



Course Syllabus: Field & Studio Production

College of Fine Arts

MCOM 3613 Section 201

Spring 2026: FA D101, MW 9AM - 10:20AM

Contact Information

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Course Description

An intermediate field and studio television production course featuring planning, producing, and skill development for narrative and journalistic video production. Students are exposed to the terminology, equipment, roles and situations of the television production process. Students in Television Production will produce two television programs as major projects near the middle and end of the course. These assignments require the student to utilize the basic television production skills taught in the course.

COURSE OBJECTIVES: Basic Television Production is designed to provide the student with a working proficiency and understanding of:

- The basic terminology of television production.
- The basic layout and operation of a television production facility.
- The proper operation of lighting equipment, studio equipment, video recording & editing, studio cameras and other tools associated with basic studio productions.
- Individual roles and teamwork in the television production process.
- The production process itself from the conceptualization stage through scripting, storyboards, production and post-production editing/packaging.
- Basic aesthetic principles as applied to television.
- The basic process of communicating in a visual medium.

Textbook & Instructional Materials

Required Materials: Class 10/UHS-II SD Card (32, 64 or 128Gb)

Study Hours and Tutoring Assistance

I offer one-on-one tutoring at the request of the student. Anyone is welcome to request extra assistance.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Grading

Course Grade - List all graded assignments with their point value and or percentage of total grade. Letter Grade Scale indicate the overall points or % to letter grade scale for example 1270 to 1137 = A.

Table 1: Assignments and Grade Percentage

You can change table information but will need to use table Tools if you add more columns or rows. Do not leave any blanks in table. Do not merge any cells in a table. Follow instructions listed under Course Schedule.

Assignments	Percentage
Participation & Deadlines	10
Comp Test 1	5
Comp Test 2	5
Media PKG 1 Script	10
Media PKG 2 Edited PKG	15

Assignments	Percentage
VO/SOT	10
Studio Show Scripts	10
Studio Show Crew Grade	10
Short Narrative	25

Table 2: Grades by Total Percentage.

Grade	Points
A	90-100
B	80 to 89
C	70 to 79
D	60 to 69
F	Less than 60

Projects Required

Each student will complete a variety of single and team productions designed to give a hands-on study of field and studio production techniques including: media packages, studio production, multitrack audio editing, short films, and event/performance based projects.

Quizzes

There will be hands-on competency quizzes for the studio skills you are learning this semester.

Exams

There are no exams in this class.

Readings

Readings will be added through the semester. These are not required; but they are supplemental materials designed to help you master your production skills.

Mid-Term Exam

There will be no mid-term.

Final Exam

There won't be a final exam. We will meet at the required exam time to watch your final short films.

Extra Credit

Extra credit can be earned by watching news programs, films, or documentaries and writing a response that reflects on the program as it compares to a topic we are studying in class.

Late Work

I accept late work up until the final exam time at a 10% reduced grade.

Make Up Work/Tests

If you miss a production date, there is no way to make it up.

Important Dates

- Last day for term schedule changes: January 23, 2026
Check date on [Academic Calendar](#).
- Deadline to file for graduation: February 16, 2026
Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" March 4, 2026
Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the

instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Instructor Class Policies

Each student will be allowed 2 absences for any reason. If you are to be absent on the date a project is due, you must still turn your project in on time. Beyond these two absences, the student will lose 10% of their final semester grade for any absences for any reason that is not university approved. Missing a production day will result in a failing grade on that production.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond

to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

Click here to enter text.

Week or Module	Activities/Assignments/Exams
Week 1 01/19 – 01/23	Martin Luther King Day – No Class Broadcast Writing Style
Week 2 01/26 – 01/30	Broadcast Writing Style Broadcast Writing Style
Week 3 02/02 – 02/06	Studio Project Introduction – Script Drafts Due 2/04 @ 9am Floor Managing & Television Audio Production Camera Re-Orientation and Operation
Week 4 02/09 – 02/13	Inception Stories Studio Day PKG Scripts Due: 2/09 @ 9am
Week 5 02/16 – 02/20	Inception: Graphics Studio Practice Day

Week or Module	Activities/Assignments/Exams
Week 6 02/23 – 02/27	Media Package Editing Studio Practice Day
Week 7 03/02 – 03/06	Inception: Rundowns Stacking a Show Studio Practice Day
Week 8 03/09 – 03/13	SPRING BREAK
Week 9 03/16 – 03/20	Studio Practice Day Studio Practice Day
Week 10 03/23 – 03/27	Scripts and Production Book Drafts Due 3/23 Studio Practice Day Final Production Books Due 3/26
Week 11 03/30 – 04/03	Final Production Books Due 4/2 MNG Production 1 MNG Production 2
Week 12 04/06 – 04/10	Storyboards & Scene Development Directing and Producing on Set
Week 13 04/13 – 04/17	Audio Engineering & Field Sound Lighting <Begin Planning Conferences>
Week 14 04/20 – 04/24	Directing, Scripting & Blocking Working with Talent

Week or Module	Activities/Assignments/Exams
Week 15 04/27 – 05/01	Postproduction Audio Postproduction Video
Week 16 05/04 – 05/08	Editing Editing
Week 17 05/11 – 05/15	Final Exam Meeting and Narrative Projects Due 05/11, 8:00 We will watch your narrative scenes.

***Important note:** Tables are already set up for compliance. If you wish to add another table, make sure do the correct compliance setup for tables which you can find in the [How To – Word Doc ADA Compliance PDF](#).