

**BEN BARBER CAREER TECH ACADEMY**  
**TV Studio Practicum**  
**Course Syllabus**

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**Room** – A-135    **Phone #** - 682. 314. 1600

**Course Length / Credit** -            (36) weeks = (2) credit

**Course description** – If you are the student who comes through the program and has a passion for journalism or news, the News Studio Production course is a perfect fit for you. We have a full functioning TV studio. The students in this class learn the ins and outs of the news production industry and are responsible for the BBN, or Ben Barber News, which airs weekly around the district. The students are responsible for the entire production from newsgathering to anchoring to technical crew.

**Certifications** – We use Adobe Premiere Creative Cloud (CC) for video editing in The Arts & AV Program. Students may sit for the Adobe Certified Associate (ACA) Certification for Premiere. The cost is \$25. Teacher will make announcement and provide more information during semester.

**Tutoring** – Tutoring will be available by appointment

**Parent contact** – I encourage all parents to contact me, either through email or phone call, and to visit the lab whenever possible to view many of the projects students will be working on throughout the year.

**Assessments** - All grading will be updated every week. In each 6-week period, there will be at least (2) major grades, (8-10 daily grades). Professional Ethics is a large part of the course. Students are expected to take part in all class projects. Grades are broken down according to percentages adding up to 100% for the semester.

**Dress/Attire** - If you are scheduled to be on air, you will wear business casual/formal attire. If not in dress, you will not go on air.

*Daily (journals/ worksheets) / Professional Ethics (class participation) = 60%*

*Major (Assessments, projects) = 40%*

*Final Exam =20% of Semester Grade*

**Materials** -    **Stereo Headphones** - Earbuds will be fine, and can be found anywhere for under \$5.    *You will not be allowed to edit on the computer without headphones,*

**1” - 3 ring binder**

**Discipline Policy** – If a student chooses to disregard class policies, the following steps will be taken:

- verbal warning
- student will be taken out of lab/production and given an alternate assignment\*
- parent call
- student will be sent to their principal

## **TV Studio Production - Year at a Glance**

### **Weeks 1-6**

- Fundamentals of Television
- Pre Production
- Studio Lighting
- Audio
- Interviewing

### **Weeks 7-12**

- Jobs in the Studio
- News Writing
- BBN Broadcast

### **Weeks 13-18**

- BBN Broadcast
- Original Show
- Skills USA practice

### **Weeks 19-24**

- BBN Broadcast
- Original Show

### **Weeks 25-30**

- BBN Broadcast
- Original Show

### **Weeks 31-36**

- BBN Broadcast
- Original Show

Student grades will be posted in Skyward parent portal within five business days for daily grades and major grades. Special consideration is given to major projects, including lengthy writing assignments.

## **MISD GRADING SYSTEM FOR GRADES 9-12**

**The district high schools use a weighted numerical grading system.\* The following chart reflects the MISD grading system for grades 9-12:**

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>F</b>	<b>Below 70</b>

An “Incomplete” (I) reflects incomplete student work and is not considered an academic grade.

\*See MISD Board Policy EIC (LOCAL).

### **GRADING PRACTICES**

Six weeks grades shall be obtained by averaging daily work (homework, class work, or daily/pop quizzes, MISD Curriculum Based Assessments, etc.) and major grades (tests, projects, lengthy assignments, etc). The exceptions include science classes which include grades for labs, English classes which include grades for writing assignments, and Foreign Language which include grades for speaking/listening. Daily assignments may count more than once, but no more than twice.

### **SEMESTER GRADES**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam.
- All courses
  - First Six Weeks = 26%    Second Six Weeks = 27%    Third Six Weeks = 27%
  - Semester Exam = 20%
- Course credit is awarded with a grade of 70 or higher. If a student fails either semester of any MISD yearlong course and passes the opposite semester with a high enough grade for an overall average of 70 for the full course, a full credit will be granted. In this situation, for averaging to

occur, the courses must have been taken during the same school year and in consecutive semesters.

### **SEMESTER EXAMS**

Each semester, specific exam schedules are designated for MISD high schools and as related to dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a school designated time and date. A student is expected to contact the course teacher to schedule a make-up time for a first semester exam missed because of student absence and the school counseling department to schedule a make-up time for any second semester exam missed because of student absence.

### **STUDENT WORK**

The amount of time to complete assignments may vary with each student's study habits, academic skills and selected course load. This includes major projects such as research reports, book reports, major essays, and other assignments teachers designate as major projects.

### **LATE WORK**

Students may be assessed a penalty of no more than 10 points per A or B day (this is not calendar days) for up to a maximum of three class periods before a zero may be given for work not turned in on time.

### **TEST RETAKES**

- Students who fail a major test/assessment (below 70%) will be allowed to retake or correct up to a 70% grade. This does not include semester examinations.
- Students are expected to make arrangements with the teacher to retake or correct a major test/assessment.
- Students are encouraged to participate in tutoring opportunities before retaking a test.
- Each teacher will communicate routine requirements for retakes and corrections in his/her course syllabus.
- All retakes or corrections must be completed prior to the end of each six week grading period unless the student is afforded time, after the six week grading period, as a result of the district's absent/make-up guidelines.

### **WEIGHTED CREDIT**

Per MISD Board Policy EIC (LOCAL):

- The District uses a weighted numerical grading system. In calculating GPA, ten points (per semester) shall be added to a student's average in Advanced Placement (AP), Pre-AP, Academic Decathlon, and courses considered to be District-approved college level dual credit courses. All other courses shall not receive weighted points for completion.
- No weighted credit point shall be added for grades lower than 70.

- Weighted grading shall be reflected in the student's GPA and not numerically per course on either the student's report card or transcript.

## **SEMESTER GRADES**

Semester grades are computed for each course by averaging the numerical grades recorded for each of the three six week reporting periods and the course semester exam.

**All courses** - Semesters One and Two:

First and Fourth Six Weeks = 26% each

Second, Third, Fifth, and Sixth Six Weeks = 27% each

Semester Exam: 20%

A student in grades 9-12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

## **SEMESTER EXAMS**

Each semester, specific exam schedules are designated for MISD high school and dual credit courses. These schedules must be followed. Neither mid-term nor final exams are given early. If a student is absent on the day of an exam he/she will take the exam at a date/time designated by the school. A student is expected to contact the course teacher to schedule a make-up time for a **first semester exam** missed because of student absence. A student is expected to contact the school counseling department to schedule a make-up time for any **second semester exam** missed because of student absence.

## **UIL ELIGIBILITY ("No Pass/No Play")**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student's grade averages are 70% or higher at the subsequent 3 week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

**Attendance / Make-up work** - Attendance can negatively affect a student's average if they are not present during hands-on training sessions, which cannot be made up. Students needing make-up work will

be given a written assignment equal to the amount of training missed. Late work will be accepted with 10pts deducted for every day the project is late. **It is the student's responsibility to seek make-up work after absences.**

**MAKEUP WORK** (because of absence for any class missed)

Per MISD High School Student Handbook:

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence.
- Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

**Academic Dishonesty** - Plagiarism will not be tolerated. In the arts and a/v program, it is important to have your own ideas. If you use other sources, you must credit that source and not act as it is your own. If you plagiarism in writing or verbal productions, you will receive a zero. Do not use music that is copyrighted...crediting the artist does not justify it.

Expectations - You are expected to come to class everyday. Participate in discussions, respect your classmates and teacher, learn, but most of all HAVE FUN. You will get out of this class what you put in.

**Electronic Devices** – Students will be allowed to use iPods, MP3 players or any other music player in the classroom during appropriate times. Cell phone usage will also be allowed as long as it does not become a distraction. During the first few days of class, the students will have the opportunity to set up the classroom cell phone usage policy with their instructor.

**Absolutely NO FOOD** at the computers. Only drinks that have sealable lids are permitted at computers.

**Tardiness** – Tardiness will not be tolerated. We will sometimes take pop quizzes as soon as the bell rings. If you are not present you will have to make the quiz up before or after school to receive a grade. After your 4<sup>th</sup> tardy a parent will be notified and a referral will be written upon the 5<sup>th</sup> tardy.

**Arts and A/V Club** - The Arts and A/V Club allows students to collaborate other students in the program and district. They will also make decisions regarding the program. Any student can run for for office,once nominations are complete, a vote will be held. Offices will be held for one semester. Meetings will be monthly on thursdays at 4:00pm. Dates will be determined.

# **BEN BARBER CAREER TECH ACADEMY**

## **Media Technology Code of Conduct**

Students in the Ben Barber CTA Media Tech courses are encouraged to use creativity in producing, writing, shooting and editing all programs for the department. All programs (video and radio) are eligible for airing on the district's cable TV channel and radio station. To ensure that students produce quality programming worthy of "air time", we ask that students and parents read and sign the following guidelines. Violation of any guidelines will result in a "zero" for the project grade and further punishment to be assessed by administration. Continued violation of the Media Tech Code of Conduct can result in removal from future projects and all Media Tech courses.

1. All footage shot will not violate privacy laws of anyone involved.
2. Permission shall be obtained (verbal or written) before interviewing or videotaping individuals and/or groups.
3. All music used in any productions (video or radio) will not contain any phrases or language deemed offensive by the Adult Advisory labeling.
4. No offensive phrases and/or language (as deemed by instructors) will be videotaped or recorded using school equipment or materials.
5. Nudity of any kind is not allowed in any production or recording.
6. Extreme violence (simulated or real) involving weapons or firearms of any type (fake or real) cannot be videotaped or recorded on MISD property.
7. Fighting (simulated or real) will not be videotaped or recorded on MISD property or with MISD equipment.
8. No Alcohol or Drug use of any kind will allowed to be videotaped
9. No video shall contain language and/or images discriminating against any race, gender or disability.
10. No classes taking place on the Ben Barber CTA campus or any other MISD campus will be disrupted by video recordings.
11. Students must make the instructor aware of where they are at all times on any MISD campus
12. Media Tech students are not allowed on any other campus without prior written permission from the campus administration. Violators will be considered trespassers and turned in to MISD Police officials.
13. The rules of ethical news reporting shall be followed at all times during production of all video and radio programs.

Parent signature \_\_\_\_\_

Student signature \_\_\_\_\_



**TV STUDIO**  
**Syllabus Acknowledgement Form**  
**2019-2020**

The full syllabus can be found online, if you would like a paper copy, please let me know. We are trying to save you from signing several different pages, so we combined them all into one sheet.

I have read, understand, and agreed to the Advanced Audio/Video Production syllabus distributed for the school year, 2015-2016.

- Syllabus
- Scope and Sequence
- Media Tech Code of Conduct
- Travel Release

TRAVEL RELEASE: There may be times when some video production projects necessitate students to leave campus in order to report to an interview, “remote” production location or cover an event within the district. This will only be done with your permission.

\_\_\_\_\_ Yes, my child has permission to drive his/her own vehicle during video productions.

\_\_\_\_\_ Yes, my child has permission to ride with a student driver during video productions.

\_\_\_\_\_ No, I do not wish my child to leave campus.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
Parent name (printed)

\_\_\_\_\_  
Parent Email Address (Provide Phone Number if that is preferred)

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Student name (printed)

\_\_\_\_\_  
Student Email Address

**Ben Barber Arts and AV  
After School Requirements  
2019-2020 School Year**

The best way to learn, is to get hands on experience. Some of this class extends beyond the classroom. Students in the TV Studio class are required to work camera for at least 1 football game. This is a great opportunity to hone your broadcast camera skills, communication, and professionalism. Many students who have gone through our program have gone on to run camera professionally at UTA College Park, and with the Texas Rangers.

Students will be required to work AT LEAST 1 game for a test grade. If a student works multiple games, extra credit will be given. A letter jacket can also be earned if a student works 7 or more games.

Games will be on Thursday and Friday nights from September through early November.

I have read, understand and agree to the Video Production II hours and event requirements:

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Date: \_\_\_\_\_