

*RTA951: Broadcast Presentation One*

**Fall 2014 Mondays 1200-1500 RCC 154 Studio C**

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**About the Course**

Students will develop their on-air presentation skills. You will present different styles of stories on camera and develop interviewing, standup and hosting skills both in the studio and in the field.

**Weekly Outline**

**Week 1/September 8th**

- Lecture: Introduction/overview of the course /what makes good performance/writing for performance
- Lecture: Tips for teleprompter performance/Tips for doing standups
- Tutorials: Studio C control room/Shooting with the mini DV cameras/Transferring your work from mini DV to USB

## **Week 2 / September 15th**

Lecture: (full group 45 minutes) Style for standups  
How to do rants

Practice: (Group 1) Prompter with my scripts

Practice: (Group 2) Practice standups and rants with my scripts

## **Week 3 / September 22th**

Lecture: (Full group 45 minutes) Studio and field  
interview techniques

Assignment: (Group 1) Prompter with YOUR scripts  
Review/feedback in class

Assignment: (Group 2) Standups and Rant with YOUR scripts

## **Week 4/ September 29th**

Lecture: (Full group 45 minutes) Writing your  
commentary

Practice: (Group 1) Practice standups and rants with MY scripts

Practice: (Group 2) Practice prompter with MY scripts

## **Week 5/ October 6th**

Assignment: (Group 1) Standups and Rants with YOUR scripts

Assignment: (Group 2) Prompter with YOUR scripts  
Review/feedback in class

## **Week 6/ October 13th**

*Reading Week*

### **Week 7/ October 20th**

Assignment: (Group 1) Record commentaries  
Review/feedback in class

Assignment: (Group 2) Tape field interviews

### **Week 8/ October 27th**

Assignment: (Group 1) Tape field interviews

Assignment: (Group 2) Record commentaries  
Review/feedback in class

### **Week 9/ November 3rd**

Lecture: (Whole class 90 minutes) Producing the field story/ Producing the 'ten minute show'/ Studio interview techniques part two

Viewing: Watch examples of field interviews

### **Week 10/ November 10th**

Assignment: (Group 1) Studio interviews /Review/feedback in class

Assignment: (Group 2) Shooting field stories

### **Week 11/ November 17th**

Assignment: (Group 1) Shooting field stories

Assignment: (Group 2) Studio interviews Review/feedback in class

## Week 12/ November 24th

Assignment: (Group 1) Final shows  
(Group 2) Crewing for Group 1

Screening: Review final shows for Group 1  
Due: Field stories

## Week 13/December 1st

Assignment: (Group 2) Final shows  
(Group 1) Crewing for Group 2

Screening: Review final shows for Group 2

## Evaluation

*Students will be evaluated on the written material, but predominantly on how that material is presented on camera. All assignments must be handed in on time and must fulfill all of the guidelines of the assignment. Failure to miss a deadline results in an automatic deduction of 25-percent. After that another 25-percent will be deducted on each subsequent day. Students must advise by email their absence from class. A doctor's note may be required.*

<b>Field</b>	<b>Studio</b>
Assignment 1 <b>Standups</b> <b>5</b>	Assignment 5 <b>Teleprompter</b> <b>10</b>
Assignment 2 <b>Rant</b> <b>5</b>	Assignment 6 <b>Commentary</b> <b>10</b>
Assignment 3 <b>Interview</b> <b>5</b>	Assignment 7 <b>Interview</b> <b>15</b>
Assignment 4 <b>Story</b> <b>15</b>	Assignment 8 <b>Show</b> <b>25</b>
Total <b>30</b>	<b>Crewing</b> <b>10</b>
	Total <b>70</b>

## Equipment

- **You'll need your own SD Card (Class 10-8/16gb)**

**iNews:** We are all logged on to iNews. It contains the CP (Canadian Press) wires. That is a good source of information for your prompter assignment. You will all have access to it and will have your own file where you can work on scripts, edit scripts, save scripts.

If cameras break down in the field, if studio interview guests cancel, if anything happens to delay you, let Liam and I know!

## Submitting scripts

- **Write first drafts of all scripts in the *body of an email (not as an attachment)***

- Title your emails: BDC951/name of assignment/your name
- Send first drafts to Jill **NO LATER THAN Saturday at 8pm** of the week the assignment is due. I will review and suggest changes
- If you miss the deadline for me to review your scripts then you must send the script directly to Liam
- Send the final version of the script to Liam as an **EMAIL, NOT AN ATTACHMENT...NO LATER THAN 6pm on Sunday** of the week the assignment is due. **(the day before)**

• **\*\*IMPORTANT\*\*** *Liam doesn't have time to wait around for scripts to come in at the last minute. And we don't have time in Studio on taping days for you to arrive and have to cut and paste your script into iNews). If your scripts aren't sent on time to be put onto the teleprompter, you won't be able to complete your assignment.*

### **Crewing requirement**

This course doesn't run smoothly unless everyone pitches in and crews for each other. ***There are ten marks given for crewing and participation.***

I can't stress this strongly enough. You MUST be there to crew for your classmates.

*You will not be asked to crew just before you perform.*

People who only show up for their performances and leave without acting as a crew member will have a grade deducted from their final mark.

**Class time:** We expect you to be available during class hours. Don't book dentist appointments or work shifts during class time. It is critical you be on time for class-not fifteen minutes late. Arriving promptly to class is factored into your participation mark.

## 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](http://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/studentsservices/els/](http://www.ryerson.ca/studentsservices/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/relobservforminstr.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](http://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](http://www.ryersonrta.com)