Southeastern Louisiana University
Dual Enrollment Program—TV Production

The Southeastern Dual Enrollment TV Production course provides high school students the opportunity to take a college Psychology course at their high schools and to receive credit on their high school and university transcripts. Southeastern is offering one course in Psychology during the 2017-2018 academic year. This course can be facilitated in a year-long format or in a semester-long format.

COMM 257 – Introduction to Television Production. Credit 3 hours. A study of the techniques used in basic studio and remote productions including film-style productions. The course will concentrate on the use of equipment, providing actual hands-on experience in television production. Students will study areas of production skills dealing with the major formats of programming.

Program Requirements
From the High School:
- Any school participating in Southeastern’s Dual Enrollment Television Production Program must have a multi-camera television studio and remote camera equipment capable of accomplishing electronic news gathering (ENG) or electronic field production (EFP).
- Any school participating in this course must have professional television lighting and audio equipment that the students may use in their graded productions.

2018 Summer Workshops:

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Dates</th>
<th>Audience</th>
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<tbody>
<tr>
<td>New Facilitator</td>
<td>May 31, 2018; 8am-4:30pm</td>
<td>Mandatory for all new Dual Enrollment Television Production facilitators</td>
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<tr>
<td>New Facilitator and ½ day session</td>
<td>June 7, 2018; 8am-11:00am</td>
<td>Mandatory for all dual enrollment TV Production facilitators both new and returning</td>
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Note:
Once a facilitator has completed the workshop for a particular course, he or she does not have to repeat that workshop in subsequent summers. The only mandatory workshop for a returning facilitator, who does not wish to facilitate a new course, is a ½ day workshop at the end of the summer. This ½ day workshop must be repeated each summer. The ½ Day Workshop combines the returning teachers with the new teachers in order to discuss studio and equipment operations as well as how to facilitate students completing group production projects. This ½ Day Workshop must be repeated every summer.
COMM 257 - Introduction to Television Production
Southeastern Louisiana University Dual Enrollment
2018–2019

Instructor of Record: Cheryl Settoon, M.A.
Email: csettoon@selu.edu
Phone: 985-320-1521 (Cell)
Mailing Address: Cheryl Settoon, SLU 10719, Hammond, LA 70402
Course materials: http://moodlede.southeastern.edu
Rental Textbook: Television Production Handbook, 12th ed, by Herbert Zettl; Cengage Learning, 2018

Prerequisite: N/A

COMM 257 is a hybrid course with all content delivered online through MoodleDE OR face-to-face by Southeastern faculty. The Southeastern instructor of record will develop course content and provide powerpoint notes, ungraded instructional assignments, ungraded quizzes that are similar to exams, and exam study guides to help prepare students to complete the graded assignments and the exams which are also provided by the Southeastern instructor of record. The high school teachers will act as a facilitator and assist with student registration and enrollment, proctor exams as necessary, and through supplemental instruction, serve as a daily learning resource for students as they assimilate course content. The students’ final course grades are assigned by the instructor of record.

Student Learning Outcomes: After the completion of this course, students will be able to:
- Perform basic tasks of various studio positions such as director, floor director, camera operator, lighting director, audio operator, and producer
- Collaborate with a production team to take a concept through to a finished studio production that is not post-produced
- Effectively work with talent and use TelePrompter
- Place professional lighting instruments to accomplish 3-point lighting with emphasis on lighting a television interview in both interior and exterior locations
- Place microphones to record broadcast-quality audio
- Display a knowledge of production terms and professional practices of the television broadcast industry
- Execute basic ENG/EFP techniques when reporting.

Exams and Quizzes:
There will be four quizzes worth 25 pts. each that will be administered via MoodleDE and grades will be posted on MoodleDE. The quizzes will test the following material that goes along with reading and course syllabus notes. They are:

Quiz 1 – 1.1, 1.2, 3.1, 3.2, 7.2 (TV production process and script, Composition, and camera moves)
Quiz 2 – 4, 5, 13 (Camera operation, Directing and Switching)
Quiz 3 – 6, 6.1, 6.2, 7.1, 8, 9 (Audio equipment and how to record sound & Lenses)
Quiz 4 – 10, 11.1, 11.2, (Lighting)

The Midterm Test will be a compilation of the material covered in the four quizzes, the required reading, and the notes given in the course syllabus. The midterm will contain 50 questions and is worth 100 pts. It will be administered via MoodleDE and grades will be posted on MoodleDE. Students will have 50 minutes to complete the exam.

Final Exam is a final project
Students will produce a 1 ½ - 3 min. edited feature TV story with voice over and soundbites, plus a typed script on A/V template. The remote project will include a participation component as part of the grade. The final project is worth 110 pts. A rubric is on MoodleDE.

Assignments: Assignments worth up to 70 points will be given at the instructor of record’s discretion. Assignments are designed to test your understanding of material that has been presented. Assignments are available via MoodleDE. assignments will be scanned by the facilitator and emailed to the instructor of record.
Studio production assignments: Student groups will produce two projects to be done in multi-camera studio without postproduction. Completed projects will be .mov files that can be shared with the instructor of record via Youtube.com, Google Drive or on a flash drive. Each project is worth 30 pts.

Grade scale: [92-100% = A] [ 82-89% = B] [ 72-79% = C] [ 62-69% = D] [ < 61% = F]
Grades will be posted on MoodleDE at the completion of the unit. The Instructor of record will report final grades in LeoNet.

Make-ups: Any student missing a quiz or the midterm should make it up the next class session unless there are extenuating circumstances that the high school facilitator clears with the instructor of record. Students that possess a valid medical excuse or school excuse may be allowed to take a make-up exam (alternative assessment methods maybe used at my discretion). Make-ups will only be allowed within 1 week of the excused absence. There will be no make-ups for in class work and no extensions for outside class assignments without valid excuses or prior consent of the instructor.

Academic Dishonesty: Schools agree that the first incident of academic dishonesty in any course by any student in any manner will result in a grade of 0 on the assessment in question. The second incident will result in the student’s failing the Southeastern portion of the course. Southeastern’s Academic Dishonesty Policy:

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work. Cheating on examinations, plagiarism, improper acknowledgement of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalogue of Southeastern Louisiana University.

http://www.southeastern.edu/resources/policies/policy_detail/acad_integrity.html

Attendance: Students should refer to the University policy on attendance as stated in the current SLU catalogue. Attendance will be taken at the beginning of each class. If you cannot attend lectures regularly, you should consider dropping the class. It is your responsibility to complete and file drop forms with you high school course coordinator if you wish to withdraw from the class. The last day to withdraw from the class for Fall semester classes is Friday, November 2nd, 2018 and for Year-long and Spring semester classes is March 29th, 2019.

Grade Appeals: Should a student have a concern about a final grade posted for a dual enrollment course, the Grade Appeals policy should be followed below. Please note that a student has 30 days to make a written appeal to the Southeastern Instructor of Record:

After a final course grade is recorded in the Records and Registration Office, a change of grade must be approved in sequence by the instructor of record, the instructor’s department head, and the academic dean of the College of Arts, Humanities, and Social Sciences. In the event of a contested final course grade, a student’s written appeal of the grade must be submitted to the instructor within thirty (30) calendar days of final grades for the term being due. The grade appeal should also be submitted to Dr. Jeffrey Temple, Assistant Vice President for Academic Programs. For more information about grade appeals, see

http://www.southeastern.edu/resources/policies/policy_detail/instruction_practices.html

Material to be covered on exams: to be administered via MoodleDE

Quiz 1 – 1.1, 1.2, 3.1, 3.2, 7.2 (TV production process and script, Composition, and camera moves) & syllabus notes
Quiz 2 – 4, 5, 13 (Camera operation, Directing and Switching) & syllabus notes
Quiz 3 – 6, 6.1, 6.2, 7.1, 8, 9 (Audio equipment and how to record sound & Lenses) & syllabus notes
Quiz 4 – 10, 11.1, 11.2, (Lighting) & syllabus notes

Final Exam is a compilation of all the quizzes and the syllabus notes.

Final Exam Material: is a compilation of all the material for the four quizzes including the readings.
Important dates for the semester:
[http://www.southeastern.edu/future_students/dual_enrollment/calendar/index.html](http://www.southeastern.edu/future_students/dual_enrollment/calendar/index.html)

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<th>Important Dates for COMM 257</th>
<th>Fall Semester 2017</th>
<th>Year-long 2017-2018</th>
<th>Spring Semester 2018</th>
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<tbody>
<tr>
<td>Last day to enroll</td>
<td>August 27, 2018</td>
<td>August 27, 2018</td>
<td>January 25, 2019</td>
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<tr>
<td>Last day to DROP</td>
<td>September 3, 2018</td>
<td>September 3, 2018</td>
<td>February 1, 2019</td>
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<tr>
<td>Last day to confirm rosters</td>
<td>September 5, 2018</td>
<td>September 5, 2018</td>
<td>February 8, 2019</td>
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<tr>
<td>Quiz 1</td>
<td>September 4, 2018</td>
<td>Sept. 11, 2018</td>
<td>February 2, 2019</td>
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<tr>
<td>Quiz 2</td>
<td>September 18, 2018</td>
<td>Oct. 2, 2018</td>
<td>Feb. 23, 2019</td>
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<tr>
<td>Quiz 3</td>
<td>Oct. 16, 2018</td>
<td>Oct. 24, 2018</td>
<td>March 9, 2019</td>
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<tr>
<td>Last day to Withdraw</td>
<td>November 2, 2018</td>
<td>March 29, 2019</td>
<td>March 29, 2019</td>
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<tr>
<td>Quiz 4</td>
<td>November 11, 2018</td>
<td>Dec. 4, 2018</td>
<td>March 23, 2019</td>
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<tr>
<td>Final Project</td>
<td>December 8, 2018</td>
<td>April 7, 2019</td>
<td>April 20, 2019</td>
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