

COURSE SYLLABUS for CTVA 358 Advanced Film Sound Spring 2021

COURSE: CTVA 358 Advanced Film Sound (Production Sound Recording for Film and Video)

INSTRUCTOR: Dr. Fred Ginsburg, C.A.S. Ph.D.

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MEETS: ONLINE. Fridays 9am-2:30pm are our official class times, so reserve this block of time.

However, **most Zoom meetings will be from 9:00am until 1:00pm** unless otherwise noted. Zoom links to be emailed.

TEXTS: On-line multimedia coursebook: *Craft of Production Sound*, (www.FilmTVsound.com) published by EQE Media & Consulting Group. Includes numerous articles, tips, tricks, equipment reviews, tutorials, news, **class forum**, calendar of events, and way more.

Note: We do not use Canvas, Moodle, or any university website for our class communications, but all information is posted to the Class Forum at FilmTVsound.com

PURPOSE: To provide students with a basic understanding of the techniques and aesthetics of Production Sound Recording; along with its relationship to the sound design and overall production of the completed soundtrack for motion pictures and TV.

Emphasis will be given to the practical techniques and equipment operation as currently utilized on professional theatrical productions, and how those approaches can be utilized on productions of any scope — be they theatrical or non-theatrical, film or video.

Due to limitations related to COVID, aspects of this course may be modified.

Student Learning Outcomes: (CTVA Department SLO 1, 2, 3) Intermediate/Practiced Students in this course will:

- understand and articulate the history, theories and critical models of electronic media.
- develop the skills necessary to produce, research and/or present an entertainment industry or other media project.
- have an understanding of basic film/television Sound production principles, terminology, and procedures and use them in the assigned video projects. Including (but not limited to) proper rigging of lavalier mics, proper "over/under" coiling of audio cables, proper use of mixing panels, multitrack recording, slating, and proper use and identification of shotgun microphones.
- understand the basic oral and written communication tools to function professionally in film/television Sound.
- Record and edit video production sound exercises. All students must be able to produce professionally acceptable audio CD's and standard video DVD's, flash drives, and to post online video for streaming.

METHODS: Lecture, PowerPoint, guest speakers, demonstrations, and hands-on exercises. Realistic production situations will be simulated, explored, and discussed -- *as much as online instruction permits*.

TOPICS: Pre-production; Sound Design; Budgeting & Crewing; digital recorders; mixing panels; Microphone Basics; Booming; Plant Mics; Lavaliers; Wireless; Set Etiquette; Communications; Sync Playback; Multi-track workflow; Intro to Mixdown; Unions; Getting started in the Industry.

REQUIREMENTS: Classroom attendance & participation; 2 quizzes & 1 major exam; and 4 short assignments (mini-quizzes). **Students are to view & sign in to the class blog every week.**

ATTENDANCE: All students are expected to attend **all** class virtual meetings. Unexcused absences as well as tardiness will be considered in your final grade. THREE unexcused absences may result in a grade reduction (i.e. up to one full letter on the final grade). Attendance is taken daily. These penalties are designed to encourage professionalism, participation and fair treatment for all. Disruptive, unprofessional behavior will be counted as an unexcused absence and will also entail written assignments as punishment. Class or project switching is prohibited without prior consent of the instructor.

ZOOM MEETING REQUIREMENTS: Students are required to log in to the meetings on a laptop or desktop computer, equipped with a working webcam and microphone.

The use of cell phones for attending meetings (or for personal calls & messaging during class) is unprofessional and unacceptable, unless special exemption is granted by the Instructor. Turn them OFF so that you will not be diverted.

During class meetings, **your video camera should always be ON**. Mics may remain muted (except when speaking) if your surroundings are noisy.

IN THE EVENT OF ABSENCE, it is the student's responsibility to catch up on missed content. Quizzes and assignments will be announced in the Class Forums and by email.

GRADING CRITERIA: Evaluation is based upon student performance in the following areas:

30%-Major Exam (approx 50 questions, covering entire semester)

30%-Quizzes (two; short answer, multiple choice).

40%-Assignments (spaced throughout semester, including:

- 1) Viewing online videos and answering related questions
- 2) Demonstrating lavalier rigging using household props if necessary
- 3) Answering questions re Proximity/Transparent Lavaliers
- 4) Answering questions re Multi-track recording

Classroom performance, professionalism, and optional projects will be considered to improve grades.

Letter grades are derived from the following table, based on 100 total points possible:

A = 94-100	A- = 90-93	B+ = 88-89	B = 83-87	B- = 80-82
C+ = 78-79	C = 73-77	C- = 68-72	D = 60-67	

Except for extreme circumstances, students are expected to complete the requirements of this course by the last day of the course (official date of Final Exam). **Assignments are due as assigned; but LATE assignments, subject to penalty, are due absolutely not later than the last official day of instruction (which is May 14th, one week prior to CSUN official Final Exam Date).** Written **Final Exam** papers are due absolutely not later than the official Final Exam date.

Students who have not taken all exams and turned in their projects may be subject to a failing grade.

Students with valid reasons for not being able to complete the course may petition the Instructor, in writing, for an Incomplete. Requests for Incompletes must be submitted prior to the last day of classes.

Students granted Incomplete grades are responsible for contacting the Instructor during the semester break but not later than one month after the start of the following semester in order to set up an arrangement and timetable.

Although the University allows up to one year to convert an Incomplete, it is the prerogative of the Instructor to determine how and when Incompletes may be completed. **Failure to set up and adhere to this timetable is an automatic F.**

PROFESSIONALISM: Some of what the class does might involve group activity, use of sophisticated equipment, and interaction with industry professionals – subject to COVID-19 evolving protocols.

Students are expected to display professional and courteous behavior towards people and equipment.

Disruptive, unprofessional behavior in this class will not be tolerated. Irresponsible professional behavior that reflects negatively on the department may result in academic penalties; inappropriate behavior will be dealt according to the university regulations and be referred to the Dean of Students.

Food is generally prohibited on CSUN's sound stage. **Drinks** are only permitted if they are in a rugged, unbreakable, spill-proof container with a secure lid. No glass bottles or paper cups. At all times, drinks must be placed away from any electronics. No skateboards may be stored in the stage.

During **online classes**, refreshments & light snacks are not an issue so long as they are not disruptive.

Intermissions will be called as needed.

Academic Dishonesty: In conjunction with examinations, projects and written assignments, it should be noted that severe penalties—including failure in the course and even expulsion from the University—might be applied for any infraction of accepted academic rules of honesty. Among other things, it is understood there shall be no sharing of information on any examination: there shall be no reference to any notes during any test (unless otherwise announced); and despite the collaborative nature of the class, individuals assigned to a position should be the one completing the task.

FEEDBACK: You are all strongly encouraged to provide the instructor with your views about me, the course, or the department. Feel free to meet with me, phone, or even leave anonymous notes! Feedback helps all of us grow, students and faculty alike.

PROBLEMS, QUESTIONS, ETC.: Please, and I cannot stress this point enough, **CALL ME!** Confusion and logistical problems are natural, but curable. There is bound to be something in the readings or

lectures that you are unsure about. During class, if I rattle off some industry jargon that you do not understand — interrupt me and ask. If you have any questions about the readings or lectures, assignments, need production advice, or whatever... **THAT IS WHY I GIVE OUT MY PHONE NUMBER!**
OFFICE HOURS: Due to COVID, there are no on-campus meetings in classroom or my office (MZ167). However, you are encouraged to chat with me via voice, FaceTime, or Zoom.

Call or text me. **818-231-1038 Fred@FilmTVsound.com**

Please note that I do not check emails around the clock, especially when I am with a client or when I am away from my home office, so **it may take up to 24 hours** for me to read them. Often less time than that, but no guarantees. Do NOT send me last minute emails and expect me to read them instantly. **If it is urgent, then please TEXT** directly to my phone.

My off-campus career is complex, and external internet access could occasionally be temporarily restricted due to project security requirements. (It is a long story, so go read up about OpSec and PerSec).

FEES: Subscription to the online coursebook is only \$30 (which is a discounted rate for students), but that will give you access to texts and other materials that would cost considerably more if offered as pre-printed items. *If you send me an email before your one year subscription ends, I will extend it a few years at no additional charge.*

Although not mandatory, it is recommended that you consider purchasing a set of professional quality **headphones**, as you will be using these throughout your CTVA education and profession. Check with the professor BEFORE purchasing, so that I can advise you about specs, etc.

- Although NOT required nor used for this course, it is recommended that audio specialists lease or purchase your own copy of AVID Pro Tools Academic version, which is available for PC or Mac. Regardless of whether you define yourself as production or post production — these days, the Industry expects audio professionals (including picture editors) to be familiar with Pro Tools software. Students can subscribe on a monthly basis for under ten dollars per month; or save even more by agreeing to a 12 month lease (\$99/year, but payable monthly).
http://shop.avid.com/ccrz_ProductDetails?viewState=DetailView&cartID=&sku=DYNA20002&&store=shop Another excellent source for acquiring Pro Tools, besides the AVID website, is through Sweetwater.com Pricing is the same, but **Sweetwater includes their own technical support** which is really beneficial (in addition to the official Pro Tools “support”). Call Sweetwater directly rather than trying to purchase from their website, so they can make sure you get the proper student pricing.
- Please note that individual technical support (computer hardware issues) for students is available at the Oviatt Library; but that CTVA Engineering only deals with CTVA editing systems and not personal machines. The CTVA Department has arranged for a limited number of “loaner” laptops for students in need who quality; check with the Office for details.
- In addition, you may need a small **flash drive** to use for submitting/receiving projects and completed exercises. Consider this small drive as an EXPENDABLE, with no guarantee of its return at the end of semester. Never store any personal files on this; only the files submitted for grading. To insure a speedy return at the end of the semester, include a self-addressed, stamped envelope if you are turning this in on the last day of class*
- Make sure that you affix a **hang tag or visible label** to all of your portable media/flash drive with your name PRINTED CLEARLY. *Merely putting the flash drive into a labeled envelope is not sufficient. All media submitted without a proper label or tag is considered unacceptable and subject to a low grade**

**Flash drives and portable media does not apply for online versions of this course.*

Students with disabilities If you have a disability and need accommodations, please register with the Disability Resources and Educational Services (DRES) office or the National Center on Deafness (NCOD). The DRES office is located in Bayramian Hall 110 and can be reached at (818) 677-2684. NCOD is located on Bertrand Street in Jeanne Chisholm Hall and can be reached at (818) 677-2611. If you would like to discuss your need for accommodations, please contact them to set up an appointment.

SYLLABUS STATEMENT REGARDING SEXUAL MISCONDUCT DISCLOSURES AND MAINTAINING A RESPECTFUL LEARNING ENVIRONMENT

Students and faculty each have responsibility for maintaining a respectful space to express their opinions. Professional courtesy and consideration for our classroom community are especially important with respect to topics dealing with differences in race, color, gender and gender identity/expression, sexual orientation, national origin, religion, disability, and age.

In this course, the topic of sex (including sexual misconduct/sexual violence) may emerge either purposefully or inadvertently in readings, films, class discussions or other class materials. We recognize that such topics may be particularly upsetting for some survivors; we encourage all students to seek the support they need.

While making personal connections with the topics studied in any course can be a meaningful and important endeavor, please be aware of the following policy regarding confidentiality and disclosures of incidents of sexual misconduct/sexual violence.

As your instructor, one of my responsibilities is to help maintain a respectful learning environment on our campus. In the event that you choose to write, speak or otherwise disclose about having experienced sexual misconduct/sexual violence, including rape, sexual assault, sexual battery, dating violence, domestic violence, or stalking and specify that this violence occurred while you or the perpetrator were a CSUN student, federal and state laws require that I, as a "responsible employee," notify our campus Title IX Coordinator. The Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources, including possibilities for holding accountable the person who harmed you. Know that you will not be forced to share information and your level of involvement will be your choice.

CSUN's Title IX Coordinator is: Barrett Morris University Hall, Room 285 Phone: (818) 677-2077 E-Mail:

barrett.morris@csun.edu

If you do not want the Title IX Coordinator notified, instead of disclosing the experience to me, you can speak confidentially with CSUN's Care Advocate.*

CSUN's Care Advocate can be contacted at (818) 677-7492 For more information regarding your university rights and options as a survivor of sexual misconduct/sexual violence, please visit the University's Title IX website at:

<http://www.csun.edu/title-ix>

*Note: If it is determined that an alleged perpetrator poses an imminent threat to self or others, or if person(s) under 18 years of age are involved, our Care Advocate is required to notify our Department of Police Services.

COVID-10 Safety Protocols pertaining to on-campus classes

CSUN is permitted by LACDPH to hold on-campus classes on the condition that everyone adheres to the following protocols:

- Complete a health self-screening survey through the CSUN app before coming to campus and follow corresponding instructions.
- Monitor your health. Take your temperature once a day. If you have a fever of 100.4 or other symptoms of COVID, or are just feeling ill, call your doctor or the Klotz Student Health Center at 818-677-3666.
- Please do not come to campus if you feel sick.
- When on campus, please adhere to the following:
 - Maintain at least six (6) feet distance from others
 - Wear a face covering
 - Wash hands frequently with soap and water for at least 20 seconds
 - Avoid touching eyes, nose, and face
 - Follow university signage on walkway paths and distancing markers for lines

For more information, visit the CSUN as One webpage at csun.edu/csunasone.

Regarding any on campus class meetings: Until we are all vaccinated or otherwise deemed safe to not catch nor infect others, especially the Professor – CTVA 358 will NOT be conducting any on campus classes!

PROJECTS: As described in the syllabus, each student is required to complete 4 basic assignments during the coming semester, in addition to the two quizzes and final. These projects are to be completed outside of class, and submitted to the Instructor as **Word files or PDF attachments to email**.

DO NOT submit your work as Google Drive, Messenger, MAC Page, or other formats that cannot be readily opened. Projects are a large portion of your grade, so take them seriously.

Deadlines to turn in all projects will be announced during the semester, based on the progress of the course. These dates will be announced so as to provide you with at least two weeks between assignments. Unless prior arrangements have been made with the instructor, late projects will be penalized; and projects not turned in by the Final Deadline (last day of instruction) will be graded as failure.

Strive to turn in your projects early enough in the semester that you are not rushed against the deadlines. Projects submitted in a timely manner allow the Instructor a chance to evaluate what you have done and to give you constructive feedback. Then, the project can be improved and re-submitted for a higher grade. But if you wait until the end of the semester, you will lose the opportunity to fix things, and will have to settle for the grade you receive.

In all cases, the last Deadline for all projects is **the week before Final Exams** (the last official teaching day). Projects turned in after that date, are considered as having missed the Client's deadline and may receive a grade of zero. Missing an important deadline can be catastrophic in the real world.

A good way to CYA, is to email assignments with the Read Receipt option so you have verification of delivery date. (Stuff can get lost in cyberspace, as we all know.) And always retain a file copy of everything that you turn in.

Header ID's (if turning in recorded projects)

Header ID's provide verbal information about the files being submitted. They may vary depending on the intent of the submitted files: are these *dailies*, or *works in progress* for client review? In any case, they need to provide the file recipient with all of the necessary specs about the accompanying files.

Whenever you are recording raw audio (or video) during a recording session, you always want to include a Header ID file along with each batch of takes. All recorded projects **MUST** include a header ID and reference tone file, **separate** from the project file itself. Video projects should include color bars along with audio tone.

First thing recorded during all recording sessions is the verbal **Header I.D.** Include your name, course, semester, and project title. Also include date, location, type of recorder, audio track format (mono track, two-track, etc.), the digital recording specs such as bit rate & sampling rate, the timecode frame rate (23.97, 24, 29.97 drop, 29.97 non-drop, 30 non-drop, or just "no timecode"), and the reference tone level (usually minus 20dB). Then go ahead and record 30 seconds of tone.

Tone generator (signal generator) apps are readily available on the internet for download.

Header ID's *do not* include room tone, nor scene/take numbers. That information is at the beginning of individual TAKES.

Special Note: you will be asked about header i.d.'s on a few written tests, so study the preceding paragraph and study the articles on the website.

Always do a header ID for each project (in the field, always include a header i.d. on each media card that you use).

After the field recording, you will transfer your audio files to a computer hard-drive and then copy your audio "dailies" to a media card or flash drive, which go to Post-Production.

Projects are held to professional standards!

Understand that you are not here to continue your "high school" education. You are here to earn an advanced college degree in a very demanding and technologically advanced aspect of mass communication. The professional film, video, & multi-media industries are very competitive and extremely unforgiving of poor work ethics. "Hollywood" is a business; not a training ground. Pay attention to detail, neatness, and presentation. Make sure you include your name (first & last) on all

documents submitted. Review your work for typo's as well as correct brand/model numbers when referring to equipment. Your written assignments allow plenty of time to research your answers, and to review the readings & lecture PowerPoints in order to get the details accurate.

Lesson One: read what your client puts in the contract. *So, did you carefully read this syllabus? Submit an email to me stating that you have read it, or lose 20 points on your first quiz score.*

CTVA 358 – Spring 2021 Ginsburg

Course Calendar (tentative schedule, subject to change)

Check our online Class Forum for weekly notifications.

Week Ending

01/29	First day of class. Course description. What is Production Sound?
02/05	Professional Approach to Prod Sound. Pre-production. Rental houses. Crew.
02/12	Professional Approach to Prod Sound. Pre-production. Rental houses. Crew.
02/19	Priorities of the mixer.
02/26	Hierarchy of mic techniques. QUIZ #1 (Priorities, Hierarchy, Pre-production)
03/05	Intro to Mixing panels
03/12	Intro to Mixing panels.
03/19	NO CLASS (Spring Break)
03/26	Mic basics. (types, patterns, sensitivity) Shotguns.
04/02	Mic basics. (types, patterns, sensitivity) Shotguns.
04/09	Intro to Lavaliers & Radio Mics.
04/16	Lavs and radio mics continued.
04/23	Recorders and Multi-track Mixing.
04/30	Recorders and Multi-track Mixing.
05/07	Recorders and Multi-track Mixing? <i>TBA: somewhere in the schedule we might lose a day on account of Film Option Advising or other changes.</i>
05/14	TBA. Last day of instruction. Final Deadline for ALL quizzes and written assignments.
05/21	FINALS WEEK: Major exam paper officially due. Lecture: Getting Started in the Industry. Regular class time unless otherwise notified by the Instructor. Officially scheduled Final from 8:00am thru 10:00am.