

Communication 350/450/L

Tom Galli

Tues/Thurs 10:00am– 12:50pm

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Off: 735-4897 Cell: 389-1836

tgalli@chaminade.edu

General

Welcome to Comm 350/450/L, Studio Video Production! In this class, we move into the world of multi-camera production. We'll produce a number of programs, mostly live-to-tape, and each of these will be aired on the local PEG access channels.

Studio production requires the highest level of teamwork in the world of video production. There can be no “one man bands” since it takes roughly 10 people simply to operate the equipment. We will be making use of Olelo’s studio facilities in Mapunapuna, one of the better equipped studios on this island.

Olelo

The facilities we use are provided by Olelo Community Television, 1122 Mapunapuna St. You can learn more about them at www.olelo.org. Early in the semester, representatives from the Olelo training staff will deliver the equipment and provide our initial training. Attendance for these days is mandatory.

Learning Outcomes

Upon completion of the B.A. undergraduate program in Communication, students will be able to:

- Communicate effectively, persuasively and ethically using oral, written, and technological platforms in interpersonal, small group, public, intercultural, and technological settings.
- Apply the principles and laws of freedom of speech and press, including the right to monitor and criticize power, in order to promote service, justice and peace.
- Actualize professional ethical principles in the pursuit of truth, accuracy, and diversity.
- Locate, evaluate, incorporate, and properly cite multiple resources in visual and oral performances, papers, and communication campaigns.

Students in the Mass Media track will also be able to:

- Use contemporary technologies and methodologies to critique, analyze, and produce media for distribution via traditional, current, and emerging communication platforms.

After successful completion of this class, students will be able to:

- Operate professional multi-camera studio equipment by correctly performing assigned production roles (e.g., camera operator, audio technician, technical director) during live or live-to-tape studio productions.
- Execute studio direction and floor management techniques by effectively communicating cues and instructions to on-air talent and crew from the studio floor and control room during live or live-to-tape productions.
- Evaluate studio production performance by participating in structured planning and post-production evaluation sessions that identify strengths, weaknesses, and areas for improvement in team-based productions.

Achievement of these outcomes is assessed through observed role performance during studio productions, participation in planning and evaluation sessions, and attendance-based participation metrics.

Attendance, daily grades, and due dates

Attendance is critical in this class. A single unexcused absence can ruin an entire production day, negatively impacting not only your grade but our relationship with Olelo and their clients.

Roles

There are numerous roles to be filled in a studio production. You will have the opportunity to be Director, Technical Director, CG Operator, VTR Operator, Audio Technician, Floor Director, Camera Operator, Gaffer, Light Board Operator, and Talent. You will be required to demonstrate competency in 4 of these roles.

Grading

This class is unique in that the products you complete are a minor portion of your grade. Attendance and participation are the main criteria on which you will be judged. Planning and evaluation days are worth a possible 10 points each. Training and production days are worth 25 points each. Daily point totals of production days are determined thusly:

Attendance +5	Late arrival -5
Self-motivated involvement in setup +5	Early departure -5
Diligent job performance +5	
Competent job performance +5	
Self-motivated involvement in strike +5	

Additional points may be awarded for exceptional performance.

450 Responsibilities

In addition to the other class requirements, 450 students will be called on to mentor beginning students and perform the more complex roles with greater frequency. Directing at least one program is expected.

Tentative schedule

Date	Assignment	Notes
Jan 13	TBA	
15	TBA	
20	TBA	
22	TBA	
27	Training day	Olelo trainers visit us
29	Training day	
Feb 3	Training day	
5	Planning / evaluation day	
10	Production day	
12	Planning / evaluation day	
17	Production day	Fat Tuesday
19	Planning / evaluation day	
24	Production day	
26	Planning / evaluation day	
Mar 3	Production day	
5	Planning / evaluation day	
10	Production day	
12	Planning / evaluation day	
17	Spring Break	NO CLASS
19	SPring Break	NO CLASS
24	Production day	
26	Prince Kuhio Day	NO CLASS
31	Production day	

Apr 2	Planning / evaluation day	
7	Production day	
9	Planning / evaluation day	
14	Production day	
16	Planning / evaluation day	
21	Production day	
23	Planning / evaluation day	
28	Production day	
30	Planning / evaluation day	
May	Monday, May 4, 3:30 - 5:30pm OR Thursday, May 7, 11am - 1pm	

University Boilerplate

Catalog Course Description

COM 350/450/L Studio Video Production (3/1)

Fundamentals of serving as a member of a multi-camera studio production crew are developed through a series of practical exercises. Each student will learn and practice a variety of roles and responsibilities. Concurrent enrolment in COM 350 and COM 350L is required. Offered spring semester. Prerequisite: COM 250/COM 250L.

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate

resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Olelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Olelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Olelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Olelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Olelo No'eau 203) All knowledge is not taught in the same school

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the

latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua ‘Ike at tutoring@chaminade.edu or 808-739-8305.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Attendance Policy

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor’s Chaminade email address, calling the instructor’s campus extension, or by leaving a message with the instructor’s division office. It is the instructor’s prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor’s discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students’ rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University’s jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the Student Handbook:
<https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in 45 hours of engagement. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, 10 week term, or equivalent amount of work over a different amount of time. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit.

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

How This Course Meets the Credit Hour Policy

This class and its corequisite lab total 4 credit hours, needing 180 hours of engagement. There are three components to the amount of time students will spend in this course:

1. Seat time (this is the amount of time students are physically in the classroom)
2. Time spent on key assessments, including study time (e.g., preproduction, research)
3. Additional time each week (e.g., reading, studying, homework)

Seat time

The class is scheduled for 160 minutes per week; the lab is scheduled for 170 minutes per week. Over a 15 week semester, this is 82.5 hours.

Key assignments

Key assignments in this context means creating television programs in the Olelo studios. Depending on their scheduling limitations, and how quickly class progresses for the initial sessions, we'll have 10-13 days devoted to recording. Depending on the length and complexity of each project, we can record 1-4 each day.

Projects are recorded during class time, but require an average of 5 hours of preproduction, which occurs outside of class time. This includes scripting, rehearsals, generating b-roll, creating graphics, and other elements.

For an average of 12 production days and an average of 1 project per day, this totals to 60 hours.

Additional time

Reading, studying, homework unrelated to key assignments, and self-guided study is expected to occupy 3 hours per week for a total of 45 hours..

Total

187.5 hours of engagement