CANADORE
college

COURSE NAME:	TEL306 Live Event Production I
Credit Value:	5
Total Course Hours:	70
Prerequisite Course(s):	TEL 101, TEL 104, TEL 204, TEL 110, TEL 206
Corequisite Course(s):	None

COURSE DESCRIPTION

Students continue to develop their planning and operations skills while producing a wide variety of live video productions including sports, studio, and special events. Students will also be provided with the opportunity to direct productions. Critical viewing skills will be developed through group discussions evaluating the student productions.
Possible careers and research for placement is also introduced this semester.

LAND ACKNOWLEDGEMENT

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation, Treaty #10 in the Robinson Huron Treaty of 1850 since time immemorial.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

1.0 Write a post-production report.

    1.1 Analyze steps followed in pre-production, production, and post-production to determine the strengths and weaknesses of a completed project.

    1.2 Write crew and self-assessments.

2.0 Demonstrate studio camera operations.

    2.1 Design camera shots, in cooperation with the director, during pre-production stage.

    2.2 Prepare a shot list when needed.

    2.3 Identify situations that allow for independent creativity.

    2.4 Compose creative shots when the situation allows.

3.0 Demonstrate the ability to make appropriate floor direction decisions.

    3.1 Meet with director to discuss special requirements during the production.

    3.2 Adapt the set to the director's specific requirements.

    3.3 Anticipate problems that may occur during the production.

    3.4 Demonstrate appropriate control over the studio during pre-production, and clean up.

4.0 Design appropriate set lighting.

    4.1 Demonstrate an understanding of technical standards regarding foot candles and contrast ratio.

    4.2 Prepare a lighting plot.

    4.3 Create a lighted set which meets the needs of the director and production.

5.0 Demonstrate the ability to perform as a skilled audio operator.

    5.1 Analyze the director's needs to choose appropriate equipment.

    5.2 Create appropriate moods with music selections.

    5.3 Create appropriate moods with the type of music transitions.

    5.4 Complete required clearance forms.

6.0 Demonstrate the ability to perform as a skilled video playback operator.

    6.1 Use the waveform and vectorscope to ensure an acceptable technical standard.

6.2 Use the production rundown to prepare videos as required for the production.

6.3 Perform playback operations as required.

6.4 Communicate with the director and production crew as required.

7.0 Demonstrate the ability to perform as a skilled master control operator.

7.1 Analyze the production requirements to determine patching needs.

7.2 Maintain a playback log as required.

7.3 Evaluate the test recording regarding technical standards.

7.4 Evaluate the recorded program in regard to technical standards.

7.5 Operate an on air switcher to broadcast programs and commercials.

8.0 Perform as a skilled technical director/switcher.

8.1 Participate in pre-production rehearsals.

8.2 Analyze the director's needs.

8.3 Design the correct electronic effects.

8.4 Follow the director's cues.

8.5 Maintain program technical standard.

9.0 Perform as an assistant director.

9.1 Assist producer/director with the production preparation and paperwork.

9.2 Use control room clocks to monitor production times.

9.3 Gather required production items.

9.4 Calculate segment and running times throughout the production.

9.5 Convey appropriate time cues to the necessary crew members.

9.6 Convey appropriate stand-by cues to the necessary crew members.

9.7 Prepare a playback cue sheet for the finished production.

10.0 Operate computer graphics equipment.

10.1 Prepare required graphics.

10.2 Follow director's cues during production.

10.3 Assist director by giving graphics ready cues when appropriate.

10.4 Perform graphic computer operations as required.

11.0 Produce a formatted studio or live event production.

11.1 Prepare the production binders.

11.2 Confirm the set and equipment is ready for the production.

11.3 Attend pre-production meetings in order to provide requirements to the appropriate crew members.

11.4 Practice directing.

11.5 Complete the appropriate post-production reports.

11.6 Use research to find current events, suitable guests and timely topics

12.0 Research possible internship opportunities at a broadcast/production operation.

12.1 Use a variety of research methods to determine potential employers for work placement and future employment

12.2 Participate in in-class presentations.

13.0 Prepare a resume, and letter of introduction related to a specific television broadcast/production job opportunity.

13.1 Develop resume and cover letter to reflect the production position being pursued.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

Broadcasting- Television

1. Operate industry standard production equipment, in studio and on location, to create television, video and/or web content for multiple platforms.

2. Deliver television, video and digital or web content via multiple platforms in formats that meet current broadcast industry standards.

3. Participate in the planning and preparation of television, mobile and/or Web productions that meet industry standards and regulations.

4. Monitor and maintain the technical quality of productions during recording and broadcasts using resources, equipment and protocols which meet with industry standards.

6. Plan and prepare interviews, scripts and reporting content for use in television, video or digital media productions.

7. Use business skills and accepted industry practices in the creation of television, video and/or web productions.

8. Keep current with the needs of the television and digital media broadcast industry using strategies that enhance work performance and guide professional development.

9. Conduct work safely in accordance with all applicable acts, regulations, legislation, and codes to ensure personal and public safety.

10. Use a variety of post-production skills and techniques to enhance and complete television, digital, web and/or video productions.

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.

2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.

3. Execute mathematical operations accurately.

4. Apply a systematic approach to solve problems.

5. Use a variety of thinking skills to anticipate and solve problems.

6. Locate, select, organize, and document information using appropriate technology and information systems.

7. Analyse, evaluate, and apply relevant information from a variety of sources.

8. Show respect for the diverse opinions, values, belief systems, and contributions of others.

9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

10. Manage the use of time and other resources to complete projects.

11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

There are no external accreditations or conditions identified for this course.

COURSE EVALUATION

Productions and Assignments

PROGRAM SPECIFIC GRADING

Per College Grading System

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

*For a complete chart of grades and descriptions, please see the Grading Policy.

LEARNING RESOURCES

No textbooks have been identified for this course.

Other Resources:

Students will be required to use a variety of resources to discover current events and appropriate guests for productions.

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

Technology requirements - https://www.canadorecollege.ca/BYOD

The Harris Learning Library's staff can help you find resources to support your learning - www.eclibrary.ca

LEARNING ACTIVITIES

Studio and Live Productions, In-Class Discussions and demonstrations, Content Review, Production Planning, Career Planning.

DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

RECORDING GUIDELINES

This class may be recorded by faculty of the College. Faculty will inform students when recording of the class commences and ceases. 'Recorded' means that the audio-visual and chat portions of the class will be recorded and then be stored on the College or vendor provider server. They will be made available to students, but only for the express and sole use of those registered in this course. If you have any questions or concerns about this recording, please contact your instructor or the College's privacy officer at privacy.officer@canadorecollege.ca. Full recording guidelines can be found at: https://cdn.agilitycms.com/canadore-college/academic-centre-of-excellence/Canadore%20Recording%20Guidelines.pdf

EXPERIENTIAL LEARNING

All full-time programs of study at Canadore College strive to provide students with the opportunity for experiential learning. This course provides students with an experiential learning opportunity through:

Workplace/Lab Simulation (EL)
Performance/Artistic Production (EL)
Capstone Project (EL)

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website: https://www.canadorecollege.ca/about/policies.

COLLEGE POLICIES

• Protecting human rights in support of a respectful college community

For college policies please see: http://www.canadorecollege.ca/about-us/college-policies.

STUDENT SUCCESS SERVICES - Your Success Matters!

Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational–related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: https://www.canadorecollege.ca/support/student-success-services or look for our events on social media.

To connect with Student Success Services email studentsuccessnow@canadorecollege.ca or call 705.474.7600 ext 5205.

FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

https://www.canadorecollege.ca/experience/indigenous-student-experience

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.

ADDITIONAL DISCLAIMER NOTE

ATTENDANCE, DEADLINES AND ACCOMMODATIONS

All assignments are due upon deadline. Students are responsible for informing faculty of special circumstances and negotiate arrangements for alternative dates and/or grade revisions. If no prior notice has been given, the teacher of the course may require a Dr.'s note for acceptance of any late assignment. All approved late assignment submissions will incur a late penalty as determined by the faculty member for the course. Late assignments will only be accepted up to a maximum of 7 days (1 week) late after which time will not be accepted.

A student who has a student success profile and accommodations MUST present a copy of their profile to EACH professor at the beginning of EACH semester. The student shall make an appointment to discuss the required accommodations, including deadline extensions, with the professor. Allowance of late submission under the accommodations provision allows for up to a maximum of 7 days.

**ALL assignments due before midterm MUST be in and will not be accepted after midterm.

Students who miss more than 3 classes by Mid-term can be put on Academic Probation.

Prior notification of tardiness or absence is always appreciated

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SOFTWARE and EQUIPMENT USAGE

SOFTWARE

All assignments and their related digital files must be submitted as outlined by the course professor or as described on the assignment sheet. All work must be accessible by the professor on the College's media computer network (i.e. NEXUS). Project files which are not compatible with the software in the College's current disk image will not be accepted. As such, it is STRONGLY RECOMMENDED that all course work is done using College computers and software. If a student decides to work (edit, mix) on their personal computer, it is solely the responsibility of the student to ensure the software versions match exactly to what is available at the College and that all digital files are compatible and on the College's media network for marking.   The college will determine when to update the software it uses so be aware of this when updating your software.

EQUIPMENT

Assignments must be completed using the college provided equipment. If you have your own equipment you would like to use to complete your assignments, you must get clearance from your professor BEFORE completing the project. The professor has the discretion to say if the equipment can be used or not. If the student completes an assignment without prior approval and the professor determines that the equipment is not equivalent to the outcomes being taught, the assignment WILL NOT BE GRADED.