INSTRUCTOR: JOHN BUTLER  
TELEPHONE: 713-479-2940 (FOX) 281-224-4121 (CELL)  
E-MAIL: butlerj@stthom.edu

COURSE OBJECTIVES:  
Through lectures, classroom/homework assignments and the creation of studio production projects you will receive  
an introduction to TV control room procedures and studio production practices. Upon successful completion of this  
course, the students should have a basic understanding of:  
• The production process.  
• Basic video camera shots and movements.  
• Various jobs performed by the essential members of the production team.  
• General audio and sound techniques.  
• Camera placement and operations, including a basic understanding of camera optics.  
• Lighting techniques.

TEXTBOOK:  
No required textbook. Use www.cybercollege.com as a resource

GRADING:  
Grades earned in this class are based on the following:  
• Quizzes/Assignments 50 points  
• Mid-term Exam 100 points  
• Production (Group) 100 points  
• Production (Individual) 100 points  
• Final Exam 100 points  
• Total 450 points

Grading Scale:  
Points needed to receive grade

A= 400-450  
B= 350-399  
C =300- 349  
D= 250-299  
F= 249 and below

ATTENDANCE:  
Deadlines are central to broadcasting and telecommunications. Therefore, in this course deadlines on projects and assignments will be absolute. It is critical that you attend class because you will be a team member, dependent on each other to carry out specific tasks for class projects and graded productions, so PLEASE BE HERE. If you are absent for someone’s production, this will affect your grade for your particular production project.  
You will follow a production schedule and crew rotation sheet. Some crew positions are worth points and others are not. Attendance is required during all TV productions. If you are absent during a TV production, you will receive a zero for any and all graded positions to which you were assigned. A grade of incomplete will not be given in this course except in extreme cases involving prolonged and documented illness or emergency. Two tardy’s to class or lab will equal one absence.

DISABILITY SERVICES FOR STUDENTS:  
Students requiring special accommodations must follow the university procedures as outlined in the UST catalog
If a student has a documented disability, reasonable and appropriate academic accommodations for students who qualify under Section 504 of the Rehabilitation Act of 1973 are available to ensure equal access to programs and opportunities at the University. Disabilities may be defined by the following:

- learning disabilities
- health impairments
- physical limitations
- psychiatric disabilities

Students should set an appointment with professional staff at C&DS to review the nature and history of the disability as well as present concerns related to the learning environment. The procedure for Disability Services is as follows:

1. If a student believes he/she may qualify for reasonable accommodations due to an impairment that creates a disability, the student will be asked to supply current diagnostic documentation of the disability and the students needs. Appropriate documentation identifies the disability and indicates how it substantially impairs current major life activities (e.g., learning, working, walking, seeing, hearing, etc.) as related to the academic environment. For students who have not had a previous professional evaluation or documentation, referrals may be provided.

2. To receive accommodations, the Committee for Academic Accommodation reviews the students request. The Committee will review the documentation and make recommendations appropriate to the students needs within the learning environment.

3. When the student authorizes release of information regarding the disability, the Committees recommendations will be made available for students to distribute to their instructors and academic advisor. If testing accommodations are granted, C&DS will notify the office of Career Services and Testing. The student must renew this authorization through C&DS early each semester to ensure continuation of academic accommodations.

The University abides by Section 504 of the Rehabilitation Act of 1973 and other federal mandates that stipulate qualified students with disabilities receive appropriate accommodations in order to obtain equal access to programs and opportunities at the University.