

# Television Production 3-6

Lemon Bay High School 2024/2025

## Instructor Information

### Instructor

Matthew Cartland

### Email

[Matt.Cartland@yourcharlotteschools.net](mailto:Matt.Cartland@yourcharlotteschools.net)

### Remind Course Information

Period 3 - rmd.at/lbh1373

Period 4 - rmd.at/lbh1374

## General Information

### Description

Television Production is an advanced course designed to provide students with a comprehensive understanding of the foundational principles and practices of creating professional digital video content through the lens of a newscast. Through hands-on exploration and guided practice, participants will delve into key concepts essential for being part of a larger digital media organization. Topics covered will include recording digital video and photos, communicating with clients, creating content for commercial purposes, and beginning a career in digital media editing. This course aims to equip students with the necessary tools and insights to foster engaging, inclusive, and impactful commercial content.

### Expectations of Employability Skills

- **Communicate:** Effectively and respectfully communicate with teacher and peers.
- **Work Ethic:** Be productive while in class and complete required tasks.
- **Problem-Solve:** Utilize available resources to solve daily challenges.
- **Detail-oriented:** Submit work that has been reviewed and corrected for common mistakes.
- **Time Management:** Effectively budgets time with consideration of other obligations to ensure short- and long-term assignments are completed.

### Classroom Rules

- **No cell phones, earbuds, or electronic devices used during instructional time. NO EXCEPTIONS.**
- Students are expected to work from bell to bell. **There is no lining up at the door before the bell rings.**
- Food and drinks are prohibited in this class because of the technology. All food and drinks should be left behind the orange line in my classroom. **If they come past the orange line, they become trash.**
- You are financially responsible for the equipment in this room. Failure to properly take care of my machines, cameras, microphones, and other equipment will lead to disciplinary action and financial liability.
- The 20/10 rule applies to this class (as it should with all classes). No one is to use the restroom in the first 20 or last 10 minutes of class.
- There are no valid excuses for being tardy to class. **If you are not seated and starting your daily work before the bell rings, you will be marked tardy.**
- Respect is vital to this classroom and inappropriate language is not tolerated. Additionally, any use of racial or homophobic slurs or hate speech of any kind will result in an immediate referral. **I do not tolerate language that discriminates against someone's gender, sexuality, race, religion, mental abilities, physical abilities, or self-identity.**
- Collaboration with your classmates is vital to success, but wandering across the class is not collaborative. Students should always stay in their seats.

### Goals/Objectives

- Create an eight-minute newscast every day of the week that will be broadcast for the entire school.
- Learn how to communicate with peers professionally and respectfully.
- Learn how to record digital media through video and photo recordings.
- Learn terminology revolving around digital media and understand how file types change workflow.
- Learn the creative process and how to produce unique ideas that inspire others.
- Learn what it takes to cover a wide array of stories and responsibilities in a news cast.
- Have Fun!

# Course Materials

## Required materials

- Paper
- #2 Pencil
- Ability to access canvas for missing and make up work
- USB-C Flash drive (If you have a flash drive, a USB-A to USB-C Converter will work!)
- Binder or Folder to organize notes and hand outs
- Wired earbuds for editing

# Grade Policy

## Total Points

In this course, we will be utilizing a “total points” grading system. This means that each assignment/paper, quiz, project, or activity will be assigned a specific point value, and your final grade will be determined by the total number of points you earn throughout the semester. This approach offers simplicity and transparency, allowing you to easily track your progress and understand how each task contributes to your overall grade.

Category	Point Value
Classwork	50
Reflections and Reviews	15
Feature Projects	35
Quarter Total	100

# Make Up Work

## Completion Deadline

In accordance with our school policy, students are expected to submit assignments by the designated due dates. However, we understand that unforeseen circumstances may arise that could hinder the timely completion of work. It is the student’s responsibility to collect any missed work. Per county policy, a student will have two days to make up work from one absence. Students with an excused absence will not incur a deduction in points within this time but unexcused students may have up to 30% deducted. **Late submissions will not be accepted past three weeks from the original due date at the discretion of the teacher and with point deductions.** Students need to communicate any difficulties they encounter in meeting deadlines with their teachers as soon as possible. This policy aims to foster responsibility and accountability while still providing students with the opportunity to demonstrate their learning and mastery of course material.

## Test Repair

At our school, we believe in the importance of continuous learning and improvement. Therefore, all students are given the opportunity to make test repairs after their initial assessment. This policy allows students to reflect on their performance, identify areas for improvement, and strive for mastery of course content. It is essential to note that this opportunity is not extended to essays or projects that involve rough drafts or progress checkpoints, as these assignments already provide many opportunities for revision and feedback. Students have one week from the date of receiving their graded test to initiate the repair process. Repair sessions may be scheduled before or after school, but not during regular class time. Also, students can complete their repairs under the supervision of a media center proctor during tutoring sessions. Upon successful repair completion, students will earn points at the teacher’s discretion. This provides a tangible incentive for engagement in the improvement process and reinforces the value of ongoing learning and growth.

## Attendance

Attendance is vital for student success and engagement in our learning community. As per our school policy, students are expected to attend all classes regularly and punctually. In the event of unavoidable absences, it is the responsibility of the students and their guardians to notify the school promptly. **Students who miss more than 20% of instruction will be prohibited from participating in school events such as extracurricular activities i.e., homecoming, prom, athletics, band, ROTC, theatre, and chorus.** Research has shown that 10% or more of instructional time missed by students (Pre-K to grade 12) is an early warning indicator for possible academic struggles; this measure is used to define chronic absenteeism nationwide. Florida Statute 1003.24 and School Board Policy 5200.

After the first seven days of absences, a letter will be issued to the student and their parent/guardian as a reminder of the importance of consistent attendance. This communication encourages students to prioritize their education and take proactive steps to address any attendance barriers.

Should a student accumulate ten or more days of absences, a second letter will be issued, emphasizing the need for immediate action to improve attendance, the need for documentation, and the potential consequences of continued absenteeism.

**\*Please note that for AICE and AP courses, a student who misses more than 20% of period attendance will be responsible for the cost of the assessment and removal from the class.**

Furthermore, it is crucial to note that excessive unexcused absences will result in a significant impact on academic performance. **Any assignments or assessments missed during unexcused absences will incur a penalty of up to 30% off their grade.** This policy underscores the importance of regular attendance and emphasizes the correlation between consistent attendance and academic success. It is our collective responsibility to support students in maintaining attendance habits that foster their learning and development.