Mission Statement:
Our mission is to serve as a leading center of Christian thought and action providing an excellent education from a biblical perspective and global context in pivotal professions to equip Christian leaders to change the world.

COURSE SYLLABUS

SCHOOL OF COMMUNICATION & THE ARTS
DEPARTMENT OF CINEMA-TELEVISION

CTVU-102
CTV EQUIPMENT WORKSHOP
(SECTION 01)
FALL ’10
CLASS MEETS: JAN. 7, 14, 21 AND FEB. 4

TV STUDIO  FRIDAY 9:00 A.M. TO 5:00 P.M.

INSTRUCTOR INFORMATION
Instructor: Ashley Zahorian
Phone: 619-0061
E-mail: ashlzah@regent.edu
Office Hours: Call for Appointments

All students are required to read and have a thorough understanding of the syllabus. Any questions or concerns need to be addressed to the instructor.
COURSE DESCRIPTION


RATIONALE/COURSE OVERVIEW

The goal of this class is to enable you as a filmmaker at Regent University to confidently, competently, and responsibly make use of the equipment and resources made available to you at the university. This class is not concerned with aesthetics or creative choices; rather, it will focus on safety and use of equipment that will enable student filmmakers to grow creatively through other classes.

The university has invested a large amount of money in equipment. This investment enables students to complete class projects and learn how to create movies and television. We must treat this equipment with care and respect. Much of it is very breakable and, more importantly, can potentially injure cast or crew if used carelessly. While this course will cover the basics of operation of Tier 1 equipment, in a very real way it is more concerned with the discipline and practice of set safety, etiquette, and protocol. You will also learn about the administrative policies and procedures at Regent.

I feel that part of our responsibility as Christian filmmakers is to ensure that no one is injured on our sets and that all cast, crew, and equipment are treated with respect. This class is a gateway class to allow checkout of Tier 1 equipment for qualified school projects. We all must work together to maintain safety and keep the school’s equipment in good working order.

Much patience is necessary in learning to use this equipment. You may enter this class with extensive technical experience or with no experience; no matter what your background, please use this class as an opportunity to increase your ability to work safely on a set. Remember that the goal of this class is not to achieve proficiency in operation of gear, but rather to learn basic practices to enable you to learn the creative art through other classes and on-set experiences.

The four all-day sessions of this class will cover a general overview of equipment and on-set procedures. We will break for lunch every day around noon and reconvene around 1:15 p.m. and take short morning and afternoon breaks. Come to class awake, on time, and prepared for an intense day. Wear close-toed shoes and set-appropriate clothing. Bring a notebook, pencil, and pen with you. Remember that no food or drinks other than water bottles with caps are allowed in the TV studio.

INTEGRATION OF FAITH & LEARNING

Jesus said, “Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much,” (Luke 16: 10). May God open our eyes to understand the meaning of this proverb, not just for using equipment at Regent, but for our whole lives.
In every class of students some do not use the equipment here with healthy, holy respect. It seems they regard the equipment as “very little.” Over time, safeguards have been built into the equipment system to make sure students understand how valuable and important proper handling of the gear is both to Regent and to the student. This class is here to make sure you understand how to use the gear with proper care, and that you take the principles of proper care with you into your professional career.

Failure to grasp Christ’s parable will not only hurt you at Regent, but in the world; it applies like a law of physics.

**Prerequisites**

None.

**Cinema-Television Departmental Program Outcomes**

- To reclaim the power of "Story" and to weave Christian values and enduring truths in infinitely fresh and relevant ways.
- To allow students to explore and refine their craft through observation, intense study and practice.
- To grow artists who can create media infused with the Light to those with eyes to see and ears to hear.

**CTV Equipment Workshop Course Outcomes**

- Develop a respect for gear and the ability to safely handle equipment in a way that will not endanger oneself, other people or the equipment.
  - This will be assessed via class participation, assignments, and exams.
- Demonstrate an understanding of the process for checking out equipment from the Regent University equipment office.
  - This will be assessed via assignments and exams.
- Develop professional habits in production work.
  - This will be assessed via in-class exercises and exams.
- Gain the ability to properly fill out and file common production forms used at Regent University.
  - This will be assessed via assignments and exams.

**Course Materials**

**Required Materials:**

Regent University Production Manual and Forms

http://www.regent.edu/acad/schcom/production/forms.htm

Handouts given in class and posted on blackboard throughout the semester.
COURSE REQUIREMENTS AND ASSIGNMENTS

Class sessions will consist primarily of discussions and hands-on experience covering the production manual and equipment, practice with gear, and group exercises. Weeks two through four will begin with quizzes covering material from the week before, so please arrive prepared. Short weekly assignments will aid in the mastery of utilizing the Regent University equipment and production offices.

In order focus as much in-class time as possible on hands-on learning, it is imperative that all students read the required pages from the production manual BEFORE coming to class. Production manual discussion should focus on answering questions students have based on the reading.

Assignments are due to the instructor by the start of the weekly quiz (9:15a).

If you struggle to meet any of the course requirements or have questions about the assignments, please contact me immediately at ashlzah@regent.edu or 757.619.0061.

Please do not call or text between 8 p.m. and 8:30 a.m. All class-related digital correspondence must take place over e-mail; any correspondence over Facebook or other social network sites will be ignored.

1. Quizzes
   - Three written quizzes the mornings of the 2nd-4th classes will cover material from the previous week before each quiz. Students will have the opportunity to ask review questions from 9-9:15. The quiz will start promptly at 9:15 a.m. and end by 9:45 a.m.

2. Assignments
   - Weekly assignments will be given to practice reserving equipment and to gain familiarity with production forms. Short reading assignments to prepare for the following week will also be given. You will be responsible for reading and being prepared with questions based on the readings. Put your name at the top of all
     o Assignment 1: Test Equipment Reservation (50 points)
       ▪ Step 1: Using your production manual, determine what gear is Tier 1
       ▪ Step 2: Find the Equipment Office website on the School of Communication and the Arts website
       ▪ Step 3: Fill out an equipment reservation form with the following project-specific information:
         ▪ Project title: Test Equipment Reservation
         ▪ Approving Professor: Garcia
         ▪ All over options – pick days/times, enter in the actual class info, etc… you will NOT actually check out this gear
         ▪ Select ALL Tier 1 equipment from the radio bullets. If there is something NOT listed, add it in the accessories
         ▪ Under comments, type: “This is just a test reservation. Please forward to Ashley Zahorian.”
• I must receive the forwarded e-mail by 9:15 a.m. on your class day – so that means you CANNOT send it right before class. It should be submitted at least 48-hours in advance.

  o Assignment 2: Scheduling Worksheet (25 points)
    ▪ Use the worksheet given the week before to work out scheduling according to Regent University standards for work days.

  o Assignment 3: Talent Release Form (25 points)
    ▪ Find the talent release forms on the Regent University website (look under school of communication and the arts and then the production office).
    ▪ Print out an adult talent release and a minor talent release.
    ▪ Fill them both out as if you are the talent. You can put in a fake address. Remember that “its” stands for initials and you do not fill in anything under the section that must be signed by the dean.

3. Attendance/Participation
• Timeliness and attendance are imperative in this class. If you must miss for a legitimate reason such as a family emergency or a serious illness, contact me as early as possible. You must attend the other session of the class (Friday/Saturday) or a make-up session will be scheduled ONLY for legitimate and unavoidable absences.
  o There are only four sessions to equipment workshop, and so missing a section misses ¼ of the entire class material. Therefore, attendance of every class is MANDATORY to pass.
  o For every 15 minutes you are late to class, late coming back from lunch, leave early, etc… 20 points from your attendance grade will be docked.

• Participation (or lack of it) will be reflected in your ability to succeed in both this class and in the professional world. You must demonstrate the ability to work with a team during in-class projects. Be sure to dress set-appropriate by wearing close-toed shoes and comfortable clothes for moving and operating video equipment. Bringing your own leather/thick work gloves for handling lighting instruments is highly advised. Attendance alone does equal participation. Texting, surfing the web, etc., during class, is prohibited.
  o Completion of in-class production reports and projects are a large part of your participation grade.

4. Final Exam or 48-Hour Festival
• The final exam will consist of three parts:
  o Part 1: Written exam
    ▪ Multiple choice, fill-in-the-blank, true/false, and matching covering: the production manual, production forms, set etiquette, protocol, safety, and all Tier 1 equipment.
  o Part 2: Set-up and teardown or equipment
    ▪ You will set up, operate, and strike basic Tier 1 equipment properly and safely in a timed setting.
  o Part 3: Trouble-shooting
    ▪ You will enter a room where gear is both properly and improperly set-up. You will earn exam points by writing down set-up problems, safety issues and what is set up properly.
• You can earn an automatic full credit on the final exam by instead participating in the 48-hour Regent film festival. The dates for the festival are TBA for a weekend in February. You must register and actually participate to receive credit. **If you opt to use the 48-hour film festival as your final, you do take the final exam.** The final exam takes place during the afternoon session of equipment workshop. If you are using the 48, you can either leave class early or stay and practice with gear. **All students are required to attend class until the final exam begins.**

**EVALUATION AND GRADING**

CTV Equipment workshop is a pass/fail class. Grades will be given for individual quizzes/assignments/participation, etc. In order to pass the class, you must earn at least 700 points total.

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<td>Weekly Quizzes</td>
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<td>Final Exam OR 48-Hour Film Festival</td>
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<td><strong>Total:</strong></td>
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**COURSE SCHEDULE**

**Week 1:**
- **Readings Due:** Production Manual: pages 1-11
  - Syllabus

**Week 2:**
- **Readings Due:** Production Manual: pages 11-24
- **Assignment Due:** Test Equipment Reservation – see assignments for details.
- **Quiz Covering:** Production Manual 1-11, material covered in week 1

**Week 3:**
- **Readings Due:** Production Manual: pages 24-35
- **Assignment Due:** Scheduling worksheet – given out last week.
- **Quiz Covering:** Production Manual 1-35, material covered in weeks 1 & 2

**Week 4:**
- **Assignment Due:** Talent Release form – see assignment for details.
- **Quiz Covering:** Production Manual 1-35, material covered in weeks 1-3
- **Final Exam:** See course requirements and assignments for details on the final exam
UNIVERSITY POLICIES AND RESOURCES

Please review the following links for important information on University policies:

- Academic Calendar/Registrar Information
- Bookstore
- Honor/Plagiarism Policy
- Regent Library
- Student Services (includes links to student handbook, disability services, University calendar, University Writing Center, etc.)
- Disability Statement: The student is responsible for contacting the Director of Student Life at 757.352.4867 to request accommodations, provide necessary documentation, and make arrangements with each instructor.
- Technical Support – University Helpdesk
- Grading Policies (incompletes, extensions, IPs, etc.)
- Student Course Evaluations
  University policy requires that all students submit a formal student evaluation of teaching form at the end of the academic term. This mandatory requirement must be completed before students will be able to access their final course grade. This form is only available in an online format. Prior to the end of the course, students will receive an e-mail indicating that the form is available. Instructions on accessing the evaluation will be included. Since these evaluations are only available for a limited time, students should complete the evaluation as soon as they receive the e-mail notification that the evaluation form is available. Instructors will not have access to course evaluations until after grades have been submitted and will only have access to anonymous summary data. Students are also encouraged at any point during the term to offer comments that may be helpful to the improvement or refinement of the course. Students can access the online evaluation system at: http://eval.regent.edu/regentsurvey/students.cfm. If you have questions about the online evaluation please contact evaluation@regent.edu.

At times, due to unforeseen circumstances, course content may be subject to change. Please check with your professor to insure you have the most recently updated Syllabus for this course.

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