## Master Syllabus

### Production Seminar

**VPT 2300**

- **Class Hours:** 0.0
- **Credit Hours:** 4.0
- **Laboratory Hours:** 6.0
- **Date Revised:** Fall 2001

### Catalog Course Description:

Project class focusing on production planning and production management principles in a collaborative environment.

### Entry Level Standards:

Students shall have completed prior coursework in basic and intermediate production. They shall have demonstrated ability to conceive, develop, and complete entire projects with minimal supervision. They shall be able to perform all technical processes required for finished video program.

### Prerequisites:

VPT 1300 and VPT 2100

### Textbook(s) and Other Reference Materials Basic to the Course:

*Film & Budgets* – 2nd edition Michael Wiese and Deke Simon

Handouts as needed

### I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>1</td>
<td>Discuss syllabus and desired outcomes of this course. Discuss project requirements and establish project milestones and dates.</td>
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<tr>
<td>2</td>
<td>Establish production teams and discuss position or positions for group member. Discuss planning the project.</td>
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<td>3</td>
<td>Concepts, treatments, and production schedules.</td>
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<td>4</td>
<td>Script outline due.</td>
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<tr>
<td>5</td>
<td>Script due.</td>
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<td>6</td>
<td>Return Scripts and do rewrites.</td>
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<td>7</td>
<td>Pre-production.</td>
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<td>8-9</td>
<td>Pre-production and production continues.</td>
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</tbody>
</table>
Production phase continues.
Post-production continues.
All projects completed by the end of week 15.
Final project review and critique.

II. Course Objectives*:
A. Assess audience characteristics that suggest appropriate writing styles and approaches. III, IV
B. Format a script so that it is appropriate for the various media. I, III, IV
C. Develop the ability to design scripts that are scaled to the client needs in terms of communications and overall production costs. I, II, III
D. Develop and implement a detailed production plan. III, IV, V
E. Demonstrate effective use of time and resources within deadline parameters. I, V
F. Demonstrate willingness and ability to meet deadline requirements. I, IV

*Roman numerals after course objectives reference goals of the VPT program.

III. Instructional Processes*:
Students will:
1. Conduct research using the internet, ERC resources and interviewing techniques. Communication Outcome, Information Literacy Outcome, Technological Literacy Outcome, Active Learning Strategy
2. Develop characters for a long formatted script. Personal Development Outcome
3. Work together as clients and production company to be able to relate to both sides. Problem Solving and Decision Making Outcome
4. Employ project management skills. Problem Solving and Decision Making Outcome, Transitional Strategy
5. Utilize and refine technical skills and knowledge. Technological Literacy Outcome
6. Demonstrate ability to apply aesthetic conventions to complete work. Information Literacy Outcome, Personal Development Outcome
7. Demonstrate willingness and ability to meet deadline requirements. Personal Development Outcome

*Strategies and outcomes listed after instructional processes reference Pellissippi State’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:
1. Establish audience profiles which can be used to determine suitable concept approaches and writing styles. A, B, C

2. Incorporate the production techniques and technologies of film, radio, and television into production ready scripts. B, C

3. Demonstrate, in written form, the ability to create 3 or more approaches for the solution of a particular communications problem. B, D

4. Identify and employ basic elements of creative writing. A, D

5. Develop and implement detailed production plan. C, E

6. Demonstrate effective use of time and resources within deadline parameters. E

7. Organize and direct a production team. E, F

8. Demonstrate ability to operate cameras, audio and video recording and editing equipment and other computer based equipment as required. A, D, E

9. Observe and employ techniques which lead to the establishment of high production values in the completed video project, i.e., well managed and motivated audio, lighting, visual composition, edit pacing, etc. B, C

10. Recognize, prepare and use shot sheets. B, C

11. Illustrate how sound research and script development can be employed to create a compelling program. A, B, C

12. Exercise awareness and willingness to meet project deadlines and milestones. E, F

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

N/A

B. Laboratory Expectations: 60% of grade

Project grade will be weighed against the student’s original plan and commitment. Periodic milestones will be established and graded so that the student can be appraised of his/her progress as the class develops.

C. Field Work:

N/A

D. Other Evaluation Methods: 40% of grade

The following four areas will combine to determine 40% of the grade:
1. Completion of written assignments on time
2. In class attendance, participation and in-class writing
3. Effort, growth, dedication, perseverance
4. Mastery of basic writing skills, creative talent, ability to focus and concentrate.
E. Grading Scale:

90 – 100 A
80 – 89  B
70 – 79  C
60 – 69  D
below 60 F

VI. Policies:

A. Attendance Policy:

Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course (Pellissippi State Catalog). Individual departments/programs/disciplines, with the approval of the vice president of Academic and Student Affairs, may have requirements that are more stringent.

The VPT program believes a more stringent requirement is realistic because of the contractual commitment made by the College with local area employers. Therefore, to successfully complete VPT courses, students must attend at least 85% of classes. To be considered “in attendance”, students are expected to be in class at the scheduled starting time for that class. Students will be considered “tardy” from that time until 10 minutes after the scheduled starting time. Three such “tardies” shall constitute an “absence”. Students arriving any time after 10 minutes beyond the scheduled time for a class will be considered “absent”.

B. Academic Dishonesty:

In keeping with college-wide policies, the student is expected to adhere to the general rules and regulations relevant to academic and classroom misconduct as outlined in the catalog.

C. Other Policies:

Use of Equipment: Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property/equipment belonging to Pellissippi State is subject to disciplinary sanction.