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JRNL 191.01: ST - TV Lab

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Welcome to JRNL191: TV Lab. This is a great 1 credit course, meeting from 10:00 to 10:50am on Wednesdays, to help give you a glimpse into television production, reporting and how a newscast is put together.

We will produce a two weekly editions of UM News, an update of what’s happening on campus. The programs will air on television stations across Montana and on the Internet. You will operate studio cameras and lend other studio support to the recording of these newscasts.

Class Time: The class officially meets Wednesday from 10:00-10:50 in the television studio, control room and DAH 114.

Instructors: Kevin Tompkins, visiting assistant professor (I’m your main contact)  
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Office hours: Monday & Wednesday 11:30am-1:30pm (or by appointment)

Denise Dowling, associate professor  
DAH 425  
Email: denise.dowling@umontana.edu

Attendance: Mandatory. You must notify one of us in advance if you expect to miss a class. The only acceptable excuses are university business or severe illness that must be documented by Curry Health Center or other medical professional. We reserve the right to require students with unexcused absences to drop the course.

Diversity Initiative: The well-rounded journalist knows how to tell stories from varied perspectives. The School of Journalism has undertaken an initiative to create opportunities for students to tell stories of more varied and diverse groups of people. Diversity means not only racial diversity but also ethnic, socio-economic, gender and age diversity. You will need to integrate these groups into at least one of your news packages, which must focus on a diversity issue. We will discuss the groups of people and some possible story ideas during the preparation of the assignments.
JRNL 191: TV Lab
Autumn 2018
overview of process and all jobs

UM News
(Record shows Wednesday 10-10:50 am)

Each week, the class will produce a television news segment focusing on campus news. The 3:30 program and the weekly packages produced will be offered for air on commercial stations in Montana. Additionally, all packages will be converted and posted onto Vimeo and on our website.

UM News will concentrate on news about The University of Montana including campus issues & security, ongoing research, faculty and student news & concerns, performing arts and special events. The audience is not students but Montanans of all ages.

Mondays, we will review your package scripts for that week’s story. On Tuesday afternoons, we will view rough cuts of packages and do a story meeting for the next week. We’ll be recording segments on Wednesdays. On Fridays, we will review and critique the newscasts and packages and get story updates.

A good portion of your grade will depend on your ability to research and pitch solid story ideas that become good news pieces.

Directors and Producers are primarily responsible for the productions and meetings. We expect you to communicate, cooperate and create a memorable show. Stick to your deadlines, be flexible and work together on all aspects of the program.

Job Descriptions:

- **Producer**: Runs story meeting, reviews stories throughout the week, builds rundown, works closely with director on creating graphics, delivers program to the television station via FTP.
- **Director**: Runs story meeting, reviews stories throughout the week, creates graphics, creates Thunder sequence, directs program, exports, delivers program to the television station via FTP.
- **Reporter**: Researches story ideas BEFORE CLASS and pitch. Shoots, logs, writes, edits, sends to Thunder and posts story online and on website.
- **Photographer**: Researches story ideas BEFORE CLASS and pitch. Shoots, logs, writes, edits, sends to Thunder and posts story online and on website.
- **Reporter/MML**: Researches story ideas BEFORE CLASS and pitch. One-person-band, Shoots, logs, writes, edits, sends to Thunder and posts story online and on website.
- **Online**: Researches story ideas BEFORE CLASS and pitch. Shoots, logs, writes, edits and posts online offering on website.
WEDNESDAY-RECORDING DAY
Everyone will also work as part of the production crew on taping days.

Anchors/Live reporters
10:00am or earlier- in newsroom
  • familiarize yourself with stories and pronunciations
  • clarify any questions with producer
10:00 am- on set with microphones and IFBs on
10:00am- Rehearsal and recording begin

Assistant Producer/Assistant Director
10:00am or earlier- in newsroom
  • Check with producer and director to see if they need any help
10:00am- in control room ready to time the show and segments
10:00am- Rehearsal and recording begin

Audio
10:00am or earlier- in control room
10:00am- Check microphone placement on anchors and perform microphone checks
10:00am- Rehearsal and recording begin

Studio Camera
10:00am or earlier- in studio
10:00am- at your camera with headset on, ready for rehearsal
10:00am- Rehearsal and recording begin

Deko
10:00am or earlier- in control room- graphics loaded
10:00am- ready for rehearsal
10:00am- Rehearsal and recording begin

Director
9:00 am- Print rundown and scripts for self and crew
9:05 am- Check on video in Thunder and load sequence
9:15 am- Pick up scripts from producer and mark scripts
  Troubleshoot any problems
9:30 am- Review graphics with producer on Deko
10:00 am- Make sure crew is in place and ready to rehearse
10:00 am- Rehearse and record show
After-Export program and upload to stations via FTP

Floor Manager
10:00am or earlier- in studio
10:00am- headset on, ready for rehearsal
10:00am- Rehearsal and recording begin
Producer
8:30 am- Have rundown and scripts ready for instructor review
9:00 am- Print rundown and scripts for self, anchors. Check with director to make sure rundown and scripts are printed and current.
9:30 am- Load graphics into Deko and review them in control room with director
9:40 am- Print two copies of scripts for anchors
    Load prompter
10:00 am- Make sure anchors are on set and miked
    Be in the control room- Check IFBs
10:00 am- Rehearse and record show
10:25 am- Archive show and load template for next week
After-Write copy for the website and post the show videos

TD
10:00am or earlier- in control room- go over show with director
10:00am- ready for rehearsal
10:00am- Rehearsal and recording begin

Thunder
10:00am or earlier- in control room- check Thunder sequence with director
10:00am- ready for rehearsal
10:00am- Rehearsal and recording begin

VTR
10:00am or earlier- in equipment room- get instructions on recording the show
10:00am- ready for rehearsal
10:00am- Rehearsal and recording begin