

CHATTANOOGA STATE COMMUNITY COLLEGE  
CHATTANOOGA, TENNESSEE  
Professional Film and Television Training

**COURSE SYLLABUS**

**CO 255, Advanced Production Technology Practicum:  
Production Management**

**Instructor:** Dave Porfiri  
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**Class Hours/Credit Hours:** 3  
**Semester:** Spring 2010  
**Class Meets:** Weds. March 17, 24, 31  
April 7, 14, 21, 28, Sats. April 10 & April 24

**Room:** H-133, Wednesdays, 5:30-9:30pm

**PLEASE NOTE:** Saturday classes meet in  
off-campus location: Heritage House, 1429  
Jenkins Road, Chattanooga, TN, 8a-5pm

**Administrative Contact:** Darrin Hassevoort, Humanities and Fine Arts Division  
**Phone:** 423-697-3383 (office)  
**Email:** [darrin.hassevoort@chattanoogastate.edu](mailto:darrin.hassevoort@chattanoogastate.edu)

**Catalog Course Description**

This is a three credit hour course that encompasses lecture, workshops and demonstrations to introduce students to the craft, terminology, and best practices of professional film and television production management.

**Prerequisites**

none

**Co-requisites**

CO 250 and/or permission of instructor

**Entry Level Standards**

Undergraduate

**Textbook/Materials**

*Production Management for TV and Film: The Professional's Guide* by Linda Stradling

**I. Competencies**

- C1. Develop a comprehensive vocabulary for functioning in a film, television or video production environment.
- C2. Acquire production skills that are directly transferable to a professional production environment.
- C3. Analyze and understand the best practices in various production crafts.
- C4. Gain significant production experience in a professional environment.
- C5. Have a firm understanding of the overall production process employed in all aspects of film and television production.
- C6. Understand the team aspect of film and television production.
- C7. Understand the standards expected of professionals in the film and television field.

- C8. Appreciate the level of craft employed in the best examples of film and television production.
- C9. Be equipped for gainful employment in the film and television industry upon completion of the program.
- C10. Have an appreciation for the evolution of production technology and the current state of the art equipment, techniques and processes.
- C11. Strategize career development in the film and television industry.

## II. Topics

Wed. March 17, 5:30pm-9:30pm Overview of the production department  
 Wed. March 24, 5:30-9:30pm Producer and Production Manager, script breakdown  
 Wed. March 31, 5:30-9:30pm The Assistant Directors, Pre-production  
 Wed. April 7, 5:30-9:30pm Production scheduling and budgeting  
 Sat. April 10, 8am-5pm, field production workshop #1  
 Wed. April 14, 5:30-9:30pm Running a production office, production paperwork  
 Wed. April 21, 5:30-9:30pm Working on the set  
 Sat. April 24, 8am-5pm field production workshop #2  
 Wed. April 28, 5:30-9:30pm Strategizing and planning a career in film/tv production management

## III. Instructional Activities

Activities may include but are not limited to the following:

- I1. Introduce and reinforce vocabulary specific to film and television in everyday lecture, demonstration, discussion and practice. (C1, C2, C3, C4, C9, C10)
- I2. Demonstrations of techniques and equipment in everyday usage in the film and television production process. (C1, C2, C3, C4, C5, C6, C7, C8)
- I3. Discussion of past technology and how it evolved into current, state-of-the-art technology. (C10)
- I4. Discussion of past techniques and how it evolved into today's best practices. (C7, C8, C10)
- I5. Utilize role-playing, hands-on workshops with professional equipment to simulate professional practices in a controlled environment. (C1, C2, C3, C4, C5, C6, C7, C8, C9, C10)
- I6. Foster a professional production environment in all workshops and demonstrations (C2, C3, C4, C5, C6, C7, C8, C9, C10).
- I7. Utilize field trips to immerse students in a professional production environment. (C1, C3, C5, C6, C7, C8, C9, C10, C11)
- I8. Employ lecture and ongoing narrative to illustrate successful strategies for career advancement. (C11)
- I9. Employ guest lecture and personal experience narratives to illustrate career advancement strategies, current state-of-the-art technology and best practices. (C10, C11)

## IV. Student Outcomes

Upon successful completion of this course the student should be able to:

- SO1. Demonstrate a working vocabulary of film and TV production management. (I1)
- SO2. Exhibit an understanding of the best practices in film/TV production management (I2, I3, I4, I5, I6, I7)
- SO3. Demonstrate a practical understanding of film and TV budgeting and scheduling (I1, I2, I3, I4, I5)
- SO4. Utilize tools and techniques commonly used in production management (I2, I3, I4)
- SO5. Understand the roles of assistant directors in film and TV production (I4, I5, I6, I7, I9)
- SO6. Understand the roles of the production coordinators and production manager. (I5, I6, I7, I9)
- SO7. Be able to function as part of a production team (I5, I6).
- SO8. Apply production management principles in an on-set production setting vs. a production office setting (I5, I7).
- SO9. Know how and where to launch a career in film and television production management (I8, I9)

## **V. Assessment**

- A. Participation in workshops: 30% of final grade (SO2, SO4, SO5, SO6, SO7, SO8)
- B. Quizzes: 30% of final grade (SO1, SO2, SO3, SO5, SO6, SO8)
- C. Final Exam: 20% of final grade (SO1, SO2, SO3, SO5, SO6, SO8)
- D. Attitude and Attendance: 20% of final grade (SO7)

## **VI. Grading Scale**

90-100 A      80-89 B      70-79 C      65-69 D      Below 65 F

## **VII. Course Delivery Format**

**Standard Format** – This format is the traditional format and may use an online format to provide access to “static” materials which include the syllabus, course material, contact information, and presentations. Faculty must make available when requested a copy of syllabus and any other instructor provided course materials, including their contact information. Faculty may require on-line activities and assignments to include online tests and submission of all written and on-line communications. The extent of on-line activities/assignments may vary by course but will be specified on the syllabus.

## **VIII. College Policies**

**This class is governed by the policies and procedures stated in the current Chattanooga State Student Handbook. Additional or more specific guidelines may apply.**

### **ADA Statement**

Students who have educational, psychological, and/or physical disabilities may be eligible for accommodations that provide equal access to educational programs and activities at Chattanooga State. These students should notify the instructor immediately, and should contact Disabilities Support Services within the first two weeks of the semester in order to discuss individual needs. The student must provide documentation of the disability so that reasonable accommodations can be requested in a timely manner. All students are expected to fulfill essential course requirements in order to receive a passing grade in a class, with or without reasonable accommodations.

### **Disruptive Students**

The term “classroom disruption” means – student behavior that a reasonable person would view as substantially or repeatedly interfering with the activities of a class. A student who persists in disrupting a class will be directed by the faculty member to leave the classroom for the remainder of the class period. The student will be told the reason(s) for such action and given an opportunity to discuss the matter with the faculty member as soon as practical. The faculty member will promptly consult with the division dean and the college judicial officer. If a disruption is serious, and other reasonable measures have failed, the class may be adjourned, and the campus police summoned. Unauthorized use of any electronic device constitutes a disturbance. Also, if a student is concerned about the conduct of another student, he or she should please see the teacher, department head, or division dean.

### **Affirmative Action**

Students who feel that he or she has not received equal access to educational programming should contact the college affirmative action officer.

### **Academic Integrity/Academic Honesty**

In their academic activities, students are expected to maintain high standards of honesty and integrity. Academic dishonesty is prohibited. Such conduct includes, but is not limited to, an attempt by one or more students to use unauthorized information in the taking of an exam, to submit as one's own work, themes, reports, drawings, laboratory notes, computer programs, or other products prepared by another person, or to knowingly assist another student in obtaining or using unauthorized materials. Plagiarism, cheating, and other forms of academic dishonesty are

prohibited. Students guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or zero for an activity or to assign an "F" for the course.

**Student Communication**

The official method for all Chattanooga State communications to students is via Chattanooga State email.

**The instructor reserves the right to modify this syllabus in writing during the course of the semester.**

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