

Unit Outline

SPRO3003 Broadcast Production Semester 2, 2020

Unit study package code:	SPRO3003
Mode of study:	Internal
Tuition pattern summary:	Note: For any specific variations to this tuition pattern and for precise information refer to the Learning Activities section. Workshop: 1 x 3 Hours Weekly This unit contains a fieldwork component. Find out more about fieldwork on the work integrated learning (WIL) website at https://students.curtin.edu.au/experience/employment/wil/fieldwork-preparation/ , which also contains a link to the Fieldwork Policy and Fieldwork Manual .
Credit Value:	25.0
Pre-requisite units:	SPRO3002 (v.0) Documentary Production Workshop or any previous version OR SPRO2000 (v.0) Television Production Workshop or any previous version OR SPRO2003 (v.0) Drama Narratives or any previous version OR SPRO3000 (v.0) Drama Production Workshop or any previous version
Co-requisite units:	Nil
Anti-requisite units:	SPRO5002 (v.0) Graduate Broadcast Production or any previous version
Result type:	Grade/Mark
Approved incidental fees:	Information about approved incidental fees can be obtained from our website. Visit fees.curtin.edu.au/incidental_fees.cfm for details.
Unit coordinator:	Title: Dr Name: Michelle Johnston Phone: +61 8 9266 2731 Email: M.Johnston@curtin.edu.au Location: Building: 208 - Room: 407
Teaching Staff:	Name: Jemma King Phone: . Email: Jemma.King@curtin.edu.au Location: Building: . - Room: .
Administrative contact:	Name: MCASI Teaching Support Team Phone: +618 9266 7598 Email: MCASITeachingSupport@curtin.edu.au Location: Building: 208 - Room: 414
Learning Management System:	Blackboard (lms.curtin.edu.au)

Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present. The [Centre for Aboriginal Studies](#) aspires to contribute to positive social change for Indigenous Australians through higher education and research.

Syllabus

Further development of skills and understanding of multi-camera and studio based production in a practical, production-orientated environment. Students will engage in weekly skills development sessions in which they will undertake a range of production roles, including director, director's assistant, floor manager, lighting, camera, technical director and staging. Both single and multi-camera production skills will be put into a practical context by students in the production of a series of programs for broadcast. Opportunities for cultural and interdisciplinary engagement will be encouraged.










Introduction

This is a theoretical and production practice unit designed to explore the development and styles of broadcast television, and provide a practical grounding for students wishing to pursue the medium in specialist areas such as producing, directing and writing for studio based entertainment programs.







Unit Learning Outcomes

All graduates of Curtin University achieve a set of six Graduate Capabilities during their course of study. These inform an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and capabilities which employers would value in a professional setting. Each unit in your course addresses the Graduate Capabilities through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes notify you of what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your knowledge of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating you will have achieved all of Curtin's Graduate Capabilities through the assurance of learning processes in each unit.

On successful completion of this unit students can:		Graduate Capabilities addressed
1	Create an original studio based program to an acceptable broadcast standard and for a specific audience	  
2	Collaborate with various local communities in the production of a culturally supportive television program	 
3	Apply advanced multi-cam and single-camera production skills associated with a studio-based television program through all stages of production	 
4	Collaborate with interdisciplinary contributors to the program in a way that reflects professional industry practice	 

Curtin's Graduate Capabilities

	Apply discipline knowledge, principles and concepts		Innovative, creative and entrepreneurial		Effective communicators with digital competency
	Globally engaged and responsive		Culturally competent to engage respectfully with local First Peoples and other diverse cultures		Industry connected and career capable

Find out more about Curtin's Graduate Capabilities at the Curtin Learning and Teaching website: clt.curtin.edu.au

Learning Activities

This is a unit in which students further develop skills and understanding of multi-cam and studio based production in a practical, production-orientated environment.

Throughout the course of the unit, students will engage in weekly skills development sessions in which they will undertake a range of production roles, including director, director's assistant, floor manager, lighting, camera, audio and staging.

Both single and multi-cam production skills will be put into a practical context by students in the production of a program series.

How This Unit Works

The majority of student assignments will be done in groups. Students' ability to work as part of a team is an important aspect of this unit as television production can never be the sole work of an individual. Every student is expected to support and contribute to their group equally. There are many new and different roles to be explored in studio production and students will have the opportunity to choose a role and specialise in their area of interest.

Unit Readings are outlined in the Workshop Schedule. It is essential that students read the related text prior to each workshop.

Learning Resources

Library Reading List

The Reading List for this unit can be accessed through Blackboard.

Essential texts

The required textbook(s) for this unit are:

- Zettl, Herbert (2015), *Television Production Handbook*, 12th edition, Cengage Learning, California
<https://ebookcentral.proquest.com/lib/curtin/detail.action?docID=4787797>

This book is also available in hard cover from the Robertson Library (High Demand and other locations).
(ISBN/ISSN: 9781305176508)

Assessment

Assessment policy exemptions

- There are no exemptions to the assessment policy

Assessment schedule

	Task	Value %	Date Due	Unit Learning Outcome(s) Assessed	Late Assessments Accepted?*	Assessment Extensions Considered?*
1	Presentation Pre-production/research	20%	Week: 6 & 7 Day: Monday Time: in class	1,2,3	Yes	Yes
2	Project - Single camera location story	40%	Week: 12 Day: Monday Time: In class	1,2,3,4	Yes	Yes
3	Project - Studio based program	40%	Week: 12, 13 & 14 Day: Monday Time: in class	1,2,3,4	Yes	No

*Please refer to the Late Assessment and the Assessment Extension sections below for specific details and conditions.

Detailed information on assessment tasks

1. Presentation - Pre-production/research

Ideas and research are essential elements of a successful television program.

Students will submit all pre-production ideas and research related to their individual role in the program's production.

Research will be presented to the class at the scheduled time, and then submitted to Blackboard via Turnitin for assessment. A discussion board folder will be made available for each crew role and research must also be submitted to this folder so that other students can read and engage with ideas.

The ideas and research requirements will vary depending on the role students choose to undertake during the semester, and this will be discussed in greater detail in class.

Students will be assessed on the depth of their research and their ability to relate this research to their own program.

Submission via Turnitin:

Assessments must be submitted via the relevant Turnitin submission point in Blackboard. Each assessment has one submission point and you may only submit to this point once. A Turnitin Similarity report will be generated at the time of submission and this file will be marked. If you believe you have submitted the incorrect file, please contact the Unit Coordinator for further instructions.

2. Project - Single camera location story

Groups are required to produce a single camera location story for production and inclusion in the program.

Decisions involving all program items will be made in collaboration with the production committee and fellow students.

Details of all production items will be given in class.

Submit your final production to Isilon.

All production paperwork must be submitted to your tutor with the story. This should include signed talent release forms, signed copyright clearance for all music or copyright images, and copyright information for all music such as title of music, artist/source, duration. Marks for this assessment will not be released until all production paperwork is submitted.

This assessment is worth 40 percent. Students will be assessed individually for their contribution and role in the group.

Peer Review

Students will be requested to submit confidential peer reviews of their group members' contribution to each assignment.

Submit your peer review to the relevant Turnitin submission point in Blackboard. Each assessment has one submission point and you may only submit to this point once. A Turnitin Similarity report will be generated at the time of submission and this file will be marked. If you believe you have submitted the incorrect file, please contact the Unit Coordinator for further instructions.

3. Project - Studio based content

Students will produce studio based content that is relevant to the themes and topics of our program.

Committees will be formed to manage and produce the various aspects of the studio based production. Students will be assessed on their individual contribution to these committees, and to the program as a whole. The standard of production on the programs, their organisation, and the program's ability to entertain and inform will be the basis for assessment. The studio productions will meet the criteria described by the program outline provided by your lecturer.

Submit your final production to Isilon.

All pre-production and production paperwork must be submitted for each program by the students responsible for this task. This should include signed talent release forms, signed copyright clearance for all music or copyright images, and copyright information for all music such as title of music, artist/source, duration. Marks for this assessment will not be released unless all production paperwork is submitted.

This assessment is worth 40 percent. Students will be assessed individually for their role and contribution to the program.

Peer Review

Students will be requested to submit confidential peer reviews that describe the contribution of each committee group member with whom they worked. Students should also include an assessment of their own contribution to the program.

Submit your peer review to the relevant Turnitin submission point in Blackboard. Each assessment has one submission point and you may only submit to this point once. A Turnitin Similarity report will be generated at the time of submission and this file will be marked. If you believe you have submitted the incorrect file, please contact the Unit Coordinator for further instructions.

Pass requirements

There are two requirements to achieve a 'pass' grade in the unit.

1. An overall mark of 50% across the different assessments in the unit, and
2. All assessments must be attempted and submitted.

Failure to attempt and submit an assessment will result in a 'Fail-incomplete' grade for the unit irrespective of the mark achieved.

Assessment Moderation

Fair assessment through moderation

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that students work is evaluated consistently by assessors. Minimum standards for the moderation of assessments are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/findapolicy/

Pre-marking moderation

- Assessment task details are provided to students in the unit outline or prior to the assessment task
- Marking criteria are made available to students in the unit outline or when the assessment task is assigned
- Assessors are provided with rubric/marking guide and sufficient information to ensure fair and consistent evaluation of student work

Intra-marking / Post-marking moderation

- Second marking of student work samples near grade boundaries
- Second marking of borderline student work
- Analysis of the variances between markers and locations, or analysis of validity for eTests
- Second marking of a random sample to check for consistent application of marking criteria and standards

Late assessment

Where the submission of a late assessment is permitted, late penalties will be consistently applied in this unit.

Where a late assessment **is** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. For assessment items submitted within the first 24 hours after the due date/time, students will be penalised by a deduction of 5% of the total marks allocated for the assessment task;
2. For each additional 24 hour period commenced an additional penalty of 10% of the total marks allocated for the assessment item will be deducted; and
3. Assessment items submitted more than 168 hours late (7 calendar days) will receive a mark of zero.

Where late assessment **is NOT** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. All assessment items submitted after the due date/time will receive a mark of zero.

Assessment extension

Where an application for an assessment extension **is** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. A student who is unable to complete an assessment item by/on the due date/time as a result of exceptional circumstances beyond the student's control, may apply for an assessment extension on the Assessment Extension Application Form as prescribed by the Academic Registrar. The form is available on the Forms page at <https://students.curtin.edu.au/essentials/forms-documents/forms/> and also within the student's OASIS (My Studies tab – Quick Forms) account.
2. The student will be expected to submit their application for an Assessment Extension with supporting documentation:
 - a. Australian Campuses: via the online form
 - b. Offshore campuses: to the School representative nominated below
3. Timely submission of this information supports the assessment process. For applications that are declined, delayed submission may have significant ramifications on the possible marks awarded.
4. An application may be accepted up to five working days after the due date/time of the assessment item where the student is able to provide a verifiable explanation as to why they were not able to submit the application prior to the assessment due date/time

Where an application for an assessment extension **is NOT** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. All assessment items submitted after the due date/time will be subject to late penalties or receive a mark of zero depending on the unit permitting late assessment submissions.

All assessment extensions must be submitted via the online form:

https://student.connect.curtin.edu.au/app/assessment_extension.

For any other enquiries please contact the School Student Services Officer via the Student Enquiry Webform

<https://students.connect.curtin.edu.au/app/ask> or by telephone on 1300 222 888.

Deferred assessments

If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Further assessment

Further assessments, if granted by the Board of Examiners, will be held between 11/12/2020 and 08/01/2021 . Notification to students will be made after the Board of Examiners meeting via the Official Communications Channel in OASIS.

It is the responsibility of the student to be available to complete the requirements of a further assessment. If your results show that you have been granted a further assessment you should immediately check OASIS for details.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies

A [Curtin Access Plan](#) (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. Carers for people with disability may also be eligible for support. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin's facilities and services or other support as discussed with an advisor from [AccessAbility Services](#).

Documentation is required from your treating Health Professional to confirm your health circumstances or carer responsibilities.

If you think you may be eligible for a CAP, please contact AccessAbility Services. If you already have a CAP please provide it to the Unit Coordinator in week 1 of each study period.

Referencing style

The referencing style for this unit is APA 7th Ed.

More information can be found on this style from the Library web site:
<http://libguides.library.curtin.edu.au/referencing>.

Privacy

As part of a learning or assessment activity, or class participation, your image or voice may be recorded or transmitted by equipment and systems operated by Curtin University. Transmission may be to other venues on campus or to others both in Australia and overseas.

Your image or voice may also be recorded by students on personal equipment for individual or group study or assessment purposes. Such recordings may not be reproduced or uploaded to a publicly accessible web environment. If you wish to make such recordings for study purposes as a courtesy you should always seek the permission of those who are impacted by the recording.

Recording of classes or course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than personal study for the enrolled students in the unit. Breach of this may subject a student to disciplinary action under Statute No 10 – Student Disciplinary Statute.

If you wish to discuss this please talk to your Unit Coordinator.

Copyright

The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.

Academic Integrity (including plagiarism and cheating)

Academic Integrity

Curtin's [Student Charter](#), [Academic Integrity Program \(AIP\)](#), and core [Values](#) guide expectations regarding student behaviour and responsibilities. Information on these topics can be found on the [Student Essentials Website](#) or the Academic Integrity tab in Blackboard.

Academic Integrity Warnings

An Academic Integrity Warning may be issued to a New-to-Curtin student if they have inadequately acknowledged sources or collaborated inappropriately. [The Management of Academic Integrity Warnings for New to Curtin Students Procedures](#) provide further information and explain who is considered to be New-to-Curtin.

Academic Misconduct

Students with an academic breach that do not meet the New-to-Curtin criteria will be managed through the misconduct process. [Academic Misconduct](#) means conduct by a student that is dishonest or unfair in connection with any academic work. This includes all types of plagiarism, cheating, collusion, falsification or fabrication of data or other content, and Academic Misconduct Other, such as falsifying medical certificates for extension. More details can be found on the [Student Essentials Website](#) or on the [Academic Integrity Website](#).

Staff members are required to report suspected misconduct and an inquiry may take place. If misconduct is determined it will result in penalties, which may include a warning, a reduced or nil grade, a requirement to repeat the assessment, an annulled grade (ANN) or termination from the course. Some penalties may impact on future enrolment.

Academic work under inquiry will not be graded until the process has concluded. If your work is the subject of an inquiry you will be notified by email and Official Communication with an opportunity to respond. Appropriate support will be provided. For more information refer to [Statute No.10 Student Discipline and Academic Misconduct Rules](#).

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

For general ICT assistance, in the first instance please contact OASIS Student Support:
oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre:
life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel

Additional information

- Curtin Official Communication Channel and Oasis
- Use of the Blackboard App
- Incidental Fees 2020
- **Screen Arts COVID-19 Protocols and Resources**
- MCASI Equipment Borrowing Procedures and Policies 2020
- APRA AMCOS Blanket Agreement
- Permission to Copy and Communicate Student Work
- Group Work
- Safety
- The Use of External Equipment is Prohibited
- Production Submission Form
- Production Assignments
- Standards of Grading

Curtin Official Communication Channel and Oasis

Students are responsible for checking the Official Communication Channel (OCC) via OASIS regularly (at least once per week). Important communications such as assessment extension application outcomes will always be sent via the OCC. Your OCC inbox is accessible via Curtin Student OASIS.

Use of the Blackboard App

A Blackboard App is available to download from Google Play or the Apple App Store. Please note that the App does not support all Blackboard functions and external links such as Reading Lists and iLectures cannot be accessed. To view iLectures on a mobile device, use the Echo360 App, which can also be downloaded from Google Play or the Apple App Store. Reading Lists should be accessed via web based Blackboard, e.g. Chrome or Firefox.

Please ensure you are always using the latest version of the app for best results as updates are frequently applied. Please also note that Curtin University is not responsible for the Blackboard app and any feedback you have should be made on the app directly.

Incidental Fees 2020

One or more incidental fees have been approved and apply to this unit. These essential fees cover a number of costs that are not included in the unit tuition fee. More detailed information about respective incidental fees (and a breakdown of each fee) is available at <https://students.curtin.edu.au/essentials/fees/understanding-your-fees/>.

Payment of essential incidental fees is compulsory, with non-payment resulting in the application of a student sanction preventing both access to results and course graduation. Students will be notified via the Official Communication Channel (not e-mail) regarding the procurement of externally sourced items in the first week of semester. Notification of fees payable to Curtin and payment instructions will be sent to students via the OCC in the week following the census date for the teaching period.

Optional fees may or may not apply to you, depending on the nature of the project or work that you undertake. If your unit has optional fee/s listed, please discuss this with your Unit Coordinator.

Screen Arts COVID-19 Protocols and Resources

Due to the COVID-19 Pandemic, there has been an unprecedented change in the way students engage with support staff, fellow students and accessing equipment. The School of Media, Creative Arts & Social Inquiry (**MCASI**) is implementing measures to help limit the spread of COVID-19: [visit here](#).

MCASI Equipment Borrowing Procedures and Policies 2020

There are a large number of students using equipment from the MCASI Store. In order to make sure that all students have fair and appropriate access to equipment it is imperative that borrowing and booking procedures are maintained and respected by all students. It is your responsibility to be aware of these procedures and policies. Ignorance will not be accepted as an excuse for failing to adhere to policy and procedure.

If you have any questions on the equipment you are loaning from the MCASI Store, please ask a MCASI Store representative who will be able to assist you.

1. [Appropriate Footwear](#): Transporting Equipment to and from the MCASI Store, and in and around the MCASI facilities, requires appropriate footwear. If you do not have appropriate footwear, you will be denied access to the facilities and to the equipment.
2. Students must book equipment with the MCASI Store staff **at least 24 hours in advance**. Students will be denied access to equipment if requesting use on the same day of production. Students are urged to book equipment as far in advance of their production day as possible. Under certain circumstances, your Tutor/Supervising Academic will make arrangements for you to access equipment without a prior booking; this is usually by email.
3. Students must have written permission from their tutor in order to borrow equipment. A [Project Approval Form](#) should be completed and submitted to your tutor for signing. This is then presented at the MCASI Store, as well as an Equipment Booking form. Your tutor will make arrangements for approving equipment loans in their absence. This will usually mean emailing your tutor who will then forward consent to the MCASI Store staff. Email consent does not equate to a booking. You must still complete a booking form and submit to the MCASI Store staff. Under certain circumstances, such as when booking a standard piece of equipment, the MCASI Store may deem it not necessary for a booking form to be completed.
4. As instructed by your Tutor/Supervising Academic, students must complete a [Field Safety and Risk Assessment Form](#) when borrowing equipment. This form **MUST** be submitted with your equipment booking form. Equipment should be collected and returned at the time specified on your booking form.
5. Make sure you allow adequate time for collection before the MCASI Store closes. Last collections must occur 15 minutes before closing time. **Students MUST allow at least 15 minutes to collect and drop-off equipment so that items can be appropriately checked.**
6. Students may borrow from the MCASI Store at short notice if they would like to practice using the equipment. Students wishing to practice will only have access to equipment that has not already been booked, and is available in the MCASI Store at the time. You may not leave the vicinity of Building 208 (interior and exterior area between Building 208 and Building 501- see the [Safe Zone Risk Assessment Template](#) at the MCASI Store for more details of the exact location). The borrowed items must be collected between 9am and 3pm, and returned at a time stipulated by the MCASI Store staff. The maximum booking time is 2 hours.
7. Students may have access to equipment during class time without a prior booking. However, it is still recommended you book if you anticipate needing equipment during class time as your tutor may not have anticipated your need and cannot guarantee equipment will be available.
8. All students in a group are equally responsible for the safe and prompt return of equipment. Late return will result in the loss of marks from each student's final grade.
9. Equipment should be returned in exactly the same state as when it was borrowed. Please make note of how equipment is stored and packed, and make every effort to ensure equipment is returned in this state. Badly packed equipment can cause damage and unnecessary frustration to students using equipment after you. If returned equipment is dirty or packed badly the MCASI Store staff can request students to clean or repack the equipment on the spot.
10. If you discover that the equipment you have borrowed is faulty in some way, please report the fault to the MCASI Store staff on returning the equipment. Fill out an [Equipment Problem/Incident Form](#), making note of the equipment number, the exact nature of the fault, and the circumstances under which the fault occurred.
11. **Please respect your equipment and treat it as if it were your own.** Equipment is expensive and easily damaged through negligent or careless use. Return the equipment in the same state that you would wish to receive it. It could be your shoot that is ruined or frustrated by faulty equipment.

APRA AMCOS Blanket Agreement

MCASI has negotiated a special licence on your behalf that permits you to use production music in student productions.

Important terms for you to abide by:

- Production Music may be used in your showreels and in short film festivals.
- The student productions may be uploaded to YouTube **ONLY**. YouTube clips may then be SHARED and EMBEDDED on other websites and social media for example Vimeo, Facebook, Twitter, etc.
- Student productions must **NOT** be uploaded directly to another website other than YouTube, unless you have organised a separate copyright licencing with APRA AMCOS; for assistance with this you can speak to the [MCASI Production Office](#).
- The licence permits using music from the production music register of [Beatbox Music](#) **ONLY**.
- Commercially available and independent music NOT in the production music register of Beatbox Music REQUIRES separate copyright licencing with APRA; for assistance with this you can speak to the [MCASI Production Office](#).
- The licence does not permit you to reproduce any lyrics, or to adapt or arrange the music.
- You must report ALL production music you use on each [Production ID Slate](#).

If you have any questions and/or doubts please do not hesitate to contact the [MCASI Production Office](#) in advance.

Please note: you will still require other clearances to use your work (e.g. talent consent forms, etc.) –the licence only gives copyright clearance to use production music.

Permission to Copy and Communicate Student Work

To grant Curtin University a royalty-free, non-exclusive license to copy and/or communicate copies of your works, or extracts of your works, for non-commercial educational or promotional/publicity purposes, please access the link below appropriate to your age.

Student Licence Agreement – Over 18

https://curtin.au1.qualtrics.com/jfe/form/SV_037XEo3jZld2mLb

Student Licence Agreement – Under 18

https://curtin.au1.qualtrics.com/jfe/form/SV_9SLrexTnLETVoCF

Group Work

The way you conduct yourself while engaged in production activities associated with this unit is an essential part of both your education at Curtin and your preparation for a future career. Many of the activities will be carried out as a member of a group, and it is important that you contribute meaningfully to the group so that all members have the opportunity to realise the unit outcomes and accomplish their work to the best of their ability. It is our belief that to make an appropriate contribution to your group's work it is necessary for you to:

1. Attend and contribute to those production activities scheduled by your group.
2. Attend and participate in meetings and discussions as requested by your group.
3. Attend designated lectures and/or workshop sessions where essential information relating to production processes and activities or instruction in key matters such as safety and first-aid are presented.
4. Provide appropriate notice to your group members and/or staff if you are unable to meet any of these requirements.
5. Behave in a professional manner throughout the production process, recognizing that you may not always be able to occupy your first choice role.

Adherence to policies and procedures, especially when borrowing equipment, is a reflection of your attitude to professional practice. It is your responsibility to make sure you understand the borrowing procedures and due dates.

Safety

The potential safety hazards, to both students and equipment, in the television studio are more numerous than most other locations on campus. Attention to health and safety issues is encouraged when working on any FTV production, but awareness of safety is particularly important in the TV studio. For your own safety, and the safety of fellow students, attention to safety should be a priority at all times. With this in mind, students must wear sensible, closed footwear in the studio at all times. No thongs or high heels are permitted.

The use of external equipment is prohibited

Curtin Screen Arts provides you with high quality equipment appropriate for the level of production expected for each unit. You are not permitted to use any other equipment in the production of your assignments. There are a number of very good reasons why the use of external equipment is prohibited:

1. For pedagogical reasons. Group work is an important aspect of Screen arts production units. Use of equipment that is privately owned by one student is likely to be monopolised by the owner to the exclusion of other group members. The learning outcomes for each and every student cannot be achieved when all students do not have fair and equal access to equipment. In the case of editing off campus, it is impossible for your tutors to assist and advise you if you are not present to benefit from that assistance.
2. Assessment equity. When all students are using the same equipment for production of assignments there is no risk of some students being assessed more favourably due to their access to a higher standard of equipment.
3. Technical compatibility. All the equipment available through the Screen Arts Department is compatible through all stages of production. This is especially important for post production. Codecs and recording formats must be compatible with our editing software and hardware to ensure problem free operation. Furthermore there is a high risk of introducing viruses to the editing computers if foreign hardware is used in the edit suites. Of particular importance is the maintenance of our technical standards and compatibility for broadcast. Broadcasters have strict technical standards to which we must adhere or risk having our program rejected for broadcast.
4. Insurance. All Screen arts students and equipment are covered by Curtin insurance. Any injury or breakage resulting from the use of private equipment is not covered by Curtin insurance.

Any students found to be using non-Curtin equipment or editing off-campus will be penalised. The whole group to which the offending student or students belong will also be penalised. The whole group is, therefore, responsible for ensuring this policy is respected.

Production Submission Form

All production based assignments must be accompanied by a Production Submission Form before they are eligible for assessment, unless directed otherwise by your tutor. Any assessment that does not require clearances and is used for internal assessment only will be erased after the assessment process and **MUST NOT** be used by students for any other purposes, including as part of a show-reel.

Production Assignments

When submitting production assignments the following procedures should be followed.

When submitting an assignment, you should have the following sequence of sound and vision on your time line:

- 10 seconds of colour bars and tone.
- 10 seconds of an identification/title page which should include:
 - Names of each student in your group
 - Tutor's Name
 - Unit name and workshop time
 - Date
 - Assignment title
 - Copyrighted music details
 - Universal leader (countdown)

This is the first thing you should do when you start any new project.

- Your assignment should finish with a clean fade to black and clean fade out of audio. (No freeze frames or out takes or extraneous bits of sound)

Always make a copy of your assignment for yourself before submitting. If your production assignment does not have an appropriately completed title page then your assignment will not be assessed.

Credits and Acknowledgements

All contributions to your productions either by fellow students, staff or external people/agencies should be appropriately credited and/or acknowledged at the end of your productions. In particular, it is essential that the support of technical and academic staff be acknowledged. For the sake of uniformity, in the case of a production your tutor should be credited as "Project Supervisor", and in the case of scripts the relevant tutor should be credited as "Script Editor".

Ethical Guidelines and Requirements

As students at Curtin University there are general ethical guidelines which you are expected to follow. As a student in Film, Television and Screen Arts at Curtin there are additional ethical guidelines which must be observed while carrying out research and production of non-fiction production assignments.

Your work in this unit can be used for a number of purposes. First, any student production made within units is an assignment and must conform to unit outline guidelines. Second, it may be shown publicly or broadcast, and therefore must conform to a number of other copyright and industry norms. Third, it is a creative work made collaboratively in which other copyright resides with the student creators. Further to these Curtin University asks permission to use all or some portion of some of these projects for future teaching and promotional purposes. Thus the work is private, but also shared, and has the potential to be made public.

In recognition of the above, and in relation to certain practices that may be employed in some parts of the world in gathering material for films and television programs, Film, Television and Screen Arts at Curtin University of Technology provides the following regulations concerning your conduct while you are a student making programs and assignments as part of your FTV&SA course.

1. You must identify yourself as a filmmaker researching or making material for an assignment at Curtin University to all interviewees, sources and participants.
2. All participants and interviewees must be clearly advised that the material in which they appear or are cited as sources of information may be broadcast or shown in public at a future time. This means that you must not mislead the participant by suggesting "it's only a uni assignment".
3. All people interviewed or featured in your production must fill out and sign THE CONSENT FORM provided by the Production Coordinator (Michael) or your tutor. All consent forms must be kept by Producers and a copy kept by the Production Coordinator.
4. You must not go "undercover", disguise or misrepresent who or what you are in any way to participants, subjects or the public. Failure to comply may lead to "legal action" by an aggrieved party. It will lead to a serious downgrading of marks for that assignment, and possibly the unit.
5. The use of hidden cameras or recorders, or material gained in this way, is strictly prohibited. While such deceptive practices are sometimes used in certain types of documentary making and journalism, they are ethically questionable and can result in legal action against those film makers. As students at Curtin, you

are forbidden to use such practices.

6. Payment of participants for interviews is not permitted.
7. Acceptance by Screen Arts students of ex-gratia payments, gifts, favours or anything that might be construed to be an inducement associated with a production is strongly discouraged. It is the responsibility of students to seek guidance from FTV lecturing staff if a question of inducements arises.

These guidelines refer specifically to ethical behaviour in Film and Television units. They do not replace other guidelines relating to Health and Safety, equipment use, Fieldwork rules, guidelines regarding working with minors, nor the Ethical guidelines of Curtin University. If in doubt, please discuss all matters with your Executive Producer (tutor) during pre-production meetings and in editing rooms.

Standards of Grading

Assignments in this unit are graded according to the University's standard grading scale, which assigns a grade (between 5 and 9 for passable work, or F for failed work) and a numerical percentage. The following statement indicates, in broad terms, the meaning of these grades in relation to one another:

00-49 (Fail) Such an assignment fails, in major respects, to achieve the minimum standard for university assignments at the year level of the unit and has failed to address the main criteria against which the assignment is being marked. Students who receive failing grades are either not grasping the subject matter, or not making a suitable attempt at the assignment or both. Such work is poor and even substantial revision would not enable it to achieve a distinction result. Students should immediately discuss their academic progress with staff.

50-59 (Pass) An assignment graded as passing is broadly acceptable for university assignments at the year level of the unit; such assignments meet, to some extent, the main criteria against which the assignment is being marked, or meet a few criteria and not others. Students who receive passing grades have a basic grasp of the subject matter and/or are making some effort at the assignment. Such work would require substantial revision to enable it to achieve a distinction. Students who regularly receive pass grades normally successfully complete a three-year pass degree but do not proceed with honours or postgraduate study.

60-69 (Credit) An assignment graded at this level is clearly acceptable work for university assignments at the year level of the unit; such assignments meet the main criteria against which the assignment is being marked, or meet some criteria very well and others not so well. Students completing such assignments are doing well at their studies, especially if their work is consistently at the higher end of the percentage scale. Such assignments would, with limited revision, be capable of achieving a distinction. A 65% average is one sign of the ability to progress to more advanced study at honours level.

70-79 (Distinction) An assignment graded at this level is, on the whole, very good work for university assignments at the year level of the unit; such assignments meet all of the main criteria against which the assignment is being marked and, at the upper percentage range, may show outstanding performance in some respects. A distinction assignment is one that, with substantial additional work, would be suitable for public presentation. Students who receive such grades are doing very well at their studies, noting that consistent results above 70% indicate superior performance to the majority of students in a class.

80-89 (High Distinction) An assignment graded at this level is, in all but a few respects, outstanding work for university assignments at the year level of the unit; such assignments exceed, in at least some respects, the expected level of work for students at this level. Such assignments would, with minor additional work, would be suitable for public presentation. Only a few of all students completing a particular assignment will obtain grades above 79%. Students who regularly perform at this level are those who would be expected to proceed comfortably to completion of an honours degree and thence to postgraduate research / creative degrees at masters and doctoral level.

90-99 (High Distinction) An assignment graded at or above 90% is clearly superior to the vast majority of work that is normally submitted at this level of university study, over a number of years and is already suitable for public presentation, excepting editorial amendment. Grades above 90% are rarely awarded.

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- Values and Signature Behaviours
- the University's policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University's policies on appropriate use of software and computer facilities

Information on all of the above is available through the University's "Student Rights and Responsibilities" website at: students.curtin.edu.au/rights.

Student Equity

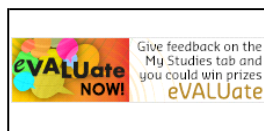
There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant caring responsibilities, pregnancy, religious practices, living in a remote location, or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact the appropriate service below. It is important to note that the staff of the University may not be able to meet your needs if they are not informed of your individual circumstances, so please get in touch with the appropriate service if you require assistance.

To discuss your needs in relation to:

- Disability or medical conditions, contact AccessAbility Services: <https://students.curtin.edu.au/personal-support/disability/>
- Elite athletes, contact Elite Athlete Coordinator: <https://stadium.curtin.edu.au/sport/academy/elite-athlete-program/>
- All other grounds, contact the Student Wellbeing Advisory Service: <https://students.curtin.edu.au/personal-support/counselling-guidance/wellbeing/>

Recent unit changes

Students are encouraged to provide unit feedback through **eVALUate**, Curtin's online student feedback system. For more information about **eVALUate**, please refer to evaluate.curtin.edu.au/info/.



To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm. See <https://evaluate.curtin.edu.au/info/dates.cfm> to find out when you can **eVALUate** this unit.

Recent changes to this unit include:

There have been no changes to this unit in 2020.

Program calendar

SPRO3003 WORKSHOP SCHEDULE SEMESTER 2, 2020	
WEEK 1 - August 3	
Introduction to Unit. Discuss program. Form groups Discuss crew positions & production roles. View & discuss programs & audience.	
Readings: Zettl: What Producing is All About (pp 26-37) Reconciliation website: http://reconciliation.org.au/nsw/education-kit/protocols/ Johnston & Forest (2020) <i>Working Two Way</i> . Chapter 2: Nyoongar History and Culture pp11-26	
WEEK 2 – August 10	
Story ideas Style and format of program discussed. Location shoot refresher Neil Coyne - Cultural Awareness	
Readings: Millerson: Style (pp 498 – 515) (Blackboard)	
WEEK 3 – August 17	
Studio set Design. Michelle White - Ways of Working	
Readings: Multiskilling for Television Production Television Engineering (pp 11 – 24) (Blackboard) Johnston & Forest (2020) <i>Working Two Way</i> . Chapter 3: Indigenous Protocols pp29 - 39	
WEEK 4 - August 24	
Camera revision Studio lighting & CCUs (Brad Pearce) - Rehearse studio interviews	
Guest Speaker: Ingrid Cumming - Cultural Awareness	
Readings: Multiskilling for Television Production SBS: The Greater Perspective OR Janke (Screen Australia) Pathways & Protocols (Blackboard)	
WEEK 5 – August 31	
WEEK FREE FROM CLASS CONTACT	
WEEK 6 – September 7	
STUDENT PRESENTATIONS OF RESEARCH & PREPRODUCTION.	
Readings: Multiskilling for Television Production Television Journalism (pp 317 – 324) Millerson: Scenery (pp 257 - 288)	

WEEK 7 – September 14

STUDENT PRESENTATIONS OF RESEARCH & PREPRODUCTION.

Studio pre-production consultations.

Readings: Millerson: In Production (pp 470 – 497)

Zettl: Basic Script Formats (pp 44-47)

WEEK 8 – September 21

LOCATION STORY DISCUSSIONS

Workshop vision mixing/graphics/sound desk

PRODUCTION CONSULTATIONS

Readings: Multiskilling for Television Production

Lighting (pp 122 – 128)

WEEK 9 – September 28

WEEK FREE FROM CLASS CONTACT

SET CONSTRUCTION

WEEK 10 – October 5

Rehearse Music / set construction

WEEK 11 – October 12

Rehearse program

Draft Rundowns & Scripts submitted

Draft version of LOCATION STORY DUE in class.

WEEK 12 – October 19

LOCATION STORY DUE MONDAY 14th OCTOBER

View Location story.

TBC MUSIC/PERFORMANCE ITEM RECORD

Scripts finalised.

WEEK 13 – October 26

TBC MUSIC/PERFORMANCE ITEM RECORD

WEEK 14 – November 2

TBC STUDIO PANEL RECORD

WEEK 15 – November 9

Post Production

WEEK 16 – November 16

Post Production