



## **RTA 313: Production: Intermediate Multicamera - Fall, 2014**

### **Professors:**

Dana M. Lee	(lecture)	ext. 7546	<a href="mailto:danalee@ryerson.ca">danalee@ryerson.ca</a>
Rob Carver	(Tue, Wed, Thu)	ext. 3169	<a href="mailto:rcarver@ryerson.ca">rcarver@ryerson.ca</a>
Deb Lace-Kelly	(Tue)	ext. TBA	<a href="mailto:deborah1.lacekelly@ryerson.ca">deborah1.lacekelly@ryerson.ca</a>
Joe Recupero	(Wed)	ext. TBA	<a href="mailto:jrecuper@ryerson.ca">jrecuper@ryerson.ca</a>
Office Location: RCC-104 (various offices)			Office Hours: by appointment

### **Lab Assistants:**

Brian Withers	ext. 7525	<a href="mailto:bwithers@ryerson.ca">bwithers@ryerson.ca</a>
Yoav Bales-Kogan	ext. 7473	<a href="mailto:kogan@ryerson.ca">kogan@ryerson.ca</a>
Ryan Sykes	ext. 7050	<a href="mailto:rsykes@ryerson.ca">rsykes@ryerson.ca</a>
Liam Crawford	ext.	<a href="mailto:liam.crawford@ryerson.ca">liam.crawford@ryerson.ca</a>

## **About the Course**

### **Course Description from the Ryerson University Undergraduate Calendar:**

This course provides students with more advanced understanding and practice in multi-camera/studio production techniques. Through skill-based workshop rotations, studio production exercises and major projects, students develop their knowledge of production tools, operation and care of equipment, and an understanding of the teamwork and interpersonal skills necessary to create successful programming. As well, the skill set and talent necessary to use the visual medium to tell effective and evocative stories is further developed.

### **Course Goals:**

The objective of this course is to further what you learned in first year and continue to enhance skill development and understanding of production processes in a multi-camera studio environment. Through workshop productions, skill workshop rotations and production assignments, you'll have the opportunity to increase your practical knowledge of studio production processes, technical and creative roles and crew positions, and the operation and care of sets and equipment. In the last few weeks, you will complement the skills you've learned with creative vision - when you will produce two major project productions.

Throughout the course, we hope you will gain an appreciation of the teamwork that is essential for a large scale production, and learn the interpersonal skills necessary to undertake various roles in a multi-camera studio environment. Through practice and experimentation, we want you to develop a clear understanding of appropriate production techniques, required paperwork, protocol and processes in studio production that will provide you with a solid foundation to further your creativity in later years within RTA and beyond.

Our objective is to have you produce *a lot* of production, but of course with increasing *quality, sophistication and autonomy* as you go through the course.

## Learning Outcomes:

In this course, you will be expected to work towards the following learning outcomes, and the degree of how well you do these will be reflected in your final grade:

- Understand the various roles and crew positions – including hierarchy and chain of command – in a multi-camera studio production environment.
- Become familiar with terminology, language and protocol used in a studio environment.
- Understand the inter-relationship among production roles and positions and the interpersonal skills necessary for a successful studio team.
- Demonstrate proper use of the equipment, devices, and sets used in a multi-camera studio environment.
- Demonstrate proper set-up and tear-down/strike procedures for equipment used in a studio environment.
- Gain an understanding of production paperwork and its application.

Students will be expected to demonstrate proficiency in all equipment, procedures and protocol by end of course.

## Course Structure

RTA 313 is delivered in two components:

### Lecture

All students are expected to attend the one hour lecture scheduled on Friday. In this class, all assignments and handouts will be distributed and reviewed, production teams will be selected, and key concepts will be introduced. As well, this class will provide important background information and set-up the week's practical studio lab activities, including blocking of some of the production assignments. Please ensure you attend all scheduled lecture classes.

### Studio Lab

Each week, you will attend a weekly studio lab class. ***IMPORTANT NOTE: You must attend the specific section that has been assigned to you on your timetable.*** Each class operates as a production team in a sophisticated rotation sequence. Therefore, it is not possible to switch lab sections or attend other dates during the semester.

Week	Start Date of the Week	Lab (Tue, Wed, Thu: 10 a.m.-3 p.m.)	Due for Lab <b>This Week</b>	Lecture (Friday, 1-2 p.m.)	Paperwork To Download Off Blackboard <b>This Week</b>
0	Watch the online lecture video before the first week of classes!	(lab hasn't started yet...)	Watch the online lecture video before the first week of classes!	<b>ONLINE LECTURE:</b> * Overview of course * History of multicam production * AD, PA, SA * A1 - Sample shows for Assignment #1: sitcom and game show * A1 - Beat sheets * A1 - Camera blocking * A1 - Rules and roles	<b>Assignments -</b> 1A: Emulate a sitcom 1B: Produce a game show <b>Other:</b> Blocking plan script beat sheet-timing  Use this material in weeks 1-3 in lab.
1	Sept. 1	Review of technical equipment and seminars: * Paperwork package Assignment 1 * Studio A * Studio C * Sets & Sets Paperwork	<- Bring <b>all</b> of the paperwork you downloaded off Blackboard to Week 1's lab, so you can look this over during the Paperwork Package seminar. <b>DRAFT paperwork for Assignment 1A and 1B are due <u>before</u> next week's lab</b> - see your instructor for due date.	* Lighting In The Studio - video and demo * Q & A regarding technical equipment seminars from lab and video lectures	
2	Sept. 8	Students in one section will produce the sitcom emulation.  Students in the other section will produce the game show. (2 prod'ns / studio / day)	Paperwork packages for sitcom emulation and game show. <b>Show production this week.</b>	* Assignment 2 overview - Soap Opera and TIFF * A2 - Techniques in Soap Opera production * A4 - Pitch preparation for Week 4 (featuring studio A or C, vs. genre)	Assignments - 2A: Write and produce a soap opera 2B: Produce a TIFF press conference Look this over for <b><u>this week's lecture</u></b> .  Use this material in weeks 5 & 6 in lab; DRAFT paperwork due in lab week 4.  4: Final Production Paperwork - look this over for <b><u>this week's lecture</u></b> , and to prepare your <b><u>pitch during week 4</u></b> .
3	Sept. 15	A continuation of the sitcom simulation and the game show. (2 prod'ns / studio / day)	Paperwork packages for sitcom emulation and game show. <b>Show production this week.</b>	<b>* IN LECTURE TEST: SKILLS AND TECHNIQUES</b>	
4	Sept. 22	Seminars - * <i>Adobe Premiere</i> : multi-cam editing techniques * <i>Pitch</i> : teams will pitch concepts for their final production!	Bring your <b>PITCH ONE-PAGE</b> to lab today. 2A / 2B: <b>DRAFT PAPERWORK PACKAGES FOR SOAP OPERA AND TIFF PRESS CONFERENCE <u>DUE TODAY</u></b> - TO BE HANDED IN TO YOUR LAB INSTRUCTOR.	* A4 - Pitch deconstruction. * A4 - Final Production: assignment and paperwork * A4 - thinking about the critical path during pre-, production, and post-.	
5	Sept. 29	Students in one section will produce an original scene from a soap opera.  Students in the other section will produce a TIFF press conference. (2 prod'ns / studio / day)	Paperwork packages for soap opera and TIFF press conference. <b>Show production this week.</b>	* Assignment 3 overview - Music and Tween * A3 - Music performance using multi-camera production * A3 - Tween shows * A3 - Camera techniques * A3 - Asset capture * A3 - ISO recordings * A4 - Sound design and recording	<b>Assignments -</b> 3A: Write and produce an original Tween Show 3B: Shoot a live music act using ISO camera technique. Look this over for <b><u>this week's lecture</u></b> .  Use this material in weeks 7 & 8 in lab; <b>DRAFT paperwork due in lab week 6.</b>

Week	Start Date of the Week	Lab (Tue, Wed, Thu: 10 a.m.-3 p.m.)	Due for Lab <b>This Week</b>	Lecture (Friday, 1-2 p.m.)	Paperwork To Download Off Blackboard <b>This Week</b>
6	Oct. 6	A continuation of the original soap opera scene and TIFF news conference productions. (2 prod'ns / studio / day)	Paperwork packages for soap opera and TIFF press conference. <b>Show production this week.</b>  3A / 3B: <i>DRAFT PAPERWORK PACKAGES FOR TWEEN SHOW AND ISO MUSICAL ACT</i> <b><u>DUE TODAY</u></b> - TO BE HANDED IN TO YOUR LAB INSTRUCTOR.	* A4 - Set design & lighting - how to light your final production	
RW	Oct. 13	no lab this week, BUT <i>DRAFT PAPERWORK PACKAGES OF YOUR ASSIGNMENT 4: FINAL PRODUCTION ARE <b><u>DUE THIS WEEK</u></b></i> - GET THEM TO YOUR LAB INSTRUCTOR BEFORE YOU LEAVE FOR READING WEEK!	<i>DRAFT PAPERWORK PACKAGES OF YOUR ASSIGNMENT 4: FINAL PRODUCTION ARE <b><u>DUE THIS WEEK</u></b></i>	no lecture this week	
7	Oct. 20	Students in one section will produce a scene from an original Tween Show - ISO RECORDING ONLY  Students in the other section will shoot a musical act - ISO AND LINE CUT RECORDING	Paperwork packages for Tween Show and ISO recorded music performance. <b>Show production this week.</b>	* A Potpourri of Other Multicamera Productions	
8	Oct. 27	A continuation of the Tween Show and Musical act production.	Paperwork packages for Tween Show and ISO recorded music performance. <b>Show production this week.</b>	* Sketch comedy - a popular genre with RTA students * A4 - production Q & A: issues, problems and solutions - prep for next week's consultations with lab instructors.	
9	Nov. 3	* Final Production consultations with lab instructor * Walk-throughs * Group meetings	ASSIGNMENT 4: " <i>FINAL DRAFT</i> " paperwork packages of final productions are <b><u>due today</u></b> , to use during consultation with lab instructor. <b>COPY MUST ALSO BE DELIVERED TO LAB ASSISTANT SO THEY CAN HELP YOU WITH TECH DETAILS.</b>	* Editing for Multicamera - things to think about when putting together ISO material	
10	Nov. 10	Student production teams will be producing their final projects.	<i>Final</i> paperwork packages of final production. <b>Show production this week.</b>	* The Canadian Production Landscape	
11	Nov. 17	Student production teams will be producing their final projects.	<i>Final</i> paperwork packages of final production. <b>Show production this week.</b> <b>NOTE: Students teams will complete editing of their final projects between their shoot day and their final lab day (screening day.)</b>	<b>IN LECTURE TEST: HOLISTIC PRODUCTION COMPREHENSION</b>	
12	Nov. 24	Screening week – a critical analysis of the completed student productions (2 final projects from each section)	YOUR FINAL PRODUCTIONS FOR SCREENING!	no lecture this week	

## Class Format

The major emphasis of this course is practical 'hands-on' learning, so come prepared to handle the equipment and participate in all the various crew roles. As well, understanding the structure and organization of how multi-camera television production happens is a priority for you to learn.

In order to ensure that each production exercise takes place efficiently and effectively, ***students must complete all assigned readings, paperwork, blocked scripts, and so on, and make sure they study and review all aspects of the pre-production preparation prior to coming to class*** (i.e.; control room language, crew role and equipment fundamentals).

As well, you will have the opportunity in class to complete a short course and examination to obtain lighting and safety certification, which will be required to operate lighting equipment in studio.

***IMPORTANT NOTE: The various production assignments for this course require considerable extra time*** for paperwork and blocking preparation, rehearsals, group meeting time, and set building/technical set-up time outside regular studio/lab class hours. Please ensure that you are willing and able to make this commitment prior to taking this course.

The production areas and crew positions you will learn throughout this course include:

### CONTROL ROOM:

Director  
Script Assistant  
Switcher  
Video Shader (CCU operator)  
CG (character generator)  
DDR (digital disk recorder), ISO Data  
Manager, Post-Production Editor

### STUDIO FLOOR:

Camera (3)  
Floor Director  
Lighting Director  
Talent (2 or more)

### AUDIO:

Audio Lead  
Audio Assistant

### NOT DIRECTLY IN THE STUDIO:

Writer  
Web and digital media designer (a  
position in our lab shared by Writer and  
other team members)

Often, a similar listing of positions is categorized as "Above The Line" and "Below The Line" positions (you'll use this idea in your final production):

### **ABOVE THE LINE** (8 positions in our lab)

Producer  
Director  
Script Assistant  
DDR / ISO Manager / Editor  
Audio Lead  
Writer  
Lighting Director  
CG

### **BELOW THE LINE** (8 positions in our lab)

Switcher  
Floor Director  
Camera  
Camera  
Camera  
Video Shader (CCU)  
Talent  
Talent

During the course, you will be asked to perform talent roles for various production assignments. **When assigned as talent, you will be expected to practice, rehearse and memorize dialogue. Don't show up unrehearsed for this...**

Over your weeks in studio lab, it is our hope that you will have the opportunity to perform each production role repeatedly.

For the first three assignments, you'll be pre-assigned into 'sub-groups' for those productions. The sub-groups will consist of the following positions:

<b>Exec:</b> Producer Director Script Assistant Floor * Art Director/Media	<b>Floor:</b> Camera 1 Camera 2 Camera 3 Lighting * Camera Assist	<b>Audio/Talent:</b> Audio Lead Talent 1 Talent 2 Talent 3 * Audio Assist	<b>Control Room:</b> Switcher DDR record/p-back CCU/Shader CG *Teleprompter
* position available <i>only</i> if, for some reason, you have 5 people in your 'sub-group'			

## Required Reading

All *course specific* materials are available on the Blackboard shell for this course. You will find many one-sheets, manuals and summaries that will provide background and operational instructions for equipment, facilities and crew roles.

All '*generic*' material is available on the Blackboard Organization called "RTA Online". There are:

- Equipment and Software video tutorials (for things like Final Cut, EFP cameras, audio, and TV studio equipment) - extremely helpful, and the contents will be what you will be tested on later in the semester
- Production Paperwork Templates - all forms and paperwork templates specified in you assignments that are required for deliverables in this course
- Sets Room Documentation - found at:  
<http://www.ryersonrta.com/resources/facilities/setsroom/> You will find the booking form here, along with a catalogue of all set pieces.

It is the responsibility of each student to download and print an entire set of all handouts, and view the training videos, which constitute your course notes. Please note that you will be tested on material found in these handouts. It is advisable that you review and study the handouts every week. It is strongly recommended that you bring them to studio lab class to assist you, and to transcribe additional notes.

## Attendance

### Studio Television Production Is A Team Activity!

It cannot function unless someone is performing each and every one of the various roles. To this end, it is **essential** and **mandatory** that each student attend every lecture and studio/lab class. Doctor notes are required for illness. Please ensure you contact your Lab Instructor if you are unable to attend class.

## Evaluation

Your professors, with input from the assistants, will assess the progress of each student continually, throughout the Production Assignment and the Major Projects. As much of the activity in studio production occurs in groups, students will be asked to provide a self-evaluation and post-mortem report on their experiences and the proficiency of others, which will be considered in evaluation.

The general criteria used to assess all students will be:

- Basic skill proficiency: handling of equipment, set-up & tear-down procedures.
- Understanding crew roles and responsibilities.
- Communication, teamwork, interpersonal skills.
- Completion of paperwork and assignments.
- Effort, initiative, motivation, participation.

Assignment	Grade
<b>IN LECTURE TEST: SKILLS AND TECHNIQUES</b>	10%
<b>Production Assignment #1 weeks 2 and 3:</b> Teamwork, Communication, Equipment, Proficiency as Director and crew roles (includes Peer Evaluation)	15%
<b>Production Assignment #2 weeks 5 and 6:</b> Paperwork, Communication, Equipment, Proficiency & Creativity, Performance (includes Peer Evaluation)	15%
<b>Production Assignment #3 weeks 7 and 8:</b> Paperwork, Communication, Equipment, Proficiency & Creativity, Performance (includes Peer Evaluation)	15%
<b>IN LECTURE TEST: HOLISTIC PRODUCTION COMPREHENSION</b>	15%
<b>Final Production:</b> Preparation, Paperwork, Communication and Execution (includes Peer Evaluation)	30%
<b>Total</b>	100%

Grade results will be posted as soon as humanly possible after completion of each component. There is no final examination for this course. Grades will be reported after completion of various phases of this course and posted on Blackboard. Students wanting to review their progress at a given point in time are welcome to do so by making an appointment with the Instructor.

## In The End...

This course is about production process and procedures. During this course, it's virtually impossible to develop an expertise in all aspects of television operations. Within the time frame allotted, it's also difficult to become an expert at specific roles and functions. Nevertheless, it is the instructors' expectation that each student will build a firm foundation for a continuing development of studio production skills and understanding of the television production process. This is a tremendous opportunity to experiment and learn – take advantage of your time in studio!

## 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/student-services/els/](http://www.ryerson.ca/student-services/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.ryersonrt.com](http://www.ryersonrt.com)