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

CTV-502
CTV EQUIPMENT WORKSHOP
(SECTION 01/02)
SPRING ’13

TV STUDIO SECTION 01: FRIDAYS 12:00 P.M. TO 5:00 P.M.

INSTRUCTOR INFORMATION

Instructor: Dave Garcia
Phone: 352-4239
E-mail: dgarcia@regent.edu
Office Hours: TBD

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.

Please indicate that you’ve read and understand the class syllabus:

Printed Name: ___________________________ Initials: _________
COURSE DESCRIPTION

CTV 502 Cinema-Television Equipment Workshop (1) Required for those who plan to check-out equipment for media projects. Covers in an intensive time frame: video camera, grip/electric, sound basics, and set operations.

RATIONALE/COURSE OVERVIEW

This course will cover the basics of care and operation of Tier 1 equipment, as well as the discipline and practice of set safety, etiquette, and protocol. You will also learn about the administrative policies and procedures at Regent.

Much patience is necessary in learning to use this equipment. The goal of this class is not to achieve proficiency or mastery of this 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. 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.

This class is here to make sure you understand how to be good stewards of this equipment, and that you apply these principles for the rest of your 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

• Students will demonstrate the ability to integrate & apply the Christian faith & biblical principles to the study & practices of mediated communication.
• Students will demonstrate knowledge of relevant communication theories related to the study of film & television.
• Students will demonstrate proficiency and excellence in the rigorous artistic exploration and application within their chosen majors.

CTV EQUIPMENT WORKSHOP COURSE OUTCOMES
• Develop a respect for gear and the ability to safely handle equipment in a way that will not endanger other people or the equipment itself.
  o 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.
  o This will be assessed via assignments and exams.
• Develop professional habits in production work.
  o 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.
  o 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

**COURSE REQUIREMENTS AND ASSIGNMENTS**

Class sessions will consist of lectures and discussions covering the production manual and equipment, hands-on practice with gear, group exercises, and quizzes. Short weekly assignments will aid in the mastery of utilizing the Regent University equipment and production offices.

Assignments are due at the beginning of class. You must turn in all assignments in order to pass the class. The goal of these assignments is to teach you some of the basic forms and checkout procedures you will need to master while at Regent and in the professional world.

If you struggle to meet any of the course requirements or have questions about the assignments, please contact me.

1. Quizzes
   • Quizzes will cover material from the previous week.
2. Assignments
   • Weekly assignments will be given to practice reserving equipment and filling out production forms. Short reading assignments to prepare for the following week will also be given.
3. Attendance/Participation
   • **Timeliness** and attendance are imperative in this class. **You must attend all of the sessions in order to pass the class.** If you can’t attend all sessions, you must take this class a different semester.
   • **Participation** (or lack of it) will be reflected in your passing or failing the course. 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 gloves for
handling lighting instruments is highly advised. Attendance alone does not equal participation. Facebook, email, texting, surfing the web, etc., during class, is prohibited.

4. Final Exam
   • There will be a final exam covering the material from all four sessions.
EVALUATION AND GRADING

CTV Equipment workshop is a pass/fail class. A pass will be given only on the successful completion of the workshop. This includes attendance and participation in all sessions, completing assignments, and passing all quizzes and exams.

COURSE SCHEDULE

Week One: Cameras
• In-class participation, online quiz

Week Two: Lighting
• In-class participation, online quiz

Week Three: Sound
• In-class participation, online quiz

Week Four: Set Protocol & Safety
• Online participation and online quiz
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](http://eval.regent.edu/regentsurvey/students.cfm). If you have questions about the online evaluation please contact evaluation@regent.edu.

Last Updated: 10/24/2012

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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