--Understands Complex Interrelationships

- C-15 Understands Systems--Knows how social, organizational, and technological systems work and operates effectively with them
- C-16 Monitors and Correct Performance--Distinguishes trends, predicts impacts on system operations, diagnoses systems' performance and corrects malfunctions.
- C-17 Improves or Designs Systems--Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY--Works with a variety of technologies

- C-18 Selects Technology--Chooses procedures, tools, or equipment including computers and related technologies.
- C-19 Applies Technology to Task--Understands overall intent and proper procedures for setup and operation of equipment.
- C-20 Maintains and Troubleshoots Equipment--Prevents, identifies, or solves problems with equipment, including computers and other technologies.

FOUNDATION SKILLS

BASIC SKILLS--Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- F-1 Reading--locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F-2 Writing--Communicates thoughts, ideas, information and messages in writing, and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.
- F-3 Arithmetic--Performs basic computations; uses basic numerical concepts such as whole numbers, etc.
- F-4 Mathematics--Approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F-5 Listening--Receives, attends to, interprets, and responds to verbal messages and other cues.
- F-6 Speaking--Organizes ideas and communicates orally.

THINKING SKILLS--Thinks creatively, makes decisions, solves problems, visualizes, and knows how to learn and reason

- F-7 Creative Thinking--Generates new ideas.
- F-8 Decision-Making--Specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F-9 Problem Solving--Recognizes problems and devises and implements plan of action.
- F-10 Seeing Things in the Mind's Eye--Organizes and processes symbols, pictures, graphs, objects, and other information.
- F-11 Knowing How to Learn--Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F-12 Reasoning--Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES--Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

- F-13 Responsibility--Exerts a high level of effort and preservers towards goal attainment.
- F-14 Self-Esteem--Believes in own self-worth and maintains a positive view of self.
- F-15 Sociability--Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F-16 Self-Management--Assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
- F-17 Integrity/Honesty--Chooses ethical courses of action.