Title of Course or Degree Change: MCB 82 Producing For a Television Series

Change(s) Initiated: (Please check)
- [ ] Letter of Intent
- [ ] Closing of Degree Program
- [X] New Course
- [ ] New 82 Course
- [ ] New Certificate Program
- [ ] Change in Pre/Co-Requisite
- [ ] Deletion of Course
- [ ] Other (please describe)

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

I. DEPARTMENTAL ACTION
Action by Department and/or Departmental Committee, if required:

Date approved: 3/13/13
Signature, Committee Chairperson: __________________________
Signature, Department Chairperson: __________________________

II. PROVOST ACTION
Provost to act within 30 days of receipt and forward to Collegewide Curriculum Committee exercising one of the following options:
- [ ] Approved
- [ ] Returned to department with comments

Recommendations (if any):
Signature, Provost: __________________________ Date: 4/8/13

III. CURRICULUM SUB-COMMITTEE RECOMMENDATIONS (*FOR NEW COURSES ONLY):
- [ ] Approved
- [ ] Tabled (no action to be taken by Curriculum Committee)

Recommendations (if any):
Signature, Sub-Committee Chair: __________________________ Date: ______________

IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION
Committee to act within 30 days of receipt, exercising one of the following options:
- [ ] Approved (forwarded to Steering Committee)
- [ ] Tabled (Department notified)
- [ ] Not Approved (Department notified)

Signature, Chairperson of Curriculum Committee: __________________________ Date: ______________

Revised/Winter 08
FORMAT FOR PRESENTATION OF CURRICULUM PROPOSALS

1. **DEPARTMENT, COURSE NUMBER AND TITLE:** Department of Communications and Performing Arts, MCB 82, Producing for A Television Series

2. **DOES THIS COURSE MEET DISTRIBUTION REQUIREMENTS FOR GROUPS I-V? IF SO, WHICH GROUP?** N/A

3. **TRANSFERABILITY OF THIS COURSE. DESCRIBE HOW THIS COURSE TRANSFERS (required for A.S. degree course). If A.A.S. degree course and does not transfer, justify role of course, i.e., describe other learning objectives met:** This will be a capstone course.

4. **BULLETIN DESCRIPTION OF COURSE:** MCB 82: Producing for a Television Series

   This course, "Producing for a Television Series" offers students hands-on production experience on a television program that's actually broadcast and viewed by thousands in the Brooklyn Community Access coverage area of Brooklyn (Time Warner channel 34, FIOS channel 42, CableVision channel 67; RCN channel 94); Queens (FIOS channel 42) and Long Island [Queens border].

5. **NUMBER OF WEEKLY CLASS HOURS** (please indicate the number of hours per week spent in a lab, hours spent on site doing fieldwork, hours of supervision and hours in classroom— if applicable): Three hours, weekly

6. **NUMBER OF CREDITS:** Three

7. **COURSE PREREQUISITES AND COREQUISITES**
   
   A. **PREREQUISITES:** MCB 48 and either MCB 50 or MCB 51
   
   B. **COREQUISITES:** None
   
   C. **PRE OR COREQ:** None

8. **BRIEF RATIONALE TO JUSTIFY PROPOSED COURSE TO INCLUDE:**

   Students who have completed the Advanced Television Production course [MCB 48], Writing for the Electronic Media [MCB 50], and Advanced Video Production [MCB 51] will have the unique opportunity to use the knowledge and skills gained in these courses to plan and produce a television series.

   Working on the production of programs that are actually broadcast provides students with the experience that media companies – prospective employers – want to see before they offer them employment. Media companies just don’t want to read a resume which talks about your hands-on and other production experience. Tapes that show the programs a student has worked on, and that point out their knowledge of the genre, as well as their writing and production skills, gives them a demonstrable advantage in their efforts to secure employment in the broadcast television industry. The above is advantageous as well for students who after they have completed their college degree(s) decide to become
entrepreneurs. “Producing for a Television Series” also gives students a decisive advantage when they transfer to another college.

A. ENROLLMENT SUMMARY, IF PREVIOUSLY OFFERED AS AN 82
B. PROJECTED ENROLLMENT: 18
C. CLASS LIMITS: 18
D. FREQUENCY COURSE IS LIKELY TO BE OFFERED: Spring and Fall semesters
E. ROLE OF COURSE IN DEPARTMENT’S CURRICULUM AND COLLEGE’S MISSION: ...

9. LIST OF COURSES, IF ANY, TO BE WITHDRAWN WHEN COURSE(S) IS (ARE) ADOPTED: None

10. IF COURSE IS AN INTERNSHIP OR INDEPENDENT STUDY OR THE LIKE, PROVIDE AN EXPLANATION AS TO HOW THE STUDENTS WILL EARN THE CREDITS AWARDED. THE CREDITS AWARDED SHOULD BE CONSISTENT WITH STUDENTS’ EFFORTS REQUIRED IN A TRADITIONAL CLASSROOM SETTING: N/A

11. PROPOSED TEXT BOOK(S) AND/OR OTHER REQUIRED INSTRUCTIONAL MATERIAL(S):

12. REQUIRED COURSE FOR MAJORS AND/OR AREA OF CONCENTRATION? (If course is required, please submit a separate transmittal with a degree requirement sheet noting the proposed revisions, including where course fits into degree requirements, and what course(s) will be removed as a requirement for the degree. NYSED guidelines of 45 crs. of Liberal Arts coursework for an A.A. degree, 30 crs. for an A.S. degree and 20 crs. of Liberal Arts for an A.A.S. degree must be adhered to for all 60 cr. programs). Course is an elective for Media Technology and Management majors.

13. IF OPEN ONLY TO SELECTED STUDENTS (specify): N/A

14. EXPLAIN WHAT STUDENTS WILL KNOW AND BE ABLE TO DO UPON COMPLETION OF COURSE:
Students will have demonstrated their extensive knowledge of the essential pre-production and production elements necessary for the broadcast of a television talk show program. This will include knowledge of the broadcast television vocabulary as learned in the required courses and used in the broadcast television industry. They will demonstrate their ability to apply the skills they have developed and are necessary for the production of a quality broadcast television program in genres beyond the talk show.

15. METHODS OF TEACHING — eg., LECTURES, LABORATORIES, AND OTHER ASSIGNMENTS FOR STUDENTS, INCLUDING ANY OF THE FOLLOWING: DEMONSTRATIONS, GROUP WORK, WEBSITE OR E-MAIL INTERACTIONS AND/OR ASSIGNMENTS, PRACTICE IN APPLICATION OF SKILLS:
Lecture, discussion, analysis, group assignments.

16. ASSIGNMENTS TO STUDENTS:

I. Production of a series of half hour Kingsborough Focus programs using a studio talk show magazine format.
II. Pre-Production Activities that will include the following:
- Compiling a database of all:
  o organizations and clubs on campus
  o events and activities of the above that would be an interesting and news worthy topic and provides a positive profile of Kingsborough Community College
  o activities, and significant achievements, of faculty that are news-worthy
  o short video features produced by students in MCB 49 and MCB 41
- Written analysis and discussion of previous Kingsborough Focus
- Written analysis and discussion of TV Talk programs with magazine format:
  o Name & Format
  o Host(s) and Guest(s)
  o Show introduction
  o Set
  o Segments
    • Topic
    • How introduced
    • Length
    • Number of Participants
    • Interview camera set-up
    • Stand-up (see below)
    • Video (see below)
    • Set/Background
    • Stand-up
      ♦ Topic; length; background (set or graphic)
  • Use of Video
    ♦ B-roll (title; length; location)
    ♦ Stand Alone (title; length; location)
- Pre-Production Planning for each program
  o Filling the Format Hole
    • Selection of Topics and Guests
    • Crew selection and assignments
    • Contacting and briefing guests
    • Use of Kingsborough Focus set & Green Screen
    • Selection and creation of background picture graphics and picture graphic inserts
    • Creation of inserts (host and guest(s) names and titles; topics; credits
    • Selection and preparation of video
    • Writing of interview questions
    • Writing of introduction, transitions and stand-ups and closing
    • Writing the Running Order
    • Inserting text to Teleprompter
    • Marking of Script
    • Creation of Floor Plan
    • Production meetings
    • Preparation of teleprompter
    • Rehearsals
Post Production
  o Editing as necessary
  o Program to broadcast stations
  o Social media

17. DESCRIBE METHOD OF EVALUATING LEARNING SPECIFIED IN #15: Analysis of pre-production work outlined at #16, and the outcome of broadcast production assignments.

18. TOPICAL COURSE OUTLINE (WHICH SHOULD BE AS SPECIFIC AS POSSIBLE REGARDING TOPICS COVERED, LEARNING ACTIVITIES AND ASSIGNMENTS):

1. Review of broadcast television vocabulary
2. Analysis of existing TV Talk Show [magazine format] programs
3. Pre-Production (review of elements and application of same in the preparation for the recording of programs for broadcast)
4. Production (review of elements and application of same in the recording of programs for broadcast)
5. Post-Production (discussion of editing requirements and application of same when necessary; discussion and use of social media elements)
6. Final Exam (The 3 stages of Production at nos. 2,3,4 above)

19. SELECTED BIBLIOGRAPHY AND SOURCE MATERIALS:

Cartwright, Steve. Pre-Production Planning for Video, Film, and Multimedia Butterworth-Heinemann, 1996


Please contact your Department Chairperson or Associate Dean Loretta DiLorenzo at the Office of Academic Affairs x5328, if you require any assistance completing a course proposal according to this format. Copies of this format are available electronically.