

BDC 314 Section 01/02/03/04: BROADCASTING PRODUCTION - EFP LAB

Fall 2014 (V6)

Classroom: Room: RCC 361

Instructors:

Time: Tues.	10-4	(01)	Rick Grunberg	rgrunber@ryerson.ca	416-979-5000 ext. 7007
Time: Wed.	9-3	(02)	Jamie Waese	jwaese@ryerson.ca	416-979-5000 ext. TBD
Time: Thurs.	12- 6	(03)	Allan Novak	Allan.novak@ryerson.ca	416-979-5000 ext. TBD
Time: Fri.	12- 6	(04)	Zach Cox	z2cox@ryerson.ca	416-979-5000 ext. 7050

Lab Assistants:	Zach Cox	z2cox@ryerson.ca	416-979-5000 ext. 7525
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About the Course

This course builds on the fundamental skills taught in BDC 201 and introduces the elements of location sound and lighting to the field production process.

Working in teams of 5, students will rotate through the various roles of a small Electronic Field Production unit. Each team will produce a variety of in-class exercises and short video assignments.

Each Production Team will produce 2 short videos. Each student will also produce & direct 1 video of their own. In addition, each student will serve as a crew-member on 5 other productions.

Demonstrations, lectures and in-class deconstructions will be used to explain and illustrate effective techniques in Electronic Field Production.

Course Goals

Upon completion of this course, students will be able to execute the planning, shooting & editing of a single camera video production in a visually creative & technically proficient manner. They will also be skilled in the use of basic lighting and location sound recording equipment.

Responsibility

It is the responsibility of students, to efficiently use their resources. They must act professionally towards their teammates; attend meetings on time, respond promptly to e-mails and messages and treat fellow students with courtesy and respect at all times. The STUDENT CONDUCT CODE must be adhered to at all times. Students are responsible for material that is in accordance with generally prevailing norms of production, performance and technical acceptability within a university environment. You must respect laws of libel, slander, the Criminal Code and copyright.

Participation

Lateness and absenteeism will not be tolerated. More than one absence will result in a Participation mark of ZERO. Absenteeism due to illness requires a doctor's note.

Television is a team sport. Total participation and involvement by every student in every class is mandatory. Students are also graded on their participation in the deconstruction and critique process in class.

Communication

- Students are required to maintain and monitor their Ryerson Matrix email account.
- All email communication for this course will be via this account (BDC 304 in subject line).
- USE BLACKBOARD!
- Students are required to monitor Blackboard for updates and discussions regarding assignments and schedule changes.
- To maximize benefit to all students, all questions not of a personal nature should be directed to the BDC 304 Discussion Forum on Blackboard. Instructors/lab assistants will not respond directly to emails of this nature.

Required Text & Materials

- BDC 201 text: Video Basics 7 by Herbert Zettl packaged with the DVD - Zettl Video Lab 3.0
- Portable Hard Drive (min. 500GB, 7200rpm). Thunderbolt (USB 3 supported in some locations) adaptors in EDC
- USB Key (8Gig Min) for assignment backup and archiving **USING GOOGLE DRIVE THIS YEAR!!! MUST BE LABELLED AND HAVE PROPER PRODUCTION CREDITS OR NO GRADE**
- SDHC Memory Card - Class 10 Minimum 16GB
- Headphones with 1/8 inch mini plug
- 1 roll of Gaffer / Camera Tape...can get from EDC
- 4 x AA Batteries (new – Brand name Alkaline)
- Recommended text: Viera, R. (2012). The location sound bible: how to record professional dialog for film & tv. Studio City: Michael Wiese Productions. Amazon

Production Rotations

The class will be divided into Production Teams of 5 students. The group list and rotation schedule will be posted on Blackboard. Students may not deviate from their assigned role/rotation.

Assignments 1A and B will be shot with a crew of 5.

Assignment 3 will be shot with a crew of 4 (at any one time, the 5th crew member is editing). Each team member will rotate through the roles of Producer/Director/Editor, Camera/Lighting, Sound and Script Assistant/Continuity. Each student will fulfill each role at least once.

NOTE: The use of actors from outside of this class will be required – Find them NOW!

Weekly Outline

Class Format – (subject to change)

Wk	Topic/Activities:
1 WEEK OF SEPT 1	<ul style="list-style-type: none"> <input type="checkbox"/> Review Syllabus and course structure (:45) <input type="checkbox"/> Camera review (brief) (:30) <input type="checkbox"/> Location Sound Workshop (:45) <input type="checkbox"/> Location Lighting - introduction ("illumination") (1:30) <ul style="list-style-type: none"> Exercise A (2:30) Shooting w. emphasis on location sound and exposure Note: this footage will be used in Adobe Premiere Workshop Wk 2
2 SEPT 8	<ul style="list-style-type: none"> <input type="checkbox"/> Screen selected rushes from Wk 1 (1:00) <input type="checkbox"/> Pre-Production Paperwork review (:45) <input type="checkbox"/> Workshop – Camera movement, shooting tests, pre-visualization (1:30) <input type="checkbox"/> Adobe Premiere Workshop – advance techniques and working with sound & Exercise B (Editing) – material provided - previous week's footage (2 :15) <p><u>CHECK WITH YOUR INSTRUCTOR FOR ACTUAL EDIT TRAINING START TIMES AS THEY WILL VARY BY SECTION</u></p>
3 SEPT15	<ul style="list-style-type: none"> <input type="checkbox"/> Review Exercise B selects from Wk 2 (1:00) Hand in preprod 1A <input type="checkbox"/> Location Lighting – detailed (lighting to create mood – in studio B) (4:00) <p>If time allows, start of Preproduction meetings with instructor: 15-20min/group – re: Assignment 1A Note: all groups must meet with instructor prior to Wk. 4 shoot</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exercise C (Lighting) - Script provided <u>OUT OF CLASS SHOOT</u>
4 SEPT22	<ul style="list-style-type: none"> <input type="checkbox"/> Review of selects from Exercise C (:45) Hand in preprod 1B <input type="checkbox"/> Shoot Video Assignment 1A (3:30hrs) – Script/Director TBA <input type="checkbox"/> Screen selected rushes (1:15)
5 SEPT29	<ul style="list-style-type: none"> <input type="checkbox"/> Screen/deconstruction Assignment 1A (1:30) <input type="checkbox"/> Shoot Video Assignment 1B– Director TBA (3:30hrs) <input type="checkbox"/> Transfer Material Assignment 1B– Director TBA (:30)
6 OCT 6	<ul style="list-style-type: none"> <input type="checkbox"/> Screen selected rushes Assignment 1B (1:30) <input type="checkbox"/> Budget Lecture (1:00) <input type="checkbox"/> Presentations of Assignment 2 – Hitchcock Scene Analysis - Groups 1-5(2:15) <input type="checkbox"/> Deconstruction of Video Assignments 1A, 1B
7-11 OCT 20- NOV 21	<ul style="list-style-type: none"> <input type="checkbox"/> Production meetings All groups in-class prior to shooting -(:30) <input type="checkbox"/> Shoot Assignment 3 (one director/week) 1 scene only for in class shoot...teacher to deconstruct material shot at location with laptop
12 NOV 25	<ul style="list-style-type: none"> <input type="checkbox"/> (week 12) Final Screenings & Intro to Advanced EFP

Workshops, Exercises & Assignments - overview

The first three weeks of classes consist of a series of workshops and exercises that concentrate on the proper use of cameras, sound mixers, microphones, lighting, and edit systems.

Online

It is very important that all crewmembers are prepared to shoot every week.

It is mandatory for all students complete the RTA Online Camera and Editing Tutorials prior to shooting Assignment 1.

Exercise A - Week 1

Camera practice

The purpose of this exercise is to reacquaint students with the Panasonic HC150 cameras that they will be using this term and introduce the tools and techniques for recording location sound. Working within their assigned groups, they will shoot a simple "talk" sequence with an emphasis on location sound recording.

Exercise B - Edit practice - Week 2

Previous Weeks Material - MAKE SURE you bring it in

This exercise is designed to review basic editing techniques learned in BDC 201 using Adobe Premiere editing software. In addition students will learn new skills with an emphasis on sound editing and file output. Working with provided footage (Time to order Room-tone or similar), they will cut a "work/talk" sequence that is roughly 60 seconds in length.

Exercise C - Week 3

Lighting practice – 2 person scene, create high/low key lighting

The purpose of this exercise is to allow students time to experiment with 3-point and dramatic lighting techniques using basic lighting kits and a provided basic script. This is an OUT OF CLASS shoot which MUST be done or - 5% FOR ATTITUDE grade

ASSIGNMENTS: ALL ASSIGNMENTS MUST COMPLY WITH THE RYERSON STUDENT CODE OF CONDUCT *

The Assignments must also adhere to specific criteria (see handout "Assignment Details")

VIDEO ASSIGNMENTS (Assignments 1A, 1B, and 3)

In addition to directing their own piece (Assignment 3) students will also serve as crew on the productions of their fellow group members. They will rotate through the roles of script/continuity, camera/lighting and location sound. They may not deviate from their assigned role or team. The script/continuity role (and only that role) may be required to double as on-camera talent if necessary. The use of actors outside of the group (i.e. in place of, or in addition to the script person) will be required.

Please note that when planning projects, one should pick a subject, style and approach that will demonstrate technical accomplishment in directing, shooting, lighting, location sound and editing.

Approval

- All video assignments require the submission of a Pre-production Paperwork Package (1B Solely requires notes of corrections made) for approval.
- If revisions are required, they must be approved a minimum of 48 hours prior to shooting or the shoot may have to be rescheduled.
- The pre-production paperwork package is due no later than one week before the first shoot day.

ASSIGNMENTS (1A, 1B)

Each production team will prepare a Pre-production Package for a “Work/Talk” video one minute in length (Script provided). The packages will be reviewed & the videos will be shot during class, weeks 4 & 5. Editing of Assignment 1A & 1B to be done outside of class.

ASSIGNMENT 2 – HITCHCOCK SCENE ANALYSIS – GROUP PRESENTION – This is NOT about PLOT!

Each production team will prepare a 20min analysis of a scene from a feature film for presentation in class during weeks 6. The film must be selected from the list provided. See doc. “Assignment Details - Scene Analysis” for more info. **(no two the same video so check with other groups / post on discussion forum)**

ASSIGNMENT 3

Working with their production team, each student will produce, direct & edit a video of no more than 2:30 in length. One video will be shot each week (weeks 7-11). Both in-class and out-of-class time will be provided for both shooting and editing.

Submissions – FOLLOW ASSIGNMENT SHEET FOR DUE DATES

Paperwork

- The paperwork packages are the responsibility of the Producer/Director.
- Pre-production Paperwork for Assign. 1A, 1B & 3 is submitted electronically with proper files and student names. (including storyboards and call sheets – MUST be scanned if needed and under 20 meg. File size for our mail system.)
- Pre-production Paperwork is due one week before in-class shoot day.
- IN ADDITION: ASSIGNMENT 3 ONLY
 - A HARD COPY of the Pre-production Paperwork is to be submitted in-class on the shoot day.
 - A Post-production Paperwork Package must accompany the finished video.
 - These will all be graded
- Peer Evaluations (submitted in a sealed envelope) - due in the final class. (Week 12)

Assignments

- Completed video assignments are due no later than:
 - Rick’s Class: 12 noon - the Tues. following in-class edit booking.
 - Jamie’s Class: 12 noon - the Weds. following in-class edit booking.
 - Allan’s Class: 12 noon - the Thurs. following in-class edit booking.
 - Zach’s Class: 12 noon - the Fri. following in-class edit booking
- All videos must be submitted as per Editing Tech Spec/File submission documents on blackboard
- Videos must be LABELLED as per the Editing Tech Spec/File submission documents on blackboard
- All videos are to be formatted with opening slate/ID/blacks as per Editing Tech Spec/File submission documents on blackboard
- Students MUST export to personal hard drive as a backup.
- Students are solely responsible for the security of the finished product. Back it up!

Penalties

- More than 1 absence will result in a Participation mark of "0". Absenteeism due to illness requires a doctor's note.
- Tardiness will NOT be tolerated – Attendance will be taken at beginning and end of class and will result in a "0" for participation unless due to illness - which requires a doctor's note.
- Television is a deadline business. There will be penalties for all late assignments/paperwork
- Late paperwork: -10% - Late project submission: -10%/day
- Details matter! There will be penalties for misnamed files, format errors etc. Not properly labelled projects files / submissions automatically lose 20%
- For Assignment 3 ONLY – Directors must present a time-stamped EDL from Ryan before their scheduled edit time. There will be NO access to the edit suite without it and must be included in the post production paperwork package.
- Failure to submit Peer Evaluation forms will receive 0% for their Initiative mark.
- Equipment MUST be returned on time. Failure to comply will result in fines.

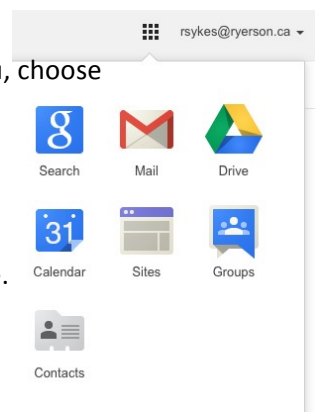
Misc.

- If paperwork revisions are required, they must be approved a min. of 48 hours prior to shooting or shoot may have to be rescheduled.
Cancellation of equipment bookings with less than 24 hours notice may result in loss of booking time all together.
- A TYPED Call Sheet must be sent to crew and faculty a min. of 24 hours before shoot. In addition, a hard copy of the call sheet must be presented to the staff in the EDC when you pick up your gear.
- There will be NO access to production equipment without a typed call sheet.
- Camera people MUST review the RTA Online Camera Tutorial before they shoot.

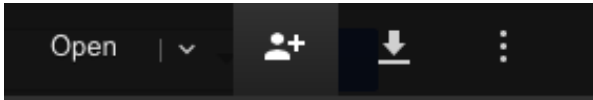
RTA 314 - Submitting an Assignment to your Instructor

This tutorial is meant to provide you with the proper instruction on how to submit your assignment properly to your instructor for RTA312 Intermediate Studio & RTA314 Intermediate EFP:

1. Log on to your Ryerson e-mail at gmail.ryerson.ca
2. Click the "Apps" button in the top right hand corner of the page. From the selection menu, choose Google Drive
3. On the left hand side, click the Upload button to the right of the word "Create". Choose Files...
4. From the Finder selection window, navigate to find the file you want to submit.
5. Once you have selected your file, hit Choose. Your file will start uploading to Google Drive.



6. When the upload is complete you will have a new file listed in Google Drive. Click on the file and at the top of the browser choose the Share button.



7. Filling in your instructors' email address and when finished, click the blue done button. You have now shared your file with your instructor and it has been submitted.

Sharing settings

Link to share (only accessible by collaborators)

https://drive.google.com/a/ryerson.ca/file/d/0B2tldSx_4tE-cndwQVRJX3VqY28/edit?u

Who has access

	Private - Only you can access	Change...
	Ryan Sykes (you) rsykes@ryerson.ca	Is owner

Invite people:

[Can edit](#) ▾

Notify people via email - [Add message](#)

Send a copy to myself

Visit www.ryersonrta.com for more information.

Evaluation

Student evaluation is based on:

- Creative & technical execution of preproduction, direction, editing (in their role as director/editor)
- Lighting & camera work (in their role as lighting/camera person in another student's video)
- Pre-production Paperwork/Post-production paperwork (Assignment 3)
- Class participation, attendance and peer/instructor assessment, posting requirements etc.

Assignments will be critiqued at the beginning of each lab class (time permitting).

Peer Evaluation	5 %	The Initiative marks take into account your performance as a crew member over the term. Peer Evaluations are due week 12, in the final class (in a sealed envelope). Failure to submit Peer Evaluation = 0%
Attitude/Attendance/ Class Faculty Evaluation / Exercise C	10 %	Class Attendance is an absolute must. More than one unauthorized absence will result in a 0% Based on faculty observation, lab assist input and in part by the overall tenor of the peer evaluations. Tardiness will NOT be tolerated – Attendance will be taken at beginning and end of class and will result in a “0” for participation unless due to illness - which requires a doctor's note -5% for NOT doing Exercise C -5% for not attending Audio Workshop
Assignment 1A – Group mark	10%	
Assignment 1B – Group mark	10 %	
Assignment 2 Film Analysis – Group mark	10 %	
Assignment 3– Directing / Editing	20 %	Directing and editing your own video (creative and technical)
Assignment 3 - Camerawork/lighting	15 %	Of which 5 points are for the camera.
Assignment 3 – Location Audio	5 %	Your audio work on other production
Post-prod. Paperwork (including budget)	15 %	Due: in-class one week after Assignment 2 edit.

Production Equipment & Editing

Camera, Lighting, Audio

- In-class Shoot time MUST be utilized
- This lab will have access to:
 - o Panasonic AJ-HMC150 cameras. ONLY these cameras may be used...failure to do so will result in penalties. If you wish to use your own equipment you may only do so if double shooting your project (shoot with 150 as well as your camera and we see and grade the 150 material) all material to be shot at 1080p 30
 - o 3 - fixture Lowell Prolight kits with diffusion and colour correction gels.
 - o Shotgun mic, boom pole and portable mixer.
- All equipment is booked through the Equipment Lockup
- It is the student's responsibility to check the gear before leaving the Lockup. Students will be held responsible for damage or loss.

- If cancellations of bookings are not made at least 24 hours in advance or the equipment is returned late – fines will be imposed as per the Lockup Guide.

Editing

- In-class edit sessions are located in the VPP Edit Suites. This time MUST be utilized.
- To allow for collaboration and review, all projects must be edited with Adobe Premiere Pro CC2014
- RCC 224, RCC229, Production suites and VPP may be used for editing outside of class time (as available).
- Personal editing systems (Adobe Premiere Pro CC2014) may also be used. However you MUST edit during your in class edit time in the edit suites provided or you will lose marks
- Students assume all liability when editing outside of VPP edit suites.
- ALL files must be backed up to personal drive and/or media. Students are solely responsible for the protection/loss of their material.

NOTE: Technical Support is available from 0900-1700 Mon. – Fri. only. Editing Support is available during In-class edit sessions only and for Adobe Premiere Pro CS6.

Paperwork

For templates and examples see on Blackboard in “course documents” area in “paperwork” Sets and Props room lists: <http://www.ryersonrta.com/resources/facilities/setsroom/>

Pre-production Paperwork Assignment 1A, 1B (notes only), 3 (submit in order shown),

E-copy (emailed, single MS Word or PDF file) due one week before the in-class shoot date.
The Instructor will contact students if and only if there is a major problem with the paperwork.

- Cover Page (Names, Student #'s, Date, Course)r
- Index
- Plot Synopsis
- Treatment
- Blocked Master Scene
- Story Boards
- Shot List
- Prop List
- Location Drawing w. lighting & camera setups
- Call Sheet w. Map

NOTE:

With the exception of the storyboard & location drawing, all paperwork must be typed.

Students will not be allowed to shoot until paperwork has been reviewed.

- Typed Call Sheet must be sent to your crew and your instructor a min. of 24 hours before the shoot. In addition, A TYPED HARD COPY of the call sheet must be presented to the EDC staff when you pick up your equipment. No equipment will be released without a typed call sheet.
- Late/incomplete submissions/postings will have a significant impact on final grade.

IN ADDITION FOR ASSIGNMENT 3 ONLY:

Pre-production Paperwork - Hard Copy due in-class, the day of your shoot.

Post-production paperwork - Hard Copy due in-class, the week following the in-class edit

It must include the following:

- Production Report (500 words – what went wrong, right, what would you do differently next time)- a sincere evaluation!
- Talent Releases
- Music Licenses (if any)
- Continuity Sheets
- Paper Edit
- Budget (Last Page of package)

Peer Evaluations

- Each student is required to complete a Peer Evaluation Form assessing the work and contribution of their fellow group members throughout the term.
- Peer Evaluation forms are to be submitted in a sealed envelope in the final class and will be read by the instructor only. Forms are provided on Blackboard.
- Failure to submit peer evaluations will result in a 0% for Initiative.

Paperwork Grading

Student name			
Production Package Grading	Comments	Actual	Weight
Production Report (what right/ Wrong/ better next time)			4
Plot Synopsis			1
Treatment (Camera shots, music, lighting, SFX, costumes, make-up, props)			2
Master Scene script (Set-ups, shot description, int/ext, time of day, location, transition) Both content and format.			4
Storyboard (Shot, duration, description, set-up, audio, transition, producer, director, location, scene, page)			4
Shot list			1
Prop list /Breakdown			1
Single camera location, set-up and lighting plan (Set-ups, int/ext, time of day, location, nose direction, compass, windows)			2
Call Sheet (In/ext, time of day, location, phone numbers, pager numbers, cell numbers) MAP			4
Equipment Request Form / Releases			1
Continuity Sheet / cam report			1
Production Total grade		0	25
Budget Grading			
Content: Complete categories;			2
Tech: DOP / Camera,			2
Neatness, Format;			4
Accuracy Total			5
Accuracy Individual items			10
Contingency 6% to 10%			2
Budget Total Grade		0	25
TOTAL / 50		0	50
TOTAL / 15		0.0	15

Budget graded separately... total package (Final paperwork + budget) = 15%

Assignment 3 Grading Sheet

4	AUDIO ... CLARITY / NOISE / CONSISTENCY		EACH /	GRADE
3			5	
VIDEOGRAPHY:		COMMENTS		
CREATIVITY			10	
FOCUS / DEPTH OF FIELD / EXPOSURE AND WHITE BALANCE			10	
EFFECTIVE 3 PT. OR DRAMATIC LIGHTING			20	
COMPOSITION:				
PROPER FRAMING (HEADROOM, NOSE ROOM, LEADROOM,) AND CAMERA MOVEMENT			10	
		TOTAL CAM / LTG / 15%		0.0
		AVERAGE TOTAL / 100%		0.0
		<u>CAMERA / LIGHTING GRADE</u>		F
DIRECTING:				
CREATIVE / SEQUENCE DEVELOPMENT / COMPLEXITY			10	
COVERAGE			10	
STAGING			10	
DETAIL / ANGLES			10	
SCREEN DIRECTION / AXIS / EYELINES			10	
		AVERAGE TOTAL / 100%	100	0.0
		TOTAL DIRECTING/ 10%	20	0.0
		<u>DIRECTING GRADE</u>		F
EDITING:				
EDITING RATIONAL / MOTIVATION			10	
EFFECTIVE USE OF FOOTAGE			10	
PACING			10	
CONTINUITY			10	
USE OF CUTAWAYS AND INSERTS			10	
		TOTAL / 100%	100	0.0
		TOTAL EDITING/ 10%	10	0.0
		<u>EDITING GRADE</u>		F

Grade interpretation for video production assignments

The following is a guide to help you interpret the letter grades you receive on your assignments. Please see the Ryerson Course Calendar for further information on conversion of percentages to letter grades and grade point averages.

A+ (90-100) is not only flawless, but also exhibits extraordinary creativity. The production and script demonstrate a deep understanding of the goal(s) of the assignment and a mastery of the required skills. The production is of such quality that the viewer would be very engaged for the duration and would consider the production memorable and outstanding.

A (85-89) is flawless. It also exhibits a high degree of creativity, mastery of required skills, and is interesting and engaging to the viewer, yet not extraordinarily creative.

A- (80-84) is nearly perfect...an 'A' with minor production or scripting flaw(s)*.

Grade interpretation cont'd

B range (70-79): Productions in the B range have met all the requirements of the assignment in a competent manner, but have one or more production, technical, or scripting flaws*. Some productions in the B range may be extraordinarily creative and engaging but exhibit production flaws. Others may be technically perfect but exhibit scripting flaws.

C range (60-69) is for productions that have significant production, technical, and/or scripting problems.

D range (50-59) is for productions with major problem(s) and/or did not follow the requirements for the assignment and/or did not meet technical requirements.

F may be assigned when a production fails to meet satisfactory technical and/or scripting requirements, and/or does not follow the requirements for the assignment. An F will be assigned in the case of scripts that contravene any CRTC regulations (e.g. contains offensive or libellous material). An F may be assigned in the case of a production that runs longer than the maximum time. An F may be assigned in the case of an assignment that cannot be viewed (i.e. the student did not preview the final copy before handing in and there is a problem with the tape, DVD, or CD that prevents it from being played back).

*Production flaws may include problems with the edit (words, music or visuals cut off or otherwise improperly edited), pacing, flow, shooting, lighting, audio (relative levels of sound elements), recording (distortion, popping p's, improper mic technique, poorly recorded material, etc.)

Scripting flaws may include scripts which do not address the target audience, scripts that insult the audience, scripts that are not written in broadcast style, a message that is unclear, wordiness, improper word usage, etc. Scripting flaws may also include a script that is not interesting or engaging, a script that is intended to be funny but isn't, or a script that is intended to be dramatic or serious but instead comes off as farcical or cheesy.

Appendix (General information for all RTA students)

General Information for all RTA courses

Student Codes of Conduct

All students are required to adhere to all relevant University policies, such as the Student Code of Non-Academic Conduct (see <http://www.ryerson.ca/senate/policies/pol61.pdf>) and the Student Code of Academic Conduct (see <http://www.ryerson.ca/senate/policies/pol60.pdf>).

With directions from the Departmental Council of RTA, this policy will apply to all video group work produced in RTA. This policy is in support of the student code of academic and non-academic conduct regulations which state:

You have the RIGHT to an environment that is safe and free from unwanted attention. You have the RESPONSIBILITY to refrain from ... behavior that you know or ought reasonably to know would cause another person to fear bodily harm, or that may endanger personal well-being or may obstruct the teaching and/or learning process.

You have the RIGHT to an environment characterized by mutual respect.

You have the responsibility to treat all members of the university with respect and without harassment...

Background:

In the past, some students have written and directed material that forced other students to perform and produce video material that these students found distasteful,

Production courses are often group efforts. There is significant peer pressure to conform to group standards or to standards determined by individual students in any production group.

In many cases students are responsible for creating scripts and directing projects.

Students differ in their tolerance for certain kinds of subject matter including religious, sexual and racial parodies.

Courses often replicate professional production situations where certain types of offensive subject material may be tolerated by some stations particularly in off peak hours.

It is acknowledged that material that some stations play or produce may not be appropriate for group work in RTA.

Lastly! NO WEAPONS of any sort are permitted for use in shoots. This includes bats, axes, knives or anything that may be mistaken as a weapon. We have had police draw weapons on our students' in the past (a bat, fake gun or knife looks real on a security camera).

The Ryerson University Undergraduate Course Calendar

This is your resource for all information relating to academics, including curriculum, course descriptions, significant dates (including last date to drop a course without academic penalty), academic standings, The Student Code of Academic & Non-Academic Conduct, etc. The Ryerson University Undergraduate Course Calendar is available online at <http://www.ryerson.ca/undergraduate/calendars/>.

The RTA Student Handbook site:

The RTA Student Handbook site at <http://www.ryerson.ca/rta/handbook/> is full of useful information, including course outlines for most courses in RTA, advice on which courses to take, downloadable forms (including release forms, TV plans & paperwork, etc), information about scholarships, advice on doing great assignments, and more.

Blackboard Course Website

Blackboard is an online course tool which may include an online discussion board, course documents such as the syllabus and lecture notes, announcements, an area where your grades are posted, etc. If your professor has set up a Blackboard site for this course, you'll find it at <http://my.ryerson.ca>.

Your Ryerson Email Account:

The School of Radio and Television Arts will often send you important information by email (e.g. scholarship information, reminders of important dates, notification of meetings and/or events, internship opportunities and job postings, etc.). Correspondence from RTA and from your professors will be sent ONLY to your Ryerson email account. It is your obligation to ensure that you activate your account and check it regularly, or have it forwarded to an account you check regularly. Please use your Ryerson account for sending emails to your professors, as there is less chance your email will get filtered into a Junk Mail folder that way.

For information on how to activate and use your Ryerson account:

- go to www.ryerson.ca/ccs
- enter the Student site
- click "Email" on the services menu.

Notice to Students with Disabilities:

Students with any disability (e.g. learning, medical, physical, sensory), illness, or condition that requires academic adaptations should discuss the situation with the professor and/or contact the Access Centre, JOR-300 (3rd floor of Jorgenson Hall), 416-979-5290 (TDD/TTY: 416-979-5274). Or visit their website at <http://www.ryerson.ca/accesscentre>.

Written Assignments:

All written assignments are expected to be properly formatted and cited using MLA style (unless otherwise indicated by your professor). Guides and references for using MLA style can be found through the Ryerson University Library as well as the Writing Centre. (See <http://www.library.ryerson.ca/subjects/style/mla.html>.)

The Learning Success Centre:

The Learning Success Centre (<http://www.ryerson.ca/learningsuccess>) helps students make the transition to university learning, develop sound learning strategies, and achieve their academic potential by providing professional services in both traditional and virtual learning environments.

In addition to offering online resources and support for speakers of English as a second language, the Learning Success Centre offers free workshops for students such as:

- ☐ Time Management
- ☐ Learning from Lectures
- ☐ Preparing for Tests
- ☐ Writing Exams
- ☐ Dealing with Performance & Test Anxiety
- ☐ Writing a University Essay
- ☐ Delivering Effective Presentations

Take advantage of the resources at the Learning Success Centre early on to help you in any/all of your courses at Ryerson.

Accommodation of Student Religious Observance:

At the start of the term, students who have religious observance obligations which will lead to absences from campus or academic activities during the semester should download the "Student Declaration of Religious Observance" form from <http://www.ryerson.ca/acadcouncil/Other.html/reobservforminstr.pdf>. Complete the form, outlining those instances where a religious observation issue applies, and present a copy of the form to the professor within the first two weeks of classes. The professor and student will then consult to reach an agreement on a reasonable means to address the situation.

Plagiarism:

Plagiarism is defined by the University as "claiming the words, ideas, artistry, drawings, images or data of another person as if they were your own." (Student Code of Academic Conduct, Ryerson University, 2006, p. 2). According to the Code, plagiarism includes:

- i. copying another person's work (including information found on the Internet and unpublished materials) without appropriate referencing;
- ii. presenting someone else's work, opinions or theories as if they are your own;
- iii. presenting another's substantial compositional changes to an assignment as your own;
- iv. working collaboratively without permission of the instructor on an assignment, and then submitting it as if it was created solely by you; or
- v. submitting the same work, for credit, in two or more courses without the prior written permission of the instructor(s). (Student Code of Academic Conduct, Ryerson University, 2006, p. 2.)

Usually one associates plagiarism with written works but it can include any work such as photographs/artwork, Internet materials, video, audio, and digital media. The University penalties for plagiarism can be severe, ranging from getting zero on the assignment up to, in cases of prior academic dishonesty, suspension or expulsion. Please note that you may be required to submit some or all of your written assignments to www.turnitin.com. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.

Useful links to help you understand and avoid plagiarism:

Ryerson's Academic Integrity web site: <http://www.ryerson.ca/academicintegrity/>

Student Code of Academic Conduct policy: <http://www.ryerson.ca/acadcouncil/current/pol60.pdf>

Cheating:

Cheating is defined by Ryerson University as:

- i. using materials or aids not expressly allowed by the instructor in an examination or test;

- ii. copying another person's answer(s) to an examination or test question; copying another person's answers to individually assigned projects;
- iii. consulting with another person or unauthorized materials outside of an examination room during the examination period (e.g. discussing an exam or consulting materials during an emergency evacuation or when permitted to use a washroom);
- iv. improperly submitting an answer to a test or examination question completed, in whole or part, outside the examination room unless specifically permitted by the examination format;
- v. resubmitting altered test or examination work after it has already been evaluated;
- vi. presenting falsified or fabricated material, including research results; or
- vii. improperly obtaining, through deceit, theft, bribery, collusion or otherwise, access to examination paper(s) or set of questions, or other confidential information.

(Student Code of Academic Conduct, Ryerson University, 2006, p. 2)

The University penalties for cheating can be severe, ranging from getting zero on the assignment or test up to, in cases of prior academic dishonesty, suspension or expulsion.