

Syllabus for  
**TVF-314**  
**Media Operations**  
3 Credit Hours  
Spring 2024

I. COURSE DESCRIPTION

Course narrative: Designed to give the student an understanding of the operations of a media ministry. Students will become familiar with managing a media ministry from recruitment and training of volunteers, equipment research and integration as well as media content creation and day of media operations for a church service. Students will learn how to design, integrate and operate the equipment that comprises the media systems.

II. STUDENT LEARNING OUTCOMES FOR THIS COURSE

As a result of successfully completing this course, the student will be able to do the following:

- A. Set up and operate a ProPresenter media show.
- B. Schedule and organize an order of service, and volunteer scheduling on Planning Center Online.
- C. Identify the audio, video and lighting components of a media facility (equipment, connections and integration, conversions and distribution).
- D. Identify the process of establishing system requirements for a new media facility.
- E. Identify the process of upgrading an existing media facility and how to integrate those new components into an existing system.
- F. Understand and identify video resolutions and how to convert when necessary.
- G. Identify content storage systems and how to manage those systems.
- H. Identify new and old media distribution systems and how to distribute content to an audience.
- I. Describe troubleshooting techniques in a media facility.
- J. Draw a block diagram and wiring diagram of a media facility system.
- K. Specify and price media equipment for a facility in a written proposal.
- L. Describe equipment needed for a remote shoot and how to transmit that live feed back to the media facility in a Liveshot.
- M. Terminate the common cables and connectors used in today's media facilities.
- N. Through travel to the National Association of Broadcasters Convention (NAB) in April students will learn the emerging trends in media technologies and will be required to generate a report on the convention.

### III. ASSOCIATED PROGRAMS

This course meets degree completion requirements for the following program  
Cinema, Television and Digital Media (CTD)

- a. Outcome 2 - Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the design process for a media facility.
- b. Outcome 4 - Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.
- c. Outcome 5 - Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.

### IV. UNIVERSITY OUTCOMES

This course aligns with the following University Outcomes as indicated on the last page

- A. Spiritual Integrity (UPO 1)  
Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.
- B. Personal Resilience (UPO 2)  
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the design process for a media facility.  
Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.
- C. Intellectual Pursuit (UPO 3)  
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a design process for a media facility.
- D. Global Engagement (UPO 4)  
Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.
- E. Bold Vision (UPO 5)  
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.  
Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.

### V. TEXTBOOKS AND OTHER LEARNING RESOURCES

- A. Required Materials  
TBA

### VI. POLICIES AND PROCEDURES

Department Policies and Procedures

1. **Attendance**—in Communication and Media Department classes is mandatory, students are expected to attend all classes. Understanding that there are sometimes unavoidable circumstances

that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has ANY absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.

2. **Administratively Excused Absences**—Students who must miss class for University sponsored activities must follow these procedures:
- a. Inform the professor before the event.
  - b. Arrange to complete missed work within one week.
  - c. Not commit to class performances (oral reports, speeches, television tapings, group presentations, etc.) on a date the student will be gone. Makeup work is not permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
  - d. Present an excuse, signed by the Dean of Arts and Cultural Studies, the day the student returns.

3. **Tardies**—Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision for this course. Two tardies equal one absence and are included in the absences when determining the course grade. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.

4. **Late Work**—The student is responsible for obtaining class assignments and material covered during an absence. All work must be completed as scheduled. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed.

5. **Literacy**—The Communication, Arts, and Media Department does not accept for credit any written assignment that contains more than an average of three grammatical and/or typographical errors per page.

#### Course Policies and Procedures

1. Evaluation Procedures:
  - a. Grades are based on a midterm exam, final exam, final project, term paper, field trip report and labs.
  - b. Grade composition is as follows:

Midterm	20%	Grading Scale
Final	20%	A = 100 to 90 points
Final Project	20%	B = 89 to 80 points
Term Paper	20%	C = 79 to 70 points
Field Trips Report	10%	D = 69 to 60 points
Labs	10%	F = 59 points & below

2. Other Policies and/or Procedures

- a. All work is expected to be done on time to receive credit. It is at the sole discretion of the professor to determine whether any missed work may be made up. If any make-ups are allowed, they are subject to grade penalty at the discretion of the professor.
- b. All projects must be uploaded via Dropbox before the deadline electronically onto the ORU D2L. Content on flash drives, portable drives or viewed on student computers or personal websites, YouTube or Facebook pages is not acceptable, unless approved by the Professor.
- c. The classroom is intended to be a distraction-free zone. With that in view the professor will demand students to refrain from cell phone usage and activity. This also demands students refrain from viewing websites or using other software or other online programs or apps not directly applicable to coursework. No other computer/cell phone use will be allowed unless specifically requested by the professor or approved by the professor. Unauthorized use of cell phones or laptops during class will be counted as a tardy at the discretion of the Professor. Failure to comply with these provisions may result in temporary surrender of possession of a cell phone, laptop or tablet until class is over. Continued abuse of computer use during class will result in the student not being allowed to use those devices during class time.

## VI. COURSE CALENDAR

See Course Schedule in D2L

**Primary Program: Cinema, Television and Digital Media (CTD)**  
**TVF-314 Media Operations**  
**Spring 2024**

This course contributes to the University and program outcomes as indicated below:

**Significant Contribution** – Addresses the outcome directly and includes targeted assessment.

**Moderate Contribution** – Addresses the outcome directly or indirectly and includes some assessment.

**Minimal Contribution** – Addresses the outcome indirectly and includes little or no assessment.

Program Outcome alignment with University Outcomes	Significant	Moderate	Minimal
----------------------------------------------------	-------------	----------	---------

<b>Spiritual Integrity</b>			
TVF 314 Students will produce a media facility design for a church or business, demonstrating collaboration with investors or church boards.	X		
Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.	X		

<b>Personal Resilience</b>			
TVF 314 Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the design process for a media facility.	x		
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the design process for a media facility.	X		
Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.	X		

<b>Intellectual Pursuit</b>			
TVF 314 Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a design process for a media facility.	X		
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a design process for a media facility.	X		

<b>Global Engagement</b>			
Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.		X	
Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.		X	

<b>Bold Vision</b>			
TVF 314 Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.		X	
Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.		X	

Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.		X	
---------------------------------------------------------------------------------------------------------------------------------------------------------------	--	---	--

(Revised 10/06/22)