EMF 351
TV Station Operations

Course Description:
Lecture and practice in the advanced study of the internal workings of television stations and the television industry. Prerequisite: Consent of instructor.

Course Objectives:
At the end of the course the student should be able to:
1. Describe the departments and personnel that comprise a television station.
2. Demonstrate knowledge of the functions of various departments and positions to the overall operation of a television station.
3. Apply the skills and knowledge necessary to fulfill the duties and responsibilities of various positions at the television station.

Course Overview:
Students are required to work in various positions in an actual broadcast setting related to the operation of the university's television station WMJF-TV. The purpose of the course is to provide students with more in-depth learning of television station operations and the practical experience of applying what they have learned in this and other television courses to fulfilling the duties and responsibilities of various positions at the above stations. Therefore, the skills and abilities acquired by students from previous television courses can be refined and further developed to better prepare them for careers in the television industry.

Assignments:
Weekly Journals 25%
Final Summary Paper 25%
Performance in a television station position 50%

Evaluation:
Journal: 25%
The student will submit a weekly journal of activities involved with WMJF-TV. It is expected that the student will work between 6 and 10 hours per week at the station in a significant capacity. The student will document this work by keeping a diary of station activity. The diary will include the following:
   a. Listing of hours worked at the station that week.
   b. A listing of the duties performed that week.
   c. Listing of learning that occurred as a result of work that week.
   d. Personal observations for the week.

Summary Paper: 25%
The student will submit a short paper describing their contribution to WMJF-TV for the semester.

Performance in a television station position 50%:
   Mid-semester evaluation: 25%
   Final evaluation: 25%
Performance at the TV station: evidence of professional competency. The student will present evidence of professionalism in the work that they have performed at the station. Some examples include scripts for writers for shows, videotapes for performers on shows, videotapes for videographers for shows, videotapes for editors of shows, operations schedules, site surveys and crew lists for producers of shows. These samples will be evaluated by the instructor on a scale of A to F for excellence in professional abilities. Each student will submit two examples of professional competency.

All final grades will be calculated according to the percentage of your accumulated points based on the total possible points for the semester.

- 93%--100% of the total points = A
- 90%--92% of the total points = A-
- 87%--89% of the total points = B+
- 83%--86% of the total points = B
- 80%--82% of the total points = B-
- 77%--79% of the total points = C+
- 70%--76% of the total points = C
- 67%--69% of the total points = D+
- 60%--66% of the total points = D
- 0%--59% of the total points = F

A grade of Incomplete is not given unless you are unable to complete the work required in the course because of verifiable medical reasons or documented circumstances beyond your control as stated on page 24 of the 2000-2001 Undergraduate Catalog.

Writing Considerations:
All papers are to be typed, double-spaced, and properly documented where necessary according to the APA style format. Submitted papers will be evaluated not only on content, but also on how well the paper demonstrates upper level writing skills (correct spelling, punctuation, and grammar). In addition, make sure you fully understand and adhere to the policy on plagiarism as described on the last page of the syllabus. Points will be subtracted from your grade for assignments turned in after the deadline (The penalty is 10 points per each day late).

Academic Conduct/Plagiarism:
See university plagiarism/cheating policy on line:
https://inside.towson.edu/generalcampus/tupolicies/documents/03-01.00%20Student%20Academic%20Integrity%20Policy.doc

Bibliography