

## Introduction to Television Production: PRHS News Master Syllabus: Traditional, Blended, and Virtual Learning Options

Mrs. Michelle Morris, Room 302

### Syllabus

Welcome to PRHS News! I am excited to have you in my class this school year. Please read through this entire handout carefully—it should answer many of your questions about this class.

PRHS News is a fast-paced, rigorous course in the Television Production Program. In PRHS News, students work as a team to produce a news television show for the high school every week. PRHS News introduces students to the hustle and bustle of working for a news station and, simultaneously, allows students to develop and hone skills in producing commercials and narrative film, advertising and marketing. PRHS News airs content every week on the school website, which can be seen by anyone in the world. Students are required to learn equipment and jobs that allow the team to function smoothly. This class prepares students for the high tech, intense reality that exists in the working world.

**How to reach me:**

Email: [michelle.morris@pikeroadschools.org](mailto:michelle.morris@pikeroadschools.org)  
 Planning period: 5th period  
 Television Production: 334-420-5380

**Supplies needed each day:**

1. SD Card (16 gigabytes) (Stays in Class)
2. Writing Utensil (Pen or Pencil)
3. Flash Drive (Can use for all classes)

**What’s expected of you:**

- You will participate in classroom and laboratory experiences utilizing current and emerging technology in Television Production.
- You should have an understanding of Journalism, be able to speak in front of audiences both large and small, and work well as a part of a team.
- You will learn to write effectively for a television audience, learning to write for the eye and the ear.
- You will learn about and manage camera, editing film, wardrobe, and schedules.
- You will create television shorts, news stories, commercials, promotional videos, and video specials.
- You will produce programs for the community.
- You will work both on and off campus, in and out of school to provide the very best product.
- You will participate in brainstorming, storyboarding, and Advanced Cooperative Learning.

**You will be responsible for the following:**

Learning About:

- Broadcast Journalism
- Television Ethics
- Safety and Equipment
- Writing for Television
- Job Assignments
- Performance
- Interviewing

Operating/Managing:

- Camera
- Sound
- Lighting
- Job Assignments
- Editing
- Commercials
- News
- Studio
- Producing
- Final project: Completed show for the Pike Road Community Channel

**If you are taking PRHS News you and your parents/guardian are to sign this course syllabus, it is with the understanding that you are entering into a journalistic environment governed by journalistic integrity. We report on all school-related subjects and organizations without discrimination. These reports are not necessarily**

**reflective of the beliefs and opinions of the reporters; however, as reporters, we are bound to report the PRHS news in a non-biased fashion.**

### **Course Fee**

None

### **SKILLSUSA Dues**

\$40.00.00 (For local, state, and national dues) (\*\*\*) Also, includes a t-shirt if paid by Sept. 30<sup>th</sup>)

### **CTSO**

Career and technical learner organizations are an integral, co-curricular component of each career and technical education course. These organizations serve as a means to enhance classroom instruction while helping learners develop leadership abilities, expand workplace-readiness skills, and broaden opportunities for personal and professional growth. Membership qualifies learners to compete with learners from across the nation and state-wide for scholarships and other business-related opportunities.

**Our CTSO is SkillsUSA!**

### **Traditional Classroom Policies**

- Be prompt to class, seated at your desk before the bell rings.
- Be prepared to work EVERYDAY with ALL necessary materials.
- Be polite at ALL times.
- Be respectful of people and property.
- Keep food, candy, and drinks out of the classroom unless given permission
- Follow rules/guidelines outlined in the Code of Conduct and Learner—Parent Handbook.

### **Zoom/Virtual Class Policies**

- Be prompt to online meetings. Full group meetings will take place on Thursdays during your assigned class period.
- Be prepared to work each Zoom meeting with ALL necessary materials.
- Be polite at ALL times.
- Have you video on and your microphone muted when you are not speaking
- Follow rules/guidelines outlined in the Code of Conduct and Learner—Parent Handbook, for example, dress code.

If a learner chooses to break one of the above policies, the following disciplinary action will result:

**1<sup>st</sup> Consequence: Verbal reprimand**

**2<sup>nd</sup> Consequence: Learner/Teacher Conference,**

**3<sup>rd</sup> Consequence: Call to parent**

**4<sup>th</sup> Consequence: Referral to Principal's office or detention and call to parent**

Severe problems such as fighting, deliberately destroying school property, verbal abuse, or other situations deemed severe by the teacher will be sent directly to the Principal's office.

**Cheating or copying another learner's work as your own will result in a zero "0" for that grade, possible loss of computer rights, and your parents being contacted.**

**Television Production Classroom Behavior Expectations:**

**Classroom Behavior:** If your behavior is disruptive (inhibiting other students from learning, sleeping, working on something other than work that is assigned in my class—this includes behavior that is disruptive to students in other classes), that behavior is unacceptable and you will be reprimanded. Know your student handbook; the rules in it will be enforced.

I. **Be respectful.** In my classroom we respect each other. This means that we respect that everyone has the right to learn, but we also respect that everyone has the right to his/her own opinion.

II. **Be ready to learn.** Come to class ready to learn. This means that I expect you to *be on time* and have *appropriate materials*. It also means that when you come into my classroom, you are ready to do our class work.

III. **Be knowledgeable of all school rules and follow them.** For example, horseplay, fighting, foul language, obscenities, suggestive comments, destruction of property, disrespect, and disruptive behavior will not be tolerated.

**Tardies:** If you show up late, you are to sign the tardy log. PRHS tardy policy IS followed and enforced. All tardies will be recorded. On the fifth tardy, students will receive one day ISS. Refer to the PRHS Handbook for further disciplinary action.

**Television Production ID:** If you need to leave the classroom to work on a project, make sure that you sign out and that you are wearing your Television Production ID so that teachers and administration can identify you.

**Equipment Policy:** You will be using very expensive equipment that PRHS cannot afford to replace. To use it, you and your parents/guardians must sign the syllabus. You will be assigned equipment that you will be responsible for maintaining. This means that you are responsible for managing the equipment—keeping it working, keeping it clean, and keeping it organized. If equipment that is assigned to you is lost or broken, even by someone else, YOU are responsible for replacing it.

**Daily Routine:** Each day that you come into our class, you will have assignments on the board. I am ultimately in charge, but you, the students, will run the class. Because of this, you will set the agenda for the most part based on our needs and the needs of our audience. No matter the agenda, come prepared to learn and to work hard.

**Homework:** You will always be on the lookout for the latest breaking news. You will be required to complete some assignments or projects outside of school.

**Absences and Missed Assignments:** It is your responsibility to find out what you miss during your absence. Because this is such an involved class, absences are viewed as a missed day of work—you will lose points in the job performance category if the absence is unexcused; if your absence is excused, you must secure a substitute for your job ahead of time. You are expected to treat this class like a job and therefore are expected to be present in person or online to work every day on time.

### PRHS News Jobs and Procedures

Think of yourself as a Pike Road High School ambassador: it's your job to network, to create relationships, and to uphold our school's good reputation with people in our community. You have the unique ability to reach hundreds of people through PRHSNews. Consider the importance of this privilege and conduct yourself in a manner that makes you look good and makes us proud of you.

**THE BOARD:** This board is managed by the Editor in Chief and displays the month outlook for highlights that air on our program. It shows the current week and the next three weeks.

**CLASS MEETINGS:** Each day we will have a class meeting, led by the Editor in Chief, to evaluate our show, to handle class business, and to brainstorm. Think of this as our idea generating time. You're in charge. You may not be late to class meetings, so be sure to be back in the classroom five minutes before the meeting begins.

**THE NEWSROOM:** The newsroom area is the brain of the PRHS News operation. Mrs. Morris and the Editor in Chief are responsible for the operation of the newsroom. In the newsroom area, a highlight goes from conception to production.

#### *Editor in Chief (1 person):*

*The Editor in Chief assists the teacher in all areas, not limited to but including, website construction, t-shirts, ads, and SkillsUSA club activities. S/he will also be in charge of email and the beat team. The Editor in Chief will keep up with the reporters' schedules on the board and keep up with the equipment. S/he is the lead editor and censor. The Editor in Chief also creates the scripts daily. His/her partner is the Creative Director.*

**BEAT REPORTERS:** Some of you will be beat reporters (the term comes from the adage, "the beaten path," meaning a path traveled again and again). Your beat reporting will keep our newsroom in constant contact with the outside world. Your beat may be a department within the school, or your beat may be the Pike Road community, but whatever the beat, it is your responsibility to bring us the news. You will produce highlights. Highlight production will occur in the classroom/on campus/online/in the Pike Road community/during school hours/outside of school hours. Beats will be assigned to a video editing suite. Video editing suites consist of a portable video camera pack, a portable tripod, a microphone outfit, and a corresponding video editing computer. You will decide what highlights we need to cover and the deadlines for those stories. Highlights will be assigned to beats, and students in that beat will decide which member will produce/direct, which member(s) will anchor, and which member(s) will film their highlight. Highlights must be complete upon deadline. You will be responsible for producing/directing many highlights in the semester. Beat reporters report to the Editor in Chief.

#### *Beat Reporters (6-8):*

*Beat reporters will maintain regular contact with their beats to gather information for stories and help advertise for PRHS News. The beat reporters write/read out and present news stories/highlights on camera. Beat reporters will be responsible for setting the stage for interviews by utilizing background, props, lighting, and camera effects/angles for each story. The beat reporters will transfer okayed scripts to whiteboards for the shot. The beat reporters will film, edit, and transfer stories to the broadcast team in a timely fashion. Beat reporters are responsible for having their stories "in the can" by deadline. Beat reporters are responsible for generating news when it is not happening.*

**PRODUCTION TEAM:** The production team work will occur during class time. The production team films and airs PRHS News, our news show. Production team jobs are integrated and students will perform them simultaneously. The production team reports to the directors. Accommodations will be made for virtual learner

#### *Studio Directors (2 people):*

*The studio director manages the production team. S/he runs the broadcast and sends verbal cues to each position. The director works on storyboarding and makes sure filming occurs on time. The director is responsible for the appearance and readiness of the set and crew and is in charge of keeping up with props, clothes, and makeup for the set and crew. S/he is also in charge of keeping the control room/area organized and clean.*

#### *Lead Anchors and Camera People (3-4 People):*

*The lead anchors will present news stories on camera. The off anchor will act as camera operator and will control the camera in a series of tasks like zooming, panning, focusing, and framing. The off anchor will also operate the control room and the teleprompter. The off anchor will be in charge of the Weather Report for that week, both preparing and reporting it for the school.*

## Grading

### Assessment Procedures:

**All assignments will be assigned, submitted, and assessed through Google Classroom. For TV Production, the class code is: vw7nf5h**

**\*\*\* For blended and virtual learners, each Tuesday, I will send out a video of my lecture, and your assignments will be due the following Tuesday. Also, we will have a question and answer Zoom session each Thursday. Besides that, feel free to email me any questions you have. For blended learners who need more assistance, email me to schedule an in-person classroom session.\*\*\***

The nine-week grade will be determined by the following criteria:

- Tests, Projects, and Weekly News Job Completion: 60 %
- Daily News Job Completion (including homework), Professionalism and Safety: 40%

\*You will be taught professionalism throughout this course and will be graded based on those guidelines.

\*You will be taught safety throughout this course and will be required and graded under those guidelines.

**And on with the show!**

