Course Handbook

MA Television Production
2018/19
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School of Journalism, Media & Performance

Please read this Handbook in conjunction with the University's Student Handbook.

Contents

1. Welcome to the course

Welcome to UCLan, and to your course.

We hope you will enjoy your time here and achieve your aims.

This handbook is for new students on the MA Television Production course at UCLan. The handbook is intended to be a source of information on the academic and administrative aspects of your course, so please keep it safe for the remainder of your time at UCLan.

The handbook will have different uses at different times. You should become familiar with what is in it but not necessarily read it from cover to cover to start with. If there is anything you do not understand, please ask us about it.

1.1 Rationale, aims and learning outcomes of the course

The course is of a technical nature, however it aims to give you knowledge and understanding of how to create award winning broadcast content, along with production skills in the various areas to allow for this content to be generated. This enables you to make best use of the technology in a creative environment and also to assess and assimilate new technologies as they emerge.

The aims of the MA Television Production course are fully stated in the Programme Specification.

1.2 Course Team

Adam Robson – Course Leader – Media Factory – ME330
01772 89 3907
Arobson5@uclan.ac.uk

1.3 Expertise of staff

Adam Robson

Adam is the course Leader of MA Television Production. Adam is presently active in industry working as a freelance camera operator, editor and content producer. Adam gained an MA in Media Production in 2003 and completed a further post graduate degree in education in 2005, he has taught Media Production for ten years. Adam has 15 years Media industry experience working for clients across the UK and is the currently the director of a large independent Live multi-camera sports filming crew working across England Ireland & Scotland. Adam has also produced content for BBC3, Sky Active Channel and produced a series of popular Mixed Martial Arts TV shows for My Channel. Adam has a keen interest in location web broadcasting and multi-camera event capture.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection and action planning.

1.5 Administration details

Campus Admin Services provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Computing and Technology Building

Art, Design and Fashion
Computing
Journalism, Media and Performance
Engineering
telephone: 01772 891994/891995
email: CandTHub@uclan.ac.uk

1.6 Communication

The University expects you to utilise online methods of communication. This includes the use of your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

When you log onto a UCLan networked computer and open a web-browser, you should be taken to the Student Portal. This is you entry point to all of the web-based tools and services associated with you as a student, such as your email, your timetable, E-learn (Blackboard) and 'myUCLan', which is where you can view the personal information we hold about you as well as your academic progress.

You can also visit the Student Portal from a non-UCLan computer via any web-browser:

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person, their position and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. The reports from the External Examiner are available for you to read via E-learn (Blackboard).

The External Examiner(s) will also view a sample of student coursework for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks as well as some work that achieved grades in the middle range.

2. Structure of the course

2.1 Overall structure

Full-time (One Year)

TE4001	Specialism Portfolio	60 (Semester 1 + 2)
TE4002	Group Project	60 (Semester 1 + 2)
TE4003	Final Project	60 (Semester 3)

Part time (Two Year)

TE4001	Specialism Portfolio	60 (Semester 1 + 2) Year 1
TE4002	Group Project	60 (Semester 1 + 2) Year 2
TE4003	Final Project	60 (Semester 3) Year 1 and 2

Part time (Three Year)

TE4001	Specialism Portfolio	60 (Semester 1 + 2) Year 1
TE4002	Group Project	60 (Semester 1 + 2) Year 2
TE4003	Final Project	60 (Semester 3) Year 1, 2 + 3

2.2 Modules available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. There are 3 60 credit modules on this MA.

2.3 Course requirements

Entry to the course is by application form and interview.

Normally a 2:2 in a Television and Media production related BA (Hons) degree from the UK or equivalent (non-UK) qualification. Consideration will be given to alternative BA (equivalent) qualifications to applicants with creative industries' work experience.

Applications from individuals with non-standard qualifications, relevant work or life experience will be considered. For details of those offered by the University please contact Course Enquiries, Tel: 01772 892400.

The University will consider applications for prior learning (certificated or experiential) that fulfil some of the learning outcomes of a course for admission with credit to an appropriate point on that course. Students can apply either before or after they commence the course.

Students applying for this programme must have a minimum level of proficiency equal to

IELTS 6.5 or equivalent.

2.4 Study Time
2.4.1   Weekly timetable

Your personalised electronic timetable can be viewed online at:
https://dailytimetable.uclan.ac.uk https://weeklytimetable.uclan.ac.uk

2.4.2   Expected hours of study

A 60 credit module equals 600 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per credit. This normally equates to forty hours per week for full-time students.

You should normally conduct 32 to 36 hours of private study per week in addition to the timetabled classes.

 This private study may involve independent or group study, and you will have to carefully schedule and manage this workload in order to preserve a balance between University and the rest of your life.

One piece of advice that progressing student often offer to new students is this: don't leave assignments until the last minute! Start them as soon as you receive them!

Try to be disciplined about a regular commitment of time and work for each module each week. If your participation in the course is limited to the classes you attend, you are probably not doing nearly enough work. If you are ever uncertain about how you should be devoting time to the course, please speak to your Academic Advisor.

2.4.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to:

C and T Students should report non-attendance to the hub email:

CandTHubAttendance@uclan.ac.uk or by telephoning the hub on 01772 891994 or 01772 891995.

Notification of illness or exceptional requests for leave of absence must be made to your Academic Advisor, in the same way that you would do if you could not get to work one day.

A phone call followed up by an email is a suitable method.

 You will be contacted if your attendance falls below our expectations, either by your Academic Advisor, Administrative staff or the Head of School. This is so that we can support you with any problems you may be having, or take further action.

If you are an international student then you have responsibilities under the UK Border Agency

(UKBA) Points Based System (PBS) - you must attend your course of study regularly; under PBS, UCLan is obliged to tell UKBA if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

3. Approaches to teaching and learning

3.1 Learning and teaching methods

Learning and teaching methods vary quite widely from module to module and from week to week. There are some formal lectures, workshops, screenings, review sessions, seminars, directed study, demonstrations, guided practical sessions and simulated/live project briefs as individuals or in teams.

 Many classes are supported by material on E-learn (Blackboard) which you are expected to access before, after or during the classes.

3.2 Study skills

Study skills are very important for your life here at UCLan. Your Academic Advisor will be guiding you through the range of support opportunities at the university, including WISER (Walk In Study Enhancement through Review). This is a service that can help you adapting to life at the university as well as helping you organise yourself. They offer a wide range of non-subject specific study support and advice.
> http://www.uclan.ac.uk/students/study/wiser/

3.3 Learning resources
3.3.1 Learning Information Services (LIS)

Extensive resources are available to support your studies provided by LIS (Library Information Service). They provide free training sessions designed to enable you to
gain all the skills you need for your research and study. For more information, visit the library, which is open 24-hours- per-day for most of the year.

 > http://www.uclan.ac.uk/students/study/library/index.php

3.3.2 Electronic Resources
LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts.

> www.uclan.ac.uk/students/study/library/electronic_resources.php

As well as the library and electronic resources, LIS also take care of the IT and specialist resources on campus. There are computers (PCs and Macs) that you can use in many places around the campus.

There are also printers in most buildings. LIS have guidance on locating available computers and connecting to printers.

> www.uclan.ac.uk/students/study/library/computers_printers_scanners.php

If you have any problems with computers, email, network access, specialist spaces, contact LIS for assistance.

> liscustomersupport@uclan.ac.uk www.uclan.ac.uk/students/faq/ or call 01772 89 5355

3.3.3 Booking of Facilities
The facilities in the Media Factory are in use by students on your course and by many others. This means that at times it is very busy. For work outside timetabled hours, you have to book space and equipment; you will learn about the procedure for booking equipment and resources become necessary for modules.

If you have any difficulty with electronic or audio-visual equipment, you can contact the LIS Helpdesk.

> liscustomersupport@uclan.ac.uk

3.3.4 Books
Lecturers will recommend books from time to time and each module has an online reading list. Every book in the module reading list is available from the Library. Some texts have useful continuous reference value and may be worth purchasing. These are specifically identified in the relevant reading list.

> http://readinglists.central-lancashire.ac.uk/

3.4 Personal development planning

Personal Development Planning (PDP) is a process of reflection on learning, performance and achievement, and the planning for personal, educational and career development. PDP is where you review, plan and take responsibility for your own learning. You have already done some PDP in selecting and enrolling on this course.

Some of the modules include assessments in which there is a formal assessment of your ability to reflect upon and strategically develop your skills, but to be effective, it must be self initiated, and conducted with honesty and realism.

Examples of PDP within modules include the development of a portfolio, development of a Media Product.

3.5 Preparing for your career

Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability integrated into it at every level. Many of the assignments will be devised to develop the skills that employers look for. There will also be many opportunities to work on professional client-based projects. Whenever we receive opportunities of extra-curricular placements, employment or work-experience, these will be relayed to you by your Academic Advisor. You might also look for relevant summer work in the media industry. There will be many enhancement opportunities offered within the subject specialism.

4. Student Support

The <i> is a central Student Information Centre and your first point of contact. You can obtain information on a wide range of topics including Council Tax Exemption Certificates, Bank and Confirmation of Study Letters, Portable Financial Credits, (continuing students only, Printing and Printer Credit, UCLan Cards, the <i> shop and UCLan Financial Support Bursary (first year students only).

> www.uclan.ac.uk/students/study/library/the_i.php

4.1 Academic Advisors

Your Academic Advisor is here to provide you with academic support and guidance during your course.

4.2 Students with disabilities

If you have a disability that may affect your studies, please either contact the Disability Advisory Service or let one of the course team know as soon as possible.

> disability@uclan.ac.uk

With your agreement information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support

for you to complete your study success- fully. Where necessary, you will be asked for evidence to help identify appropriate adjustments.

4.3 Students' Union One Stop Shop

The Opportunities Centre is the Union's One Stop Shop to find employment or volunteering whilst you study. With thousands of jobs and voluntary positions advertised, agency work through the Bridge and information on over 2000 volunteer positions within the Union.

If your course is for students not studying on the main campus please include the following : – as one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union, please check http://www.uclansu.co.uk/ for full details on what we may be running in your partner institution.

5. Assessment
5.1 Assessment Strategy

Formative assessment is a way for teaching staff to let you know how well you are doing and usually comes with a Formative Grade. Formative grades do not count towards your final grade. You should be ready to submit work for formative assessment well before the final assignment submission deadline.

Summative assessment is final, providing you with feedback and a numeric grade which will be used in the calculation of your final module grade. No further work can be done to improve the grade except under special circumstances, e.g. an attempt has been made but the grade is below a pass.

Every assessment is designed to help you prove that you have achieved one or more of the Learning Outcomes of the module that you are studying. The Assignment Specification will explain which of the Learning Outcomes you must work to achieve. Module Learning Outcomes contribute towards your achievement of the course Learning Outcomes described in the Programme Specification (see Section 8.1).

5.2 Notification of assignments and examination arrangements

Assessments may be practical assignments and exams of various types. You may be asked to create a design, build something, submit a report, make a presentation, complete an exercise and/or sit an exam. You may work in a group but you will usually write-up and submit work individually so that you gain credit for your contribution. Peer group assessment and critical review sessions may form part of the overall assessment of the work. Assignment Specifications state how and when you submit the work for assessment.

Further information about assessment method for any module is included in the relevant Module Descriptor. These are accessible via Blackboard.

5.3 Referencing

When referencing the work of others you are required to adopt a standard referencing style. Harvard Referencing is widely recognised and required by many courses and unless you have a good reason to adopt another system please use it.

See: https://www.uclan.ac.uk/students/study/wiser/referencing_guides.php

5.4 Confidential material

The gathering, storage and use of data that can be linked to an individual is subject to ethical and legal regulations. For example, a simple survey asking for name, age and gender needs to meet ethical requirements before it can be approved and used.

Full details can be found in section 3 of the Ethical Principles guidance.

See: www.uclan.ac.uk/students/research/files/Research_ ethical_principles_Oct2012.pdf

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in Academic Regulations. Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

7. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give. The course has changed significantly based on student feedback; more studio time, additional opportunities, sports related modules to name a few, started out as suggestions and now form a strong part of the overall course.

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement.

The Students Union can support you in voicing your opinion, provide on-going

advice and support, and encourage your involvement in all feedback opportunities. They will be requesting that you complete the National Student Survey (during semester 2 for students in their final year of study) or the UCLan Student Survey (all other students).

The Students' Union and University work closely together to ensure that the student voice is heard in all matters of student-life. We encourage students to provide constructive feedback

throughout their time at university, through course reps, surveys and any other appropriate means.

The Union's Student Affairs Committee (SAC), members of Students' Council and School Presidents each have particular representative responsibilities, and are involved with decision making committees as high as the University Board.

Therefore it is very important students engage with the democratic processes of the Students' Union and elect the students they see as most able to represent them.

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook. The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Your Course Leader will facilitate the meetings using guidelines and provide a record of the meeting with any decisions and / or responses made and / or actions taken as a result of the discussions held.

The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting