**GBHS Television Production Syllabus 2019-20**

**Instructor: Mrs. Reeves** **reevescv@santarosa.k12.fl.us**

**Please sign up for REMIND (Text the message @d7fkhg to 81010)**

 **Television Production provides opportunities for students to develop skills in:** Video camera operation, scriptwriting, storyboarding, direction, production, graphics, audio, editing, news reporting and anchoring, film making, team-building, and management.

 **Grades:**

Grades are based on a combination of a quarterly self-evaluation of job duties and a participation, videos or projects, as well as quizzes, tests, and other assignments. The break down is: 50% job duties, 40% videos, and 10% quizzes or other projects or assignments. Late projects or assignments may receive a failing grade. Projects that are not documented on a *Blue Sheet* will not be graded. Arrangements must be made in advance for extended deadlines. Excessive absences and tardiness may result in a lower grade in this class.

 **Expectations:**

**Be respectful:** Our goal is to build up the student body, administration, and staff of our school. Members of The Morning Breeze Staff strive to be positive representatives of GBHS both on and off campus.  Students are expected to behave professionally anytime in front of a camera or working for TV Production in the field.

 **Be Accountable:** The Television Production program is a collaborative business that depends on teamwork.  All students are required to contribute to production activities. All students must report to the studio on time. Students are also expected to meet deadlines. They may be expected to try to cover extracurricular events. Students may work both individually or in groups.

**Be Responsible:** Students who use equipment or supplies must check the equipment out on an equipment log. Students must treat all equipment with care. There will be no eating or drinking near equipment. A student who breaks equipment or fails to return it must pay the amount it costs to replace it at current market prices. This includes cameras, SD cards, or flash drives. Video projects must have Mrs. Reeves approval. Nothing should air without Mrs. Reeves viewing it first.

**Have Integrity:** Students will use their media passes or student id’s when working outside the studio. Students are expected to go to the designated location for the video shoot. They are not allowed to roam around the school. They must have permission and a pass to go to the restroom, guidance, the clinic, or other classrooms.

**Supplies: $10.00. We accept cash or a check made out to GBHS. You may pay through Schoolbucks.com**

**Recommended:** Smart phone, iexpand or other flash drive, SD cards, a small reporter’s notebook, pens and pencils.

**Cell Phone Policy:** You may use a phone for videos or other TV Production related uses. Don’t misuse personal usage. That means if you are playing on your phone instead of working or doing your duties, then you risk consequences. You will get one warning for the first offense each 9 weeks. The 2nd offense is a note to dean’s office. The third offense is a referral to the dean’s office.

**Tardy Poli**cy: Arrive at 9:00 if you are scheduled early. Arriving after the 9:10 bell is tardy. **1st offense of the nine weeks:** class warning**. 2nd:** note to dean **3rd:** referral to dean’s office. Arriving after 9:20, first period only, you must check-in and have a note from Student Services.

**Please return this portion of the syllabus to Mrs. Reeves by the first Friday of the school year. This counts as a grade.**

The Morning Breeze GBHS TV Production

 **Working Agreement**

As a member of *The Morning Breeze* staff, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Print your name neatly here) understand to be a productive member of the class, I must listen to and respect others, accept constructive criticism, contribute to the show in meaningful way, represent GBHS in a positive way, and meet all deadlines. My contributions include being to class on time and practicing good attendance. I will not allow others to do all the work. This class is not a study hall; however, once all the work is done, I may earn free time. If I don’t follow the guidelines of this class, there will be consequences ranging from a meeting with my adviser and editors to removal from the program. This agreement will be stored in my class file. I acknowledge that I have read the class syllabus and understand the expectations of this class.

My signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or guardian  signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

