

COURSE INFORMATION

COURSE PREFIX/NO: **RTV 105**

COURSE TITLE: **Television Studio Operations**

LEC HRS/WEEK: 3.0

LAB HRS/WEEK: 0.0

CREDIT HRS/SEMESTER: 3.0 [DL ATTENDANCE/VA STATEMENT](#) [TEXTBOOK INFORMATION](#)

COURSE DESCRIPTION:

This course covers the basics of studio operations with emphasis on lighting, cameras, floor management, and control room operations.

COURSE COMPETENCIES:

Upon successful completion of this course, the student should be competent to perform the following tasks:

- Identify typical TV studio positions and responsibilities
- Demonstrate conventional TV studio camera operations, compositions, and procedures
- Demonstrate basic studio lighting operations making use of established principles
- Perform basic control room operations
- Identify the basic technical, legal and social elements of broadcasting
- Identify the functions & positions used in producing broadcast & non-broadcast media
- Utilize the basic terminology of video and related audio production
- Be able to use proper terminology in verbal communication concerning Television Studio Operations.

MINIMAL STANDARDS:

Given examples and objective test, the student will identify the functions and responsibilities of representative studio crew positions, to standards and guidelines provided by the instructor prior to test.

Given representative studio production conditions, the student will demonstrate the ability to operate studio cameras, conforming to commonly accepted composition and responding to conventional directoral commands, to standards and guidelines provided by the instructor prior to test.

Given representative studio production conditions, the student will demonstrate the ability to mount and adjust studio lighting instruments, to standards and guidelines provided by the instructor prior to test.

Given representative control room equipment, the student will demonstrate the ability to perform ATR (Audio Tape Recorder) and VTR cueing and playback, basic audio mixing, basic production switcher operations, and basic C.G. (Character Generator) operations, to standards and guidelines provided by the instructor prior to test.

COURSE REQUIREMENTS:

Students are responsible for demonstrating acceptable performance of competencies. Supporting this goal are the following requirements:

ATTENDANCE

Students will be bound by the policies stated in the York Technical College Student Handbook. Students must attend 80% of the hours assigned the class for a semester to receive credit for the course.

ACADEMIC HONESTY

"York Technical College adheres to the South Carolina TECH Student Code, approved by the State Board for Technical and Comprehensive Education on March 13, 1974 (revised last April 25, 1984). Copies of this code are available in the Library and from Student Services. ...Any student caught cheating or involved in any other academic dishonesty will be given a grade of zero and will be subject to further disciplinary action."

DEPARTMENTAL EXPECTATIONS

As in the work place, the student should call the instructor (or designee) in advance of an absence or tardy, if at all possible.

If a student misses a test because of illness or emergency, the student will be expected to make up the test at the earliest possible date. Students with unexcused absences during tests will be allowed to make up the test at the discretion of the instructor.

Regular participation in class activities.

Completing assignments as specified.

EVALUATION STRATEGIES/GRADING:

Student proficiency consists of both knowledge and application. Evaluation is based on a combination of objective testing, and specific performance demonstration. The grading scale will be the standard for York Technical College:

Grade Points

A 90 - 100
B 80 - 89
C 70 - 79
D 60 - 69
F 0 - 59

Student performance demonstrations will typically be evaluated by one of two methods:

- The process or product under evaluation will be divided into component parts for observational purposes. Each component is then graded on a checksheet by an observer. Performance grading will be an average of the individual component grades, weighted where appropriate.

- Where the process or product cannot be reasonably divided into components for observation, it will be evaluated as a whole, often in real time. In such cases, the professional judgment of multiple observers will be used whenever possible. The performance grade would then be an average of grades from all observers.

Evaluation will use current professional expectations for entry-level positions as standards. General guidelines for grading performance demonstrations will be:

- A = Fully competent; highly consistent performance with little or no supervision; has command of the process.
- B = Generally competent; slight supervision required; generally consistent results.
- C = Generally functional; moderate supervision and/or correction required; inconsistent performance.
- D = Barely workable; needing practice and/or major supervision for acceptable results; exhibits minimal skill development for job function.
- F = Unworkable; needs unreasonable time or additional instruction for acceptable results; dangerous to persons, equipment, or production process.

For the purposes of averaging performance demonstration results, letter grades will be converted to numerical grades as follows:

| | | | |
|------------|------------|------------|---------|
| A+ = 98 | B+ = 88 | C+ = 78 | D+ = 68 |
| A = 95 | B = 85 | C = 75 | D = 65 |
| A- = 92 | B- = 82 | C = 72 | D- = 62 |
| A-/B+ = 90 | B-/C+ = 80 | C-/D+ = 70 | F = ** |

** Actual performance in job-related functions is the basis of the Teleproduction Program. Accordingly, in all courses with specific performance demonstrations, a passing grade in the demonstration is necessary to pass the course. In the event a student fails such a demonstration, at least one make-up opportunity will be provided.

ENTRY LEVEL SKILLS:

Minimum program entry requirements, and general familiarity with video production processes reflecting the content of listed prerequisites.

PREREQUISITES:

Introduction to Broadcasting (RTV-111) or permission of instructor.

CO-REQUISITES:

Audio Production (RTV-101), Externship I (RTV-202).

TOPIC/CONTENT OUTLINE:

- A. Orientation to Studio Production
 - camera and lighting operations
 - the production crew
 - basic set layouts
 - the control room

- B. The Studio Camera: Design and Operation
 - camera structure
 - lens characteristics
 - mounting equipment and camera movement
 - intercom operation and procedures
 - basic composition and perspective

C. Studio Lighting

- lighting instrument types
- basic lighting operations: mounting and adjustment
- light measurement, control, and power
- lighting objectives: technical and aesthetic
- fundamental lighting design concepts

D. Control Room Operations

- videotape cueing
- basic character generator operation
- timing operations
- production switcher structure and operation

E. The Studio Production Crew: Functions and Responsibilities

- Producer
- Director
- T.D. (technical director)
- A.D. (associate director)
- Camera Operator
- Floor Manager
- P.A. (production assistant)
- VTR Operator
- Audio Operator
- C.G./Graphics Operator