

Instructor: Miss Sonya Barnes  
Phone: (678) 839- 6437  
Office Hours: 10:30a – 12p MW

Office: Ed. Building rm. 129  
Email: sbarnes@westga.edu  
By appointment only T / TR

**Important Note:** Read this entire course syllabus **carefully**. You are responsible for all the information contained herein. Ignorance of the policies of the class will not be an acceptable excuse.

### **OFFICE HOURS**

I am available to address matters of concern **during** my office hours. If those hours are not convenient, please schedule an appointment with me. If you visit my office at other times, I may not be available because of other duties I must attend to.

### **ASSISTANCE**

I am available for assistance, only during my office hours and scheduled appointments, so please do not feel free to just stop by. Too, I am sometimes available after class, I do not teach/instruct through email exchange. Let me know if you need extra assistance so that we may schedule an office appointment. If you need my assistance with regards to any assignments, you will need to come to my office or make an appointment for a face-to face meeting.

When you come to my office for assistance, make sure to bring all materials, especially your syllabus. I will not meet with you unless you have all materials that's needed for assignments/instruction in question.

If you have problems in the class, **it is YOUR responsibility** to initiate contact with me. I cannot help you if you do not communicate with me. Let me know of any problems early in the semester. I will not accept excuses for poor performance or missing assignments and tests, especially late in the semester.

### **TEXT AND ADDITIONAL MATERIALS NEEDED**

1. You will need at least one (1) SD HC Memory Card (Class 10 [or higher] is recommended; minimum of 16GB-the more gigs the better) for shooting. You must cover any other costs incurred during production.
2. You will need an External Hard Drive: You will NOT be allowed to save your digital files to assigned Mac editing computers. You will need to purchase an external hard drive in order to store your footage as well as your edited programs. Be sure the external hard drive is compatible with a Mac. You should purchase a drive with no less than 500 GB of memory in order to avoid major problems (e.g., losing all of your work. Once you have purchased a drive, IT MUST BE FORMATTED.

## **ABOUT THE COURSE**

COMM 3352 is an introduction to fundamental electronic field and studio production practices and procedures. COMM 3352 provides instruction in the operation of television studio and digital video technology and introduction to the production of television and digital video messages. Emphasis on electronic field production, television studio production, and digital video editing techniques

### **Course Learning Outcomes:**

1. Students will understand concepts and apply theories in the use and presentation of images and information.
2. Students will apply tools and technologies appropriate for the communications professions in which they work.

### **Grading Scale:**

### **Points needed to receive grade:**

Professionalism	20 points
Self-Directed Editing Project	50 points
Shot Composition / Editing Exercise	60 points
Video Postcard	70 points
Story Development Form	10points ea. =50pts
VO	60pts
VOSOT / VOB	80pts
News package	90pts
<b>TOTAL</b>	<b>480pts</b>

<b>A</b>	<b>480 - 380</b>
<b>B</b>	<b>279 - 229</b>
<b>C</b>	<b>228 - 178</b>
<b>D</b>	<b>177 - 127</b>
<b>F</b>	<b>126 - 0</b>

I reserve the right to change and modify the syllabus as necessary.

PROJECTS: You will have 5 projects throughout the semester:

- 1<sup>st</sup> Assignment: Video Camera / Editing Exercise
- 2<sup>nd</sup> Assignment: Video Postcard
- 3<sup>rd</sup> Assignment: Self-Taught Editing Project
- 4<sup>th</sup> Assignment: VO
- 5<sup>th</sup> Assignment: VOSOT
- 6<sup>th</sup> Assignment: News Package

## **LOGISTICS OF WORKFLOW Do's & Don'ts**

### Do's:

- All story ideas must be approved, prior to filming.
- You must attend all pitch meetings and you must bring 3 viable news stories fully documented on a story development form (typed) unless instructed otherwise.
- Any news story that you're planning to pitch must be properly documented and complete on a story development form, unless instructed otherwise.
- You'll need to conduct all necessary research and critically think about your story idea before pitching and pursuing a story.
- Research must include the following steps:
  - Critically think about the story
  - Measure the story for newsworthiness
  - Contact all necessary people you will need to form your news story and provide the essential information needed to develop your story
  - Inform your interviewees that you're thinking about doing a story on the following .... \_\_\_\_\_ and if the story is approved...would you be comfortable granting me an interview?
- Once you've exercised these steps, you may document using the story development form and pitch your story.

### Don'ts:

- Pitch a story without doing any of the aforementioned
- I've reached out to \_\_\_\_\_ and they didn't get back with me
- I have a story and I reached out to \_\_\_\_\_ and / but I'm waiting for them to get back with me
- I have a story and I didn't know if you would approve it or not so I did not put it on a story development form
- May I email you my story idea or story development form?
- My story did not pan out so I decided to do another and I turn it in on time and it's in google drive
- Sit in class and search / scroll through your phone for a story idea
- Wait until an hour before class to upload your video project into google drive
- Upload anything other than your video project into google drive
- It rained today or this weekend and I didn't have the opportunity to do my approved story

### **Turning- in Projects:**

1. You will upload your completed story into Google drive using the following google email address: **summer2019prod@gmail.com**
2. Finally, before uploading your projects into Google drive
  - You must create a folder for all video projects only
  - You must label/title folder your last name
  - You must identify all projects using mane of the project
3. If do not follow these steps **20 points** will be deducted from total points of the specific assignment
4. If you upload a script or story development form in google drive, I will deduct **20 points** from that specific project.
5. All assignments are **due according to due date located in class schedule** within the syllabus on or before 2:45pm. *No exceptions*
6. **For Clarity:** If you turn-in a story with prior approval from the Professor, you will not receive credit for the assignment. You are not allowed to change your story idea once it's approved.
7. Discussion for the process to turning in all scripts will be covered in class
8. You will **not** receive credit for a story that wasn't approved during class.
9. I reserve the right to change the syllabus / schedule as necessary.

### **MISSED DEADLINES /LATE ASSIGNMENTS/MAKE-UP ASSIGNMENTS**

Within the media profession, there is no excuse for missing deadlines. We will use this practice for this this class. In particular, almost all work environments in general, deadlines and time constraints are a key reality that shapes the outcome and success of an endeavor. Late assignments will be accepted at my discretion. If a late assignment is accepted, you will receive only half of the total points for the total worth of the assignment. Additionally, if permission is granted to submit a late assignment, you will have only three days from the due to turn it in. There will be no make-ups for missed deadlines. Any make-up assignments or tests will be administered at my discretion. Unless you can provide substantiated official documentation as to why you were absent and unable to complete your assignment, you will receive a zero for the story.

- The student notifies me in advance or (if an emergency arises which precludes reaching me prior to class time) contacts me as soon as possible after the emergency.
- Written, independent verification is provided for a situation beyond the student's control that resulted in the student's absence (summons to court, hospitalization, funeral, emergency accident and military duty).

For those of you engaged in extracurricular activities, substantiated official documentation must be turned in within the first two weeks of the course. If you are involved in extracurricular activities and must miss class all assignments must be turned in and exams must be taken prior to leaving.

### SIDEBAR

A grade of incomplete will not be given in this course except in extreme cases involving prolonged and substantiated official documentation of illness or emergency.

### EXAMS

Exams **must be taken on the day assigned**. If you miss an exam without prior warning **you will not be allowed** to make it up except in extreme circumstances (listed above).

### PROFESSIONALISM /ATTENDANCE

Reporters and producers routinely work under deadline pressure. Failing to report to work or to notify the news producer of absences, late arrivals, and early leaves may jeopardize the newscast, and thus may compromise the credibility of the news team and/or result in loss of advertising revenue. Consequently, you are expected to arrive on time and remain for the duration of all regularly scheduled class sessions. You allowed NO absences. Absences, late arrivals, and early leaves are excused in cases of unavoidable situations substantiated with documentation. Requests to excuse absences, late arrivals, and early leaves must be made at least two hours before or after the class for which you will be absent, arrive late, or leave early. To make requests, contact me or leave a message with a contact number at 678.839.6437. However, be mindful that an excused absence may NOT justify a deadline extension or points deducted from your final grade.

Remember, EACH absence, late arrival, and early leave lowers your final grade by 25 points. These points are deducted from your professionalism points.

You are expected to be in class. If you miss class, you are responsible for gathering all material from your classmates. If you miss class for any reason, it is your responsibility to

check with your classmates about material covered during your absence. If you need clarification, please come to my office.

#### PROFESSIONALISM / CELL PHONES

Turn off all cell phones or put them on silent. If a phone rings or vibrates, I reserve the right to answer the phone or respond to a text and to ask you to leave class. After the third request about reminding you of the cell phone policy, I will ask you to please leave the class and deduct 5 points because of the early policy. These points are deducted from your professionalism points.

#### PROFESSIONALISM / ATTIRE

WUTV Practicum students will produce stories for newscasts. When conducting interviews and performing stand-ups, you are required to look and dress professionally. Attire also plays a part of whether your story is publishable. Please remember, if you're planning to produce a demo reel towards the end of the semester and professional attire is a must. These points are deducted from your professionalism points.

#### FAQ - RULES FOR PRODUCTIONS

1. There will be no smoking, tobacco chewing, eating or drinking in the editing suites. Failure to follow this rule will result in the loss of editing room privileges. Please do not leave open cans of soda, even if empty, anywhere near the edit labs. Also, any visible food, even wrapped food, is not allowed.
2. You are only allowed to checkout equipment from the Mass Communications Equipment Pool located in the Anthropology Lab and do not go to ITS. All written assignments including scripts, production reports, etc. must be typed. Please keep electronic copies of any written material you hand in for assignments related to your projects.
3. The best way to monitor video is to use the camera's foldout monitor on a shoot and view your work in the viewfinder. Check your video right away for both audio and video; do NOT wait until you get back to your apartment or the editing labs or wherever. Monitoring both audio (use headphones / not your earbuds) and video is one of the most important aspects of field production; it saves time, aggravation, and often your grade.
4. Do not use your earbuds for any assignments associated with this course. Use headphones.
5. Please report any problems with the equipment to the Equipment Pool Manager as soon as possible. Failure to do this results in other students taking out or using broken equipment and ruining their shoots.

6. When the video equipment is in your possession, you will be responsible for it. For any item that you do not return, you're responsible for it. When checking-out equipment and signing your name, please know that this is binding contract acknowledging that you will replace the item(s) if it is damaged or not returned.
7. As part of your story do not ever interview nor film b-roll of friends, roommates, siblings, relatives, your parents, WUTV staff members, members within your organization, Mass Communications students, Mass Communications faculty, staff, and students roaming the College of Education Building. Be diverse and intentionally seek out other majors/people to interview. This is not to say that you cannot do a story on Mass Communications Department and interview Mass Communication students/faculty associated with the story; however, for other stories you must seek out other students. If you do not, points will be deducted, too you may receive a zero for the assignment in question.
8. Under no circumstances are you ever allowed to use pictures, photos and or videos from google in any projects related to this course.
9. You can ask me for assistance with regards to story development. You are not allowed to request my assistance for the following:
  - Which shot to use for your project...
  - My thoughts on an assignment prior to you turning it in...
  - Will I deduct points for a particular flaw(s) in your project...?
  - If your interview is too dark...
  - Did you film the interview properly?
  - Will I deduct points because of white noise in your project, etc.?
  - I've looked all over and I can't find a story...can you help me or do you have one?

Essentially, I will not grade your project twice and it' unfair to your colleagues.

10. You may utilize your own equipment, though I advise against doing so. Your equipment may not be compatible nor interface with our equipment and points will be deducted for all work that's not correct. Excuses for the incompatibility of your equipment is unacceptable.
11. May I use my phone to shoot my story? Unless it's **BREAKING NEWS...** the answer is no.
12. My I use my friend's new camera or I have my own, may I use that one... again the answer is no.
13. I have my own laptop and it has Adobe Premiere, may I edit my projects using my device... the answer is no.

14. If you're planning to do a UWG sports story of any kind, you must first receive approval from the Assistant Athletic Director for Events, Marketing and Social Media, Matt Cooke.
15. Do not ever film the Counseling Center or Health Center. Check with Miss Barnes first.
16. Please do not ever ask me to remember when....

Of course, I cannot stop from using equipment other than what's in the Equipment lab, but you will do at your own risk. I will not accept inadequate/faulty equipment as an excuse for late assignments or mistakes within your assignments.

Don't wait until the last moment to edit your projects. This course, like any applied course, requires several hours outside of class time. If you wait until the last moment you may not get access to the editing bays. Remember, if you wait until the last moment to edit your projects, you will be in line waiting for time with the other procrastinators! Start projects early! Fail to Plan...Plan to Fail!  
So, Plan ahead! Start projects Early! Do not wait until it is too late!

## **HANDOUTS**

You are responsible for collecting all handouts at the time they are distributed. If you are absent, you have ONE WEEK to collect the materials. After ONE WEEK, do not ask me for copies of handouts. I will not keep extra copies.

## **Proper Script Format**

- A. All assignments must be typed in 12-point font on standard 8.5 x 11, white paper
- B. All script fonts must be capitalized letters
- C. All scripts must be 2 column formats
- D. Near the top, left corner, single-spaced in this order, include the following information:
  - Your Name
  - Course Name
  - Date
  - Story #
  - Slug /Story Type
  - TRT (Total Run Time)
  - Each news story must be original. You will not be permitted to write about any ***organization or event in which you are/will be involved.*** Most stories MUST include (SOTs- soundbites) and all stories must include facts.



Jane Smith Practicum June 10, 2019 Story #1 Slug Story Format TRT	
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#### COMMUNICATION WITH THE INSTRUCTOR

Communication Tools	Rules
UWG E-mail Account <a href="mailto:sbarnes@westga.edu">sbarnes@westga.edu</a>	Use this account for all class related inquiries.
My Response Time	Necessary responses to your e-mail inquiries will be sent within 48 hours or less assuming there are no extenuating circumstances that do not allow for a response within the designated timeframe.
Office Phone 678-839-6437	Use this number for all non-class related inquiries unless we have made special arrangements to converse via phone.
Emergencies	If you have to contact me because of an emergency, you may use my e-mail, office phone.

**YOU ARE NEVER ALLOWED TO ELECTRONICALLY/DIGITALLY RECORD ANY LECTURES WITHOUT THE INSTRUCTORS APPROVAL.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Students, please carefully review the following information at this link:

<https://www.westga.edu/UWGSyllabusPolicies/>

It contains important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

## **ACADEMIC DISHONESTY**

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) in accordance with the academic misconduct policy as stated in the latest [Connection and Student Handbook](#). University of West Georgia [Honor Code](#) defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

Cheating: using or attempting to use unauthorized materials, information or study aids

Fabrication: falsification or unauthorized invention of any information or citation

Plagiarism: representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged.

Academic dishonesty in any form compromises your grade and lowers the quality of your diploma. A fellow student who cheats may actually lower your grade, sometimes causing unfair and inflated grading scales. I hope each of you values your college education enough to protect yourself from dishonest classmates. If you are aware of cheating taking place, please contact Dr. Brad Yates, interim chair of the Department of Mass Communications, or me, and proper action will be taken.

## **SPECIAL NEEDS STUDENTS**

I will make special arrangements for students with special needs. Don't wait until after the first assignment or test to talk with me! Don't try and "wing it" without telling me about your particular problem or needs. If you need special accommodations for assignments or tests, let me know within the first two weeks of class, not a few days before an assignment or exam is due. I am here to facilitate your learning, but I need to be informed to do so.

## **TIME**

- I will be well aware of the clock during our class meetings. Therefore, please refrain from slamming books and closing backpacks until the class is over! I will be respectful of your schedules and will not purposely keep you longer than our allotted time; however, there may be occasions that we complete our tasks for the day, but still need to strike the studio. Everyone is required to help strike the studio or suffer a grade penalty.
- Time is a critical element in TV production. Each student is responsible to be ready for class and for productions on time. If it is your turn to do your production, be

ready. There will be no postponements. Make sure your script, props, talent, etc. are ready to go when it is your turn. If you fail to do your production when it is your turn, you will get a zero for that production. No delays or rescheduling will be done. We have a limited amount of studio/class time, so our schedules will be tight. Be ready. Be on time. Plan ahead.

- First, see professionalism. Turn off all phones or put them on silent. If a phone rings or vibrates, I reserve the right to answer the phone or respond to a text and to ask you to leave class.

**You must review and sign an Equipment Checkout Agreement form before borrowing any items from Mass Communications Department Equipment checkout pool. This agreement includes the following stipulations:**

1. You may only use the equipment for class projects within the Mass Communication Department.
2. You may only check out equipment and keep it for the time stated in the checkout agreement. Do not deviate from this policy.
3. You are responsible for knowing how to use the equipment. If you need extra help, first please use tutorials on google, secondly contact your professor/ lab coordinator.
4. You are responsible for any damaged equipment. Please notify the equipment pool supervisor immediately if you notice any problems so we can work to correct them.
5. Any violation of the checkout agreement will result in revocation of checkout privileges, or even financial penalty.

## CLASS SCHEDULE

(This schedule is **subject to change** in order to accommodate guest speakers and maintain some flexibility. **Additional reading and viewing assignments may be made throughout the semester.** You are responsible for all material assigned.)

June

### **Week One**

Mon. 3-

- Intro / Overview
- Lecture
- Review
- Videos
- Google Training
- Policies / Procedures

Tues. 4-

- Handouts
- Camera Training
- Shot / Visual Composition
- ***First day to withdraw with a 'W'***

Weds. 5-

- Adobe Premier Editing Training
- Review / Do's & Don't
- Discuss Assignments
- Practice

Thurs. 6-

- Review
- Practice
- Begin 1<sup>st</sup> assignment

Fri. 7 –

- Work on 1<sup>st</sup> assignment
- Work on 2<sup>nd</sup> assignment

## **Week Two**

Mon. 10-

- Review
- Work on 2<sup>nd</sup> assignment

Tues. 11

- Review
- Work on 2<sup>nd</sup> assignment
- **Shot Composition Due**

Weds. 12

- Review
- Lecture
- *Pitch VO Story Idea*

Thurs. 13

- Review videos
- Review 2<sup>nd</sup> assignment
- Lecture
- ***Last day to withdraw with 'W'***

Fri. 14

- **Video Postcard Due**
- *Pitch VOSOT Story Idea*

## **Week Three**

Mon. - 17

- Review
- Lecture

Tues.-18

- Review
- Lecture

Weds. – 19

- Review
- Lecture
- *Pitch News Package Story Idea*
- Work on 4<sup>th</sup> assignment
- **VO Due**

Thurs. – 20

- Review
- Lecture
- Work 3<sup>rd</sup> assignment

Fri. 21

- Review
- Lecture
- **VOSOT Due**

#### **Week Four**

Mon. - 24

- Review Video 3<sup>rd</sup> Assignment
- Review 4<sup>th</sup> assignment
- Lecture
- Work on 4<sup>th</sup> assignment

Tues.-25

- Lecture
- Review
- News Package Due
- **Last day of class**

Weds. -26

- Reading Day

Thurs. – 27

- Lecture
- Review
- **Evaluate Ms. Barnes**
- **Final Assignment Due**
- **Final Instruction / Exam Period (12:30p -2:30p)**

\*\*\* **Tentative Class Schedule:** I reserve the right to change the schedule as necessary\*\*\*.

\*\*\* Please **do not** ask me to remember\*\*\*.

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(This schedule is **subject to change** in order to accommodate guest speakers and maintain some flexibility. **Additional reading and viewing assignments may be made throughout the semester. You are responsible for all material assigned.**)