

13-204c
 LSC: AP-4/10/14
 UWUCC: App-4/22/14
 Senate: App-4/29/14

REVISION APPROVAL COVER SHEET FOR CONTINUATION OF W-DESIGNATION

TYPE II DEPARTMENT COMMITMENT

Professor Zack Stiegler
 Department Communications Media
 Email stiegler@iup.edu
 Course COMM 303: Scriptwriting

Please provide answers to these questions on the next page:

1. Include the most recent syllabus for the Type II course.

Addendum: This does not have to be the syllabus of record, since the syllabus of record could potentially be rather dated. These syllabi are not meant to replace the syllabus of record; rather they represent how the department is currently teaching a particular Type II W course. These syllabi **do not** have to be revised using the Liberal Studies objective format.

2. Include a new "Statement Concerning Departmental Responsibility". The statement of departmental responsibility" explains how the department will ensure that the writing component is present regardless of who is teaching the course. It needs to identify the specific department group or individual who is responsible for ensuring this.

Addendum: This section should show how the department is going to support the W nature of a Type II course, not repeat what is being taught in the course. For example, there is no need to repeat the writing criteria (5000 words, essays exams, research papers etc.) in this section as the type of writing and/or assignments might change over the years. The responsibility relies on the department and they should explain how it will be supporting the W course to ensure that it is being taught in the proposed manner. That may be creating a community of writers within the department or a yearly meeting(s) to discuss Type II offerings. It might also be associated with particular outcomes from the course (often in accredited programs).

Approvals:	Signature	Date
Professor (s)	<i>Zack Stiegler</i>	3/31/14
Department Chair	<i>Mark G. Brown</i>	3/31/14
College Dean	<i>Dea. Sherubauer</i>	4/3/14
Director of Liberal Studies	<i>D. J. W. Prueff</i>	4/17/14
UWUCC Co-chair(s)	<i>Gail Sechrist</i>	4/22/14

Received

APR 18 2014

Liberal Studies

Received

APR 4 2014

Liberal Studies

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Professor Zack Stiegler Department COMM
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Statement of Departmental Responsibility

Writing Intensive: COMM 303: Scriptwriting

The course design for this Writing Intensive application was prepared by Zack Stiegler, who completed the IUP Writing Workshop in May of 2013. The Communications Media Department will maintain the Writing Intensive quality of this course by these methods:

1. Where possible, assign it to a faculty member who has also completed IUP's Writing Workshop.
2. Provide the Writing Intensive Request documents of this request from our files to the new instructor of record for this course.
3. In addition to the syllabus of record, the department will maintain a file of syllabi "as taught" over the semesters.
4. Provide not only the syllabus of record for the course, but also syllabi and sample assignments/exercises from department files to the instructor of record for the course.
5. Periodically review the course as part of annual department program assessment and our institutional program review by IUP (including external reviewers (next review 2019)).

COMM 303-W03: Scriptwriting
 Department of Communications Media
 Spring 2014, 3 Credit Hours

Instructor: Luis C. Almeida, Ph. D.
 Office: 121-C Stouffer Hall
 Phone: 724-357-3295
 Email: luis.almeida@iup.edu
 Mailbox: Stouffer Hall rm. 120

Location and Meeting Time
 MWF: 1:25pm to 2:15pm
 141 Stouffer Hall

Office Hours

Tuesday 1:00pm - 2:00pm
 Thursday 11:15am to 12:15pm
 Via email (I reply to all emails) or by appointment.

Course pre-requisites

COMM 101, ENGL 101 and ENGL 202

Instructor's Educational Philosophy

My goal is to provide a stimulating environment for learning. I come from a cognitive constructivist point of view where I see learning as an interactive activity. I believe that the best way to learn is by doing and that we can assist learning with visuals. I am a firm believer that “a picture is worth a thousand words.”

Course Description

Introduction to the design of media materials and scriptwriting. Style and techniques of writing will be analyzed. Classroom emphasis is on writing, critiques, and revision of designs and scripts. Scripts for audio, multimedia-presentations, and motion picture and Television productions will be written.

Course Expectations

This course will consist of power points discussions and writing in order to learn tenets of the scriptwriting. It is absolutely imperative that you take this class seriously. This is a writing intensive course. We are going to write extensively. Do not procrastinate!!! If you do it, chances will be high that you will not pass this class.

Course Objectives/Outcomes

By the end of this course, learners will:

- ❖ Understand the terminology used in media scriptwriting
- ❖ Write for a variety of broadcast media
- ❖ Compete for free-lance corporate writing contracts

- ❖ Write scripts for use with multi-media and other presentation opportunities
- ❖ Critique, edit, and rewrite scripts
- ❖ Understand the concepts of writing television and video scripts

Required Text

Scriptwriting Step-by-step, Luis Almeida, Ph. D.

Required Supplies

A 8 GB flash drive

Evaluation

1. **Movie critiques (15%)** – You are to complete a series of movie critiques in this class. In order to write great scripts, you will need to analyze movie scenes. This will account for 15% of your grade.
2. **Quizzes (15%)** – Each week you will be expected to complete an online quiz that covers the book lesson. You will be given a specific time frame to complete the quizzes. You will have up to three chances to take each quiz, with the highest grade as the final grade.
3. **Assignments (25%)**. You will be required to submit weekly assignments in this class. The assignments will be about knowledge base and applications of scriptwriting for the working professional. They are to be submitted weekly. There will be up to 12 assignments.
4. **Final Script (25%)** – You are to write a final master script (30 minutes) for this class. The instructor will give more details about the final script after the midterm
5. **Final Examination (20%)**. The final exam will be comprehensive and based on the quiz content covered in this course. The final examination is closed book.

Grade Scale

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

<60% = F

Highly Suggested Course schedule

Date	Activities
Week #1	Introduction, watch movie, chapter lesson, quiz #1. DUE: Movie Critique #1

Week #2	<i>Watch movie clips/critique</i> , chapter lesson, quiz #2. Writing exercise. DUE: Characterization assignment (2 points)
Week #3	<i>Watch movie clips/critique</i> , chapter lesson/puzzle discussion, quiz #3. Writing exercise. DUE: Audience Analysis assignment (2 points)
Week #4	<i>Watch movie clips/critique</i> , chapter lesson, quiz #4. Writing exercise. DUE: Movie Critique #2
Week #5	<i>Watch movie clips/critique</i> , chapter lesson, quiz #5. Writing exercise. DUE: Movie Critique #3
Week #6	<i>Watch movie clips/critique</i> , chapter lesson/puzzle discussion, quiz #6/ writing exercise. DUE: Terminology assignment (2 points)
Week #7	<i>Watch movie clips/critique</i> , chapter lesson, quiz #7. Writing exercise. DUE: Interview assignment (2 points); DUE: Movie Critique #4
Week #8	<i>Watch movie clips/critique</i> , chapter lesson, quiz #8. Writing exercise. DUE: Vignette assignment (2 points)
Week #9	NO CLASS
Week #10	<i>Watch movie clips/critique</i> , chapter lesson, quiz #9. Writing exercise. DUE: Treatment assignment (2 points)
Week #11	<i>Watch movie clips/critique</i> , chapter lesson, quiz #10. Writing exercise. DUE: Modifier/treatment assignment (2 points); DUE: Movie Critique #5
Week #12	<i>Watch movie clips/critique</i> , chapter lesson, quiz #11. Writing exercise. DUE: Community calendar assignment (2 points)
Week #13	<i>Watch movie clips/critique</i> , chapter lesson, quiz #12. Writing exercise. DUE: Feature story assignment (2 points)
Week #14	<i>Watch movie clips/critique</i> , chapter lesson, quiz #13. Writing exercise. DUE: Radio drama assignment (2 points)
Week #15	<i>Watch movie clips/critique</i> , chapter lesson, quiz #14. Writing exercise. DUE: Sound portrait assignment (4 points)
Week #16	Finals week. Final project: Two column feature story; Final examination.

Make-up/Late Work Policy

I strongly suggest that you follow this syllabus verbatim. **DON'T** leave the projects to the last minute. I **WILL NOT** accept them if they are late. If you upload your projects ahead of time, I will grade them accordingly. My recommendation is that you follow the syllabus's suggested deadlines! If you choose my route, chances are very high that you will not experience any problems in this class. All quizzes are open book. So, there is no need for making up a quiz. **All assignments are due at 11:55PM Friday.** The final script is due the day of the final examination. There is no need for a make-up either. ☺

General Writing Evaluation:

This is a writing intensive class and writing assignments are taken seriously. All assignments (including team writing assignments and assigned drafts) will be evaluated based on the specific assignment instructions. Typos, grammar errors, punctuation errors, incomplete sentences and

other structural issues will be part of the evaluation. You are expected to proof read your work and correct these kinds of issues.

Use of Email:

Written assignments will not be accepted when sent via email, unless students have been specifically instructed that assignments may be submitted in this format. Information regarding grades and evaluation of assignments will not be distributed to students via email. If you want to inquire about your grade on an assignment, the evaluation of an assignment, or your grade in the course, you are welcome to see me in my office during office hours or by appointment. I do not routinely check email on weekends.

Use of Cell Phones and Laptops:

The use of cell phones or other portable communication devices at any time during class is absolutely prohibited. You are expected to have your cell phone turned off when you enter class. At no time will you check messages, text, or be otherwise looking at or handling your cell phone or other electronic device during class.

Use of laptops, tablets and other electronic devices is limited to activities directly related to class. You may take notes on your computer or use your computer for team group work as assigned during class. You are not permitted to use your computer to access email, check your Facebook page or browse the web during class.

Repeated incidents (more than one) will result in you being asked to leave class on a permanent basis.

Student Responsibilities:

Late assignments are not accepted without documentation equal to an excused absence.

Assignments are due Friday at 11:55PM as listed on the syllabus. If you anticipate being absent from class for a reason consistent with the attendance policy, you must make arrangements for a hard copy of your assignment to be received by the instructor prior to Friday at 11:55PM when the assignment is due. *Emailed assignments will not be accepted.*

Attendance Policy:

Class attendance is mandatory and part of your course grade. Students are permitted a maximum of **three (3)** unexcused class absences. A fourth unexcused class absence and each subsequent unexcused absence will result in the loss of one-half of a letter grade (5 percent) from the student's final grade in this course. If you miss 30 minutes or more of a class session you are considered absent.

Documentation for absences for which a student wants to be excused must be presented to the instructor on the first day the student returns to class after the absence.

If you have perfect attendance, you are never late for or absent from class for any reason excused or unexcused, you attend events as explained below and turn in all individual course assignments on time you will receive a five percent (5%) bonus to your final grade at the end of the semester.

Excused absences will be granted only for the following circumstances:

- 1.) Illness that prevents class attendance. The student must have documentation from the health center or another physician that indicates the student cannot or should not attend class. Health center documentation is not acceptable unless it indicates the student is unable to attend class. Schedule your routine medical appointments at times that do not conflict with class time.
- 2.) Family emergency. Serious illness or death of an immediate family member. Documentation of this emergency must be provided.
- 3.) Participation in a university sponsored activity. Permission for an excused absence must be obtained in advance of the activity and the student must have a letter from the faculty sponsor indicating the student's involvement in the activity.
- 4.) Activity conflict. Assignments due during a time that a student is participating in a student activity must be handed in to the instructor prior to departure or immediately upon the student's return, with the instructor's permission. Assignments due during a time when a student is excused for other reasons will be due at the beginning of the second class following the student's return, unless other arrangements are made with the instructor.

Note About Absences

Students absent or late for class are responsible for obtaining any information relating to class lectures, discussions or assignment instructions covered during their absence, from other members of the class. The instructor will not provide outlines or notes from class lectures.

Granting of incomplete grades:

Incomplete or "I" grades are assigned only in extreme circumstances where a student is unable to complete a course assignment due to illness or other emergency. This is a faculty decision and students should not anticipate this as an option simply because they are unable to complete the course work on deadline.

Make-up/Late Work Policy

Late work will not be accepted, unless you have a medical doctor's notice. Absence from this class will not excuse you from handing assignments in on time. Assignments are due Fridays at 11:45PM. Make-up exams will not be administered, unless you have a medical doctor's excuse. If you can't take the exam due to a medical condition, let me know so we can make arrangements.

Academic Integrity Policy

You are expected to act within Indiana University of Pennsylvania policy on academic integrity. Please refer to IUP's student handbook. All work in this course is to be completed individually, unless instructed otherwise.

Dr. Almeida's advice

Come to class regularly and participate. Do your homework and act with respect towards your peers. **DO NOT PROCRASTINATE!** Read the weekly assignments, come prepared to learn and share. Don't hesitate to come to office hours, in case you have questions or no questions. There is no penalty to stop by, just rewards. When I was in college, I spoke with my professors regularly. This habit helped me to find a career. **DON'T WAIT UNTIL THE LAST MINUTE TO ASK QUESTIONS!** Be proactive not reactive.

Make sure you have a backup plan. Keep in mind that flash and external hard-drives go bad. They are good options but they often fail when you need them the most. You must have a plan C. How about backing up files via email or drop box? Please keep in mind that I need your files in order to give you a grade.

Be wise... Listen, plan, execute, ask! Enjoy your college career. It is likely they will be the best four years of your life.