

RTA 710: Practicum I - Pre-Production & Production
RTA 810: Practicum II – Production & Post-Production
Fall 2014 / Winter 2015

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Office Locations: Faculty; check with your instructor for location details)

Lab Assistants; TV studio hallway

Office Hours: contact the individual professors or lab assistants for details

About the Course

Course Description from the Ryerson University Undergraduate Calendar:

“Students self-select into groups of [approximately five people] to produce professional quality audio, television, or multimedia projects. Students engage the support of external industry mentors as well as RTA faculty and pitch production ideas to a Practicum Management Committee. Practicum ideas must meet professional industry standards.

(With faculty permission, students may elect to pursue a traditional academic thesis to fulfill course requirements for RTA 710 / 810.)

[Lab: 6 hours]”

You may also choose Writing as the focus of your practicum (details on next page).

Practicum, in any of its forms, is essentially your “capstone” project time in RTA.

Production Practicum

Production Practicum is an opportunity for you to produce or participate in the production of a superior quality media production – audio, music, video, digital media and so on - that will represent the culmination of your skills and talent over the past four years in RTA. The execution of this thesis project will offer you the chance to further advance and master your understanding of creative process, production technique, software, hardware, craft, and/or tools in your choice of media genre. The expectation is that the resulting final production will be of superior professional quality that will provide you and your colleagues a contribution to your portfolio that will demonstrate your talent and expertise to the marketplace for prospective opportunities. The intent of Practicum is to push your craft to the highest level, which will result in an outstanding production. Whether you chose to serve as producer, director, technician or craftsperson, the expectation will be the same – mastering the production process and excellence of output.

The media production profession is so vast that there would never be enough time in RTA to learn absolutely everything. Practicum provides an opportunity for specialization of a production craft at a very high level.

At the end of Production Practicum you will be expected to understand some of the following (the extent of which is dependent upon the role you chose):

- how to plan, budget and manage a major project spanning several months
- how to manage your time - within Practicum, within Ryerson, and within the balance of your life
- how long it takes to get things done
- how to market what you create
- how to work well with others, manage possible conflict with others, not step on each other's roles in the production, and work professionally with your peers
- how to manage the stress of production
- how to help overcome your fears
- about the incredible vastness of a full-scale production
- how you will never stop learning, even after graduation.

Writing Practicum

Students may choose to complete a major writing project for their practicum. The main objective of this course option is to provide students with an opportunity to develop an original scripted work within a realistic milieu. Working with faculty, students will face the same types of tasks as those encountered by writers, producers and story editors in the industry. Students will emerge from the process with a well-developed script which they may use to showcase their talent to industry professionals and agents.

A note on class time for Writing Practicum: you will be required to meet regularly with the faculty supervisor and a group of your writing peers to offer feedback on each other's work. **These meetings or "story sessions" are mandatory.** A schedule of story sessions will be finalized after production pitches are confirmed.

Prerequisite for Writing Practicum:

Only students who have taken at least one 900 level writing course (i.e. BDC 941, 942, 943, etc.) are eligible to choose Writing Practicum. This is non-negotiable.

Writing Practicum Projects: You may engage in one of the following options:

Original Series:

 In groups, pairs or individually, students develop an original, scripted television series. If two or more students wish to work together on a project, each member will write one full script for their series (more if it is a web series). All group members will participate in the development of the show bible and story editing sessions. If working alone, you will write a show bible and the pilot episode.

Original Longform Script:

 Individual students or writing teams of no more than 2 may develop and write an original long form script (feature film, TV movie, etc.).

Completion of Another Writing Project:

 Students may wish to pursue another media-related writing activity. Requests to undertake such projects will be reviewed on a case-by-case basis by the Course Advisors. Assignment schedules and evaluation schemes for this option will be tailored depending on the nature of the project. Therefore, if you are considering this option, please advise Michael Coutanche as soon as possible.

You may not bring in a writing project that has been developed already (i.e. a first draft script, a developed outline, etc.). You must start Writing Practicum with a project that can be put through all development phases.

MRP Practicum

The Major Research Paper option of Practicum is offered to those individuals who would prefer to engage in research and synthesis on a relevant topic of particular interest to them. Working independently and guided by a Thesis Supervisor, the steps involve researching, synthesizing, writing and defending a major scholarly paper.

The MRP will include primary and secondary research into some aspect of the media/creative industries or broadcasting, audio or digital media. The resulting output will demonstrate an advanced understanding of the subject material. A MRP should be analytically rigorous, and supported by thorough research and empirical work. Topic proposals related to media production, media effects, and use of media in a social, historical and/or economic context are welcome.

Students undertaking MRP Practicum will possess and further develop the following skills and knowledge:

- how to create a *very* clear, properly formatted and cohesive document of academic publication quality
- how to support your paper in an summative discussion session (thesis defence) with faculty, experts and invited colleagues
- thorough knowledge of academic writing style and form including perfect spelling, appropriate use of grammar and sentence structure
- ability to carefully and thoroughly proofread and avoid instances of repetition, unsubstantiated personal opinion, colloquialisms, meandering or unclear/obscure discussion, and use of personal pronouns
- thorough understanding of formatting and citation practices as provided in the MLA style guide (or approved alternate), including footnoting, endnoting, bibliography entry format, and so on. You must be able to keep track of many articles, books, and other reference materials either manually or using a software program such as Refworks, found at the following site: www.ryerson.ca/library/info/databases/refworks/
- thorough knowledge of a word processing program (i.e.; WORD) including operation of editing and layout tools, control of margins, page, orientation, insertion of diagrams/charts/graphs into body text, modifying fonts and styles, effective use of style sheets and headings, and so on
- where appropriate, ability to create clear and properly formatted tables and graphs
- edit and save chapters as separate documents, and understand how to merge them into a complete draft and final document, including full pagination
- footnote and endnote generation and numbering
- automatic table of contents and index generation.

Required Readings

Production Practicum

Both the **Production Practicum Handbook** and the **Human Dynamics Handbook**. Read them cover to cover. Both books. You will have copies available to you on Blackboard before the first class, so you will have lots of time to read them. They are ***required reading*** by week one, so go through them and have your questions ready for our first lecture day.

In the weeks to come, you may want to discuss some of the highlights in these publications with your group (especially the group dynamics, budgeting, and comments from the previous years' groups.) *There is a lot of solid information there*, and it is a real-world depository of advice from the advisors and students who have come before you. They have already lived through it, so listen to them.

Writing Practicum

Readings for Writing Practicum will be assigned based on the student's type of project and level of experience.

Production Practicum

The **MRP Practicum Handbook** (available online as a PDF on the Practicum webpage.)

The following articles: (all of these articles from the Dartmouth College Writing Program [the source page to get at all of these documents is found at: <http://dartmouth.edu/writing-speech/learning/materials>])

What Is An Academic Paper? www.dartmouth.edu/writing-speech/learning/materials/materials-first-year-writers/what-academic-paper

Coming Up With Your Topic www.dartmouth.edu/writing-speech/learning/materials/materials-first-year-writers/coming-your-topic

Researching Your Topic www.dartmouth.edu/writing-speech/learning/materials-first-year-writers/researching-your-topic

Developing Your Thesis www.dartmouth.edu/writing-speech/learning/materials/materials-first-year-writers/developing-your-thesis

Writing: Considering Structure and Organization www.dartmouth.edu/writing-speech/learning/materials-first-year-writers/considering-structure-and-organization

Revision: Cultivating a Critical Eye www.dartmouth.edu/writing-speech/learning/materials/materials-first-year-writers/revision-cultivating-critical-eye

Logic and Argument www.dartmouth.edu/writing-speech/learning/materials-first-year-writers/logic-and-argument

Attending to Grammar www.dartmouth.edu/writing-speech/learning/materials-first-year-writers/attending-grammar

Attending to Style www.dartmouth.edu/writing-speech/learning/materials/materials-first-year-writers/attending-style

Weekly Outlines and Evaluations

PRODUCTION PRACTICUM

Weekly Outline for Production Practicum

BDC 710 (Fall, 2014)		
Week/ Date:	Topic/Activities:	Assignments/ Due Dates:
1 Wed Sept 3	<p>Required: all students attend class:</p> <p>Course introduction. Introduction to Internship.</p> <p>Q & A. Student networking, discussing ideas for Practicum projects.</p> <p>Independent work: (Production Pitch)</p>	<p>*read 'required readings' (PRODUCTION Handbook, Human Dynamics Handbook)</p> <p>*prepare pitch proposals</p>
2 Wed Sept 10	<p>Required: all students attend class:</p> <p>Human dynamics lecture Technical overview.</p> <p>Independent work: (Production Pitch)</p>	<p>*prepare pitch proposals</p> <p>*DEADLINE: Fri Sept 12: 1pm Pitch one sheet proposals (electronic and paper form-RTA office)</p>
3 Wed Sept 17	<p>Required: all students attend class:</p> <p>In-class presentations: Pitch Practicum proposals</p> <p>Independent work: (Proposal package)</p>	<p>*Wed Sept 17: Practicum projects/Advisors chosen (announced by Practicum faculty)</p> <p>*prepare Proposal</p>

<p>4 Sept 22-26</p>	<p>Required: Practicum teams – meet with your Advisor to discuss Practicum process and Proposal package.</p> <p><u>Final Practicum teams:</u> (locations: tbd)</p> <p>Meetings (or by arrangement with your Advisor): 12:00-2:30pm Technical seminar: 2:30-4:00pm Casting workbook seminar: 4:00-5:30pm.</p> <p>Independent work: (Proposal package)</p>	<p>*MEET: Sept 22-26 with Advisor to discuss Proposal package.</p> <p>*DEADLINE: Mon Sept 22: <u>Crew list</u> (submitted by project Producers, electronic and paper form-RTA office)</p> <p>All Practicum production students must choose role</p> <p>*DEADLINE: Fri Sept 26: 1pm <u>Human Dynamics paper</u> (electronic and paper form-RTA office, delivered to your Advisor)</p> <p>*prepare Proposal</p>
<p>5 Sept 29- Oct 3</p>	<p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss Practicum process and Proposal package.</p>	<p>*DEADLINE: Fri Oct 3: 1pm <u>Project Proposal package</u> (paper form-RTA office, delivered to your Advisor)</p> <p>*prepare Bible</p>

<p>6 Oct 6-10</p>	<p>Required: Practicum teams – meet with your Advisor for feedback on Proposal package and discuss Bible.</p> <p>Independent work: (Bible)</p> <p><i>Note: Bible – once submitted to Advisors, the Bible will be returned to you with feedback asap. (This must be discussed with your advisor as projects differ to a great extent.) Remember, <u>approval of the Bible by your Advisor is necessary prior to any shooting or recording.</u> The longer you delay the Bible, the further into the semester you are without principle shooting or recording. <u>All Bibles must be submitted no later than October 31st.</u></i></p> <p><i>You MUST include a separate sheet with all equipment and editing needed and timeframe of equipment and editing needs</i></p>	<p>*MEET: Oct 6-10 with Advisor to discuss Proposal/Bible.</p> <p>*prepare Bible</p>
<p>READING WEEK Oct 13-17</p>	<p>**READING WEEK** Independent work (Bible)</p>	<p>*prepare Bible</p>
<p>7-8 Oct 20-31</p>	<p>Independent work: (Bible)</p> <p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss Practicum process and Proposal package.</p>	<p>*DEADLINE: (no later than Fri Oct 31: 1pm Project Bible (bound paper form-RTA office, delivered to your Advisor)</p>
<p>9 Nov 3-7</p>	<p>Required: Practicum teams – meet with your Advisor for feedback on Bible (upon Bible completion).</p>	<p>*MEET: Nov 3-7 with Advisor to discuss Bible.</p> <p>*work on production</p>
<p>10-11 Nov 10-21</p>	<p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss production.</p>	<p>*work on production</p>

<p>12 Nov 24-28</p>	<p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss production.</p> <p>Note: Each student must submit a Time Sheet that has been signed by both the student and Producer.</p> <p>Each student must submit a Production Journal (minimum: .5 page each week, single spaced) reporting on activities and insights learned over each week.</p> <p>Each student must submit Peer Evaluation form rating each student on team (including yourself) on a scale of 1-10, and an anecdotal paragraph on their involvement, from your perspective.</p>	<p>*DEADLINE: (no later than Fri Nov 28: 1pm <u>Time Sheet</u> (weeks 1-12) <u>Production journal</u> (weeks 1-12) <u>Peer Evaluation</u> (weeks 1-12) (paper form-RTA office, delivered to your Advisor)</p>
<p>BDC 810 (Winter, 2015)</p>		
<p>Week/ Date:</p>	<p>Topic/Activities:</p>	<p>Assignments/ Due Dates:</p>
<p>1-5 Jan 5- Feb 6</p>	<p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss production, post-production, marketing/promotion/publicity.</p> <p>Note: All teams must meet with your Advisor and screen/receive feedback on FINE CUT, no later than Fri Jan 23rd, and prior to proceeding to next stage.</p>	<p>*DEADLINE: (no later than Fri Jan 23 <u>Screening of FINE CUT or equivalent</u></p> <p>*work on post-production, marketing/promotion/publicity</p>
<p>6</p>	<p>Time sheets for weeks 1 - 5 (Winter Term) Due *Include a master group sheet with all names, signatures and hours of each member</p>	<p>Due Feb. 7th hard copy, signed to your advisor's mailbox in the RTA office</p>

<p>6 Feb 9-13</p>	<p>Optional, or as required by your Advisor: Practicum teams – meet with your Advisor to discuss production, post-production, marketing/promotion/publicity.</p> <p>Note: Each student must submit a Time Sheet that has been signed by both the student and Producer.</p> <p>Each student must submit a Production Journal (minimum: .5 page each week, single spaced) reporting on activities and insights learned over each week.</p> <p>Each student must submit Peer Evaluation form rating each student on team (including yourself) on a scale of 1-10, and an anecdotal paragraph on their involvement, from your perspective.</p>	<p>*DEADLINE: (Absolutely no later than Fri Feb 13: 1pm FINAL PRODUCTION, Promotion Kit, Creative Rationale</p> <p>*DEADLINE: (no later than Fri Feb 13: 1pm Time Sheet (weeks 1-6) Production journal (weeks 1-6) Peer Evaluation (weeks 1-6) (paper form-RTA office, delivered to your Advisor)</p>
	<p>Screening Day, TBA</p>	

Evaluation for Production Practicum

BDC 710 (Fall, 2014)	
Human Dynamics paper [DUE: FRI SEPT 26]	pass/fail
Proposal package (group grade) [DUE: FRI OCT 3]	15%
Technical Roundtrip checklist [DUE: FRI OCT 31]	pass/fail
Bible (group grade) [DUE: FRI OCT 31 - Or as per your Advisor]	40%
Bible (individual grade) [DUE: FRI OCT 31] - Or as per your Advisor]	20%
Production Journal (individual grade) [DUE: FRI NOV 28]	pass/fail
Peer Evaluations/Time Cards [DUE: FRI NOV 28]	25%
BDC 810 (Winter, 2015)	
Fine cut or equivalent [DUE: FRI JAN 23]	pass/fail
Final Production (group grade) [DUE: FRI FEB 13]	40%
Final Production (individual grade) [DUE: FRI FEB 13]	20%
Promotion Kit and Creative Rationale (group grade) [DUE: FRI FEB 13]	20%
Production Journal (individual grade) [DUE: FRI FEB 13]	pass/fail
Peer Evaluations/Time Cards [DUE: FRI FEB 13]	20%
<p><i>Note: Student teams MUST prepare and deliver an updated MEETING COVER SHEET at every meeting with Advisor (see Practicum Production Handbook).</i></p> <p><i>“pass/fail” grade: Students must successfully complete assignment/criteria in order to receive a grade in this course.</i></p> <p><i>While the grades above are primarily based on a group activity, faculty reserves the right to adjust individual marks within a group for any student who does not contribute significantly to a project. More details are available in the Production Practicum Handbook.</i></p> <p><i>Grading criteria for these elements is available in the Production Practicum Handbook.</i></p>	

WRITING PRACTICUM

Weekly Outline for Writing Practicum

BDC 710 (Fall) Writing Practicum Schedule		
Week/ Date:	Topic/Activities:	Assignments/ Due Dates:
1 Wed Sept 3	Course introduction (all students).	
2 Wed Sept 10	For <u>Writing Practicum</u> : write a Project Proposal and arrange a meeting with Michael Coutanche. Writing Practicum students should attend Marion's talk about exchange program and MUST attend Dana Lee's Human Dynamics lecture and take the quiz.	Final Writing Project Proposal due by 11:59 PM, Friday, September 19th
3 Wed Sept 17	Writing Practicum Students are encouraged to come to the Production Practicum Pitch day.	*DEADLINE: Fri Sept 26: 1pm Human Dynamics paper (electronic and paper form-RTA office, delivered to your Advisor)
Weeks 4-12	Weeks 4-12 will be comprised of either story session meetings or writing weeks. Story sessions are meetings with the Instructor and other student writers to discuss feedback and next steps in the development of your project. Students will hand in various phases of script development as well as read the work of other writers throughout the term. Some weeks will be writing weeks (where you don't have any in-class obligations). When these weeks occur, you should use the 6 hours to, well, write (or write well?).	A Fall Term schedule for story meetings and submission of work will be created and distributed to Writing Practicum students.
BDC 810 (Winter) Writing Practicum Schedule		
	A Winter Term schedule for story meetings and submission of work will be created and distributed to Writing Practicum students before the end of the Fall Term.	

Evaluation: Writing Practicum - Series Option (TV, Web Series, etc.)

BDC 710 (Fall) Writing Practicum Assignments and Grades (Series)	
Human Dynamics Paper	5%
Series Bible and Season One Episode Guide	25%
Episode Outline	15%
1 st Draft Script	40%
Professionalism: Meeting Attendance, Adherence to Deadlines, Contributions to Story Meetings, and Ability to Incorporate Constructive Criticism	15%
BDC 810 (Winter) Writing Practicum Assignments and Grades (Series)	
2 nd Draft	45%
3 rd Draft	40%
Professionalism: Meeting Attendance, Adherence to Deadlines, Contributions to Story Meetings, and Ability to Incorporate Constructive Criticism	15%

Evaluation: Writing Practicum - Longform Option (Feature Film, TV Movie, etc.)

BDC 710 (Fall) Writing Practicum Assignments and Grades (Longform)	
Human Dynamics Paper	5%
Story Model	20%
Outline	25%
1 st Draft Script	35%
Professionalism: Meeting Attendance, Adherence to Deadlines, Contributions to Story Meetings, and Ability to Incorporate Constructive Criticism	15%
BDC 810 (Winter) Writing Practicum Assignments and Grades (Longform)	
2 nd Draft	45%
3 rd Draft	40%
Professionalism: Meeting Attendance, Adherence to Deadlines, Contributions to Story Meetings, and Ability to Incorporate Constructive Criticism	15%

MRP PRACTICUM

Weekly Outline for MRP Practicum

BDC 710 (Fall, 2014)		
Week/ Date:	Topic/Activities:	Assignments/ Due Dates:
1 Wed Sept 3	<p><u>MRP candidates must attend:</u> Course introduction. Q & A. Student networking, discussing ideas for Practicum projects.</p> <p>Optional: meet with prospective faculty/thesis supervisors to discuss MRP topic, if required.</p>	*read 'required readings' (MRP Handbook, Dartmouth College Writing Program)
2 Wed Sept 10	<p><u>MRP candidates must attend:</u> Human dynamics lecture.</p> <p>Optional: meet with prospective faculty/thesis supervisors to discuss MRP topic, if required.</p> <p>Independent work (MRP Outline)</p>	<p>*read 'required readings' (MRP Handbook, Dartmouth College Writing Program)</p> <p>*prepare MRP Outline</p>
3 Wed Sept 17	<p><u>MRP candidates must attend:</u> Pitch Practicum proposals.</p> <p>Optional: meet with prospective faculty/thesis supervisors to discuss MRP topic, if required.</p> <p>Independent work (MRP Outline)</p>	<p>*read 'required readings' (MRP Handbook, Dartmouth College Writing Program)</p> <p>*prepare MRP Outline</p>
4 Sept 22-26	<p>Thesis Supervisor assigned (no later than Mon Sept 22)</p> <p>Independent work (MRP Outline)</p>	<p>*DEADLINE: Fri Sept 26: 1pm MRP Outline (electronic and paper form-RTA office)</p>

<p>5 Sept 29- Oct 3</p>	<p>Required: meet with your Thesis Supervisor for feedback on MRP Outline and to discuss MRP Abstract.</p> <p>Independent work (MRP Abstract)</p>	<p>*MEET: Sept 29-Oct 3 with Thesis Supervisor to discuss MRP Outline.</p> <p>*prepare MRP Abstract</p>
<p>6 Oct 6-10</p>	<p>Independent work (MRP Abstract)</p> <p>Optional: meet with Thesis Supervisor to discuss MRP Abstract, if required.</p>	<p>*prepare MRP Abstract</p>
<p>READING WEEK Oct 13-17</p>	<p>**READING WEEK** Independent work (MRP Abstract)</p>	<p>*DEADLINE: Fri Oct 17: 1pm MRP Abstract (electronic and paper form-RTA office)</p>
<p>7 Oct 20-24</p>	<p>Required: meet with your Thesis Supervisor for feedback on MRP Abstract and to discuss MRP Annotated Bibliography.</p> <p>Independent work: MRP Annotated Bibliography</p>	<p>*MEET: Oct 20- 24 with Thesis Supervisor to discuss MRP Abstract.</p> <p>*prepare MRP Annotated Bibliography</p>
<p>8-11 Oct 27- Nov 21</p>	<p>Independent work (MRP Annotated Bibliography)</p> <p>Optional: meet with Thesis supervisor to discuss MRP Annotated Bibliography, if required.</p>	<p>*DEADLINE: Fri Nov 21: 1pm MRP Annotated Bibliography (electronic and paper form-RTA office)</p>

12 Nov 24-28	Required: meet with your Thesis Supervisor for feedback on MRP Annotated Bibliography and to discuss MRP First Draft. Independent work-over December/January (MRP First Draft)	*MEET: Nov 24-28 with Thesis Supervisor to discuss MRP Annotated Bibliography. *prepare MRP First Draft
BDC 801 (Winter, 2015)		
Week/ Date:	Topic/Activities:	Assignments/ Due Dates:
1-2 Jan 5-16	Independent work (MRP First Draft) Optional: meet with your Thesis Supervisor to discuss MRP First Draft, if required.	*DEADLINE: Fri Jan 16: 1pm MRP First Draft (electronic and paper form-RTA office)
3-4 Jan 19-30	Required: meet with your Thesis Supervisor for feedback on MRP First Draft and to discuss MRP Final Paper. Independent work (MRP Final Paper)	*MEET: Jan 19-30 with Thesis Supervisor to discuss MRP First Draft. *prepare MRP Final Paper
5-6 Feb 2-13	Independent work (MRP First Draft) Optional: meet with your Thesis Supervisor to discuss MRP Final Paper, if required. Independent work (MRP Thesis Defence)	*DEADLINE: Fri Feb 13: 1pm MRP Final Paper (2 copies: electronic and paper form-RTA office) *prepare MRP Thesis Defence

Feb 16-27	<p>*MRP THESIS DEFENCE*</p> <p>Independent work (MRP Final Paper and MRP Conference Submission Report)</p>	<p>*MEET: Feb 16-27 Presentation and Q&A with Thesis Supervisor and others to discuss MRP Final Paper.</p> <p>*revise MRP Final Paper, bind, prepare MRP Conference Submission Report</p>
Fri Feb 28	<p>FINAL DEADLINE FOR BOUND MRP FINAL PAPER (2 copies) and MRP CONFERENCE SUBMISSION REPORT.</p>	<p>*DEADLINE: Fri Feb 28: 1pm <u>MRP BOUND Final Paper, MRP CONFERENCE SUBMISSION REPORT</u></p> <p>(2 bound copies of Paper, 1 copy of Conference Report; electronic and paper form-RTA office)</p>

Evaluation: MRP Practicum

BDC 710 (Fall, 2014)	
MRP Outline [DUE: FRI SEPT 26]	15%
MRP Abstract [DUE: FRI OCT 17]	20%
MRP Annotated Bibliography [DUE: FRI NOV 21]	40%
Meetings and participation with your Thesis Supervisor	25%
BDC 810 (Winter, 2015)	
MRP First Draft [DUE: FRI JAN 16]	25%
MRP Final Paper [DUE: FRI FEB 13]	40%
MRP Defence [DUE: FRI FEB 27]	20%
Meetings and participation with your Thesis Supervisor	15%
MRP Conference Submission Report [DUE: FRI FEB 27]	Pass/Fail
<p><i>Note: There will be no extensions whatsoever to the draft and final MRP deadline dates. Plan ahead and keep on schedule!</i></p> <p><i>Late deliverables will be penalized 10% of your BDC 710/810 grade, each week late. Final MRPs MUST be on submitted by due date (no exceptions).</i></p> <p><i>“pass/fail” grade: Students must successfully complete assignment/criteria in order to receive a grade in this course.</i></p> <p><i>Carefully read the MRP Handbook (2014/2015) for details and criteria for MRP deliverables. Students are responsible for booking required meetings. Each component of the MRP assignment is to be submitted via paper form and electronically (to BLACKBOARD/TURNITIN) to your Thesis Supervisor (RTA mailbox, Blackboard, and sent to your Supervisor’s email address).</i></p>	

Appendix (General information for all RTA students)

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/content/dam/senate/policies/pol61.pdf>) and the Student Code of Academic Conduct (see <http://www.ryerson.ca/content/dam/senate/policies/pol60.pdf>).

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/>.

RTA Website:

At www.ryersonrta.com you will find information about the curriculum, course outlines, scholarships, student groups, staff & faculty, studios & facilities, etc.

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>.

RTA Online:

RTA Online is an Organization on Blackboard that contains templates for storyboards, production paperwork, etc., as well as online tutorials for software and equipment used in classes and labs. Find it under 'Organizations' on your my.ryerson.ca homepage.

Your Ryerson Email Account:

The RTA School of Media 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 only your Ryerson account for sending emails to staff & faculty. See below for accessing your Ryerson email account.

Activating Your Ryerson Online Identity:

To access many of Ryerson's online resources, you must first activate your Ryerson online identity by completing a series of web forms available via <http://www.ryerson.ca/accounts/>. During the activation process, you will obtain a username and create your initial password. Once activated, your Ryerson online identity provides you with access to:

- Google Apps
- Ryerson email
- The Central Computer Labs including the Library and KHW71
- The my.ryerson portal and learning system
- RAMSS (via <https://my.ryerson.ca>)
- Other servers and applications needed

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 (<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://writingcentre.blog.ryerson.ca/files/2012/05/MLA.pdf>

Fact-Based Media Assignments:

For assignments or projects in which real people and/or real events are to be featured (e.g. news stories, features, documentaries, interviews, etc.), students are expected to adhere to the highest standard of truth in reporting: all information included should be checked for accuracy and any guests/interviews/sound clips/etc. used must be real. Fabricating interviews or information, or using actors/friends to pose as someone they are not, etc. for the sake of an assignment are serious transgressions of media ethics and will not be tolerated.

English as a Second Language:

Ryerson University offers support to students who may require improvement in their overall English language communication skills. Please visit **English Language Support** at www.ryerson.ca/studentservices/els/

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/senate/forms/reobservforminstr.pdf>. 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.

Learning Success:

Learning Success (<http://www.ryerson.ca/learningsuccess>) helps students make the transition to university learning, develop sound learning strategies through tutoring options and course-based study groups, and achieve their academic potential by providing services in both traditional and virtual learning environments. Learning Success offers free workshops for students such as: Note-taking, Managing Tasks and Time, Ways of Learning, Critical Reading, Test Preparation and Test Anxiety, etc.

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/senate/policies/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.

Use of Laptops, Cell Phones, and Other Mobile Electronic Devices in the Classroom:

Students are advised that because various learning & teaching activities may be enhanced or diminished by use of mobile devices, it is up to each professor to determine when & how such devices can or should be used by students during any given class.

Students may not take pictures, video recordings, or sound recordings in class without express permission from the professor.

RTA Policy on Offensive Materials:

RTA School of Media desires to foster an environment that promotes and embraces the principles of freedom of expression, academic inquiry, and creativity. Within this context we all have a responsibility to respect the rights and freedoms of others, including the right to study and work in an environment which is free of offensive materials.

The term offensive may be used to refer to material that:

- is overtly sexual, and/or
- contains profanity, and/or
- perpetuates stereotypes (e.g. racial, gender, sexual, religious, etc.), and/or
- depicts violence, and/or
- denigrates members of marginalized groups based on various factors such as sexual orientation, race, ethnicity, class, gender, disability, etc.

Should you not be sure if your content is offensive, please follow up with your instructor before proceeding with your project. Please review the full policy which can be found in the RTA Student Handbook on our website: www.ryersonrta.com