

**Sam Houston State University**  
**Department of Mass Communication**  
**Single Camera and Non-Linear Editing I (Credit 3)**  
**Fall 2007 Syllabus**

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**Course:** MCM 372  
**Class Meets:** 12:30 - 1:50 pm TTH  
**Class Room:** 319  
**Section:** 02

**Instructor:** Richard O. Kosuowei  
**Office:** CB #207  
**Phone:** 936-294-1340  
**E-Mail:** [rok002@shsu.edu](mailto:rok002@shsu.edu)

**Office Hours:** MW: 9:00 – 10:30AM / 12:00 AM – 12:30 PM & TH: 11:00 AM – 12:00PM

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**Prerequisites:** MCM 373 or RTV 270

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**Required Textbook:** Digital Moviemaking, 6<sup>th</sup> Edition by Lynne S. Gross and Larry W. Ward.

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**Required Supplies**

- a. One (1) 60 minute Panasonic Mini DV tapes
  - b. One (1) headphone
  - c. One (1) 500-watt light on stand
  - d. One (1) Flash drive
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**Course description:**

This course is designed to study the repeated practice in camera operation, video production and editing process in post-production. This introduction to field video production course will emphasize film-shooting techniques in shot composition, lighting, sound and editing.

**Course Goals:** *This course is designed to help students to:*

1. Demonstrate proficient in digital filmmaking on location.
2. Become proficient in operating digital video cameras and lighting.
3. Be able to understand and express visual story telling techniques.
4. Ensure minimum base level creative skills in nonlinear editing.
5. Be able to understand the adequate utilization of music and sound to enhance shot images.

**Course Requirements**

- You are expected to read and perform all assigned materials.
- You are required to participate in all class lectures and production activities.
- You are required to **partake actively with your group members at all times.**
- You are to submit all written assignments on **due date and time.**
- All assignments such as **proposals, synopsis, scripts, and treatments must be typed.**
- You are expected to provide **supplies** such as **videotape, props, talents, storyboards, and set design for each of production projects.**

This course combines lectures and productions to help students learn about the technical elements involved in the process of field moviemaking as well as post-production. **The students**

are expected to read the designated textbook chapters before class and participate in class discussions.

**Note:** Take notes on all lectures, critiques, screenings and in-class field projects. There will be (5) five projects including the final project. And there will be in –class exercises. Each assignment handout will be given to students with clear requirements and due date.

**Grading**

- A= 90 - 100
- B= 80 - 89
- C= 70 - 79
- D= 60 - 69
- F= 50-0

1. Project #1	Ten (10) shot compositions without sound.	100	Points
2. Project #2	Two (2) minutes movie, shot out of sequence w/ sound/dialogue.	100	Points
3. Project #3	One (1) minute Synopsis	5	Points
4. Project #3	One (1) minute Script (one page)	10	Points
5. Project # 3	One (1) minute Treatment	5	Points
6. Project #3	One (1) minute movie editing with music or sound or dialogue.	80	Points
7. Project #4	Two (2) minutes Script (two pages)	20	Points
8. Project #4	Two (2) minutes movie with dialogue, graphics, sound and music.	80	Points
9. Final Project	Five (5) minutes final movie (edited)	80	Points
10. Final Project	Five (5) minutes Final movie synopsis	5	Points
11. Final Project	Five (5) minutes Final movie Script (five pages)	10	Points
12. Final Project	Five (5) minutes Final movie Treatment	5	Points
Quiz #1		100	Points
Quiz #2	Editing Practical	100	Points
Quiz #3		100	Points

<b>Total</b>		<b>800</b>	<b>Points</b>
<b>Attendance &amp; Participation</b> (not exceeding three [3] absences)		<b>5</b>	<b>Points</b>

**Note: If you are absent more than THREE TIMES without valid excuse in place, FIVE (5) POINTS WILL BE DEDUCTED FROM YOUR FINAL GRADE.**

**NOTE:** In order to be more sensitive to the Huntsville community, **no show content** should contain the following:

- a. **Pornographic**
- b. **Vulgarity**
- c. **Terrorist in nature**
- d. **No copycat ideas for a movie is allowed, RATHER BE VERY CREATIVE WITH YOUR ORIGINAL MOVIE CONCEPTS.**

**Three quizzes** will be administered to test the students' knowledge of what have been taught in the lectures, productions and post-production. There will be class exercises to provide students' the opportunity to apply what they have learnt from the textbook, lectures and enhance their production and post-production abilities through hands-on experience. The instructor may provide scripts and design for the exercises, and students will take different production roles in the exercises. There will be **no final exam**. Instead, students are required to finish **a final group**

**movie project.** Therefore, each **group** will come up with **an idea** to be approved by the instructor. Upon the approval of such project by the instructor for **field production**, each group is required to **write a synopsis, a treatment, five-page script**, and put it together with everything necessary for **(5) five minutes movie** using the knowledge you have attained from this class. The final project will be presented to the class toward the end of the semester, and evaluated by the class and the instructor. Sign-up sheets for the exercises and the group project will be provided as soon as possible.

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### *The Rules*

- You must attend class. You will get (3) three absences without penalty. Consider these absences to be your excused absences. No notes or e-mails.
  - Once class has started, you are expected to remain present until class is over.
  - Attendance will be taken at the start of every class period.
  - Do not cheat, ever. The school has guidelines for dealing with this. I will follow these guidelines - it would be unfair to the other students not to.
  - Do not eat or drink in class or around any equipment in the field.
  - Participation is mandatory.
  - Absolutely **no sidebar conversations** -- your participation grade drops by **15** points each time you do and you will be asked to leave.
  - Make no mistake -- your participation grade and the attendance policy is not the same thing. Your participation grade is an actual grade just as an exam or a project and is averaged into your total points. The attendance policy simply leaves or removes existing points.
  - **No late MOVIE or WORK will be accepted.** However, if certain unavoidable circumstance prevails, **the instructor MUST be notified immediately privately** for such situation. Upon careful consideration of such condition, the instructor will utilize his discretion to **levy 50 points penalty or NOT to accept such late work. The bottom line, DO NOT TURN IN LATE WORK.**
  - If you are tardy, find a seat as quickly and quietly as possible. Do not interrupt class to find out your status on that day's roll sheet. Address it with me after class.
  - Make sure you have MCM ID card for checking out equipment.
  - Put all location projects on the class master tape and at the beginning of their own Mini DV tape.
  - **Cue all Mini DV tapes** before submitting them.
  - Final project must have a: 10 slate and a countdown.
  - All projects in the **nonlinear editing Final Cut workstations** must be labeled with **your name**, the **# of the project**, **kill date** and **"MCM 372"** or it will be erased at anytime.
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### **Equipment Agreement**

If you check out and use any SHSU equipment you agree that you will pay for replacement of the equipment if lost or repair of the equipment if damaged. You will receive "F" for the course if you do not meet these obligations, and will have a charge processed through the university that may affect your ability to register or receive your degree. You are welcome to use your

own mini-DV format camera and other equipment as long as the camera will take an external microphone, can operate in fully manual mode and shoots air-quality video and the other equipment works as required for the course. You may not connect any external equipment to any **MCM EQUIPMENT, MOST ESPECIALLY IN THE EDITING ROOM** without specific authorization.

**MCM ID CARD:** These cards are required in order to check out any equipment or production supplies from the department.

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### **Q Drops**

A Q drip is a drip made after the last date for tuition refunds, which is the 12<sup>th</sup> class day for fall/spring semesters (Sept. 9<sup>th</sup> for this semester), and the 4<sup>th</sup> class day for summer semesters, but before the date for which a drop would result in the grade of F as published in the Academic Calendar (Oct. 10<sup>th</sup> for this semester).

Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count towards the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class. This limit will take effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q drop limit, nor will Q-drops from other universities.

### **Instructor Evaluations**

**Students will be asked to complete a course/instructor evaluation form toward the end of the semester. A new faculty evaluation system for SHSU, the IDEA that is somewhat different than the previously used FES forms, will be used starting this semester.**

### **Academic Dishonesty**

**All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The university and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.**

### **Classroom Rules of Conduct**

According to Section 5 of the Student Handbook, students are expected to assist in maintaining a classroom environment that is conducive to learning. **Cell phones MUST BE ON VIBRATE or OFF, and iPods MUST BE OFF** before class starts. There will be **a 15-point loss from your overall grade each time this happens**. Disruptive behaviors in the classroom shall result in a directive to leave the class. Repeated disruptive behaviors may also be reported to the Dean of Students for disciplinary action in accordance with university policy.

**Americans With Disabilities Act**

Students with disabilities covered by the Americans with Disabilities Act should go to the counseling Center and Services for Students with Disabilities (SSD) in a timely manner to obtain the documentation required. Students are responsible for initiating the process of documenting the need for an accommodation under the ADA act.

**Religious Observance**

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such as absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12<sup>th</sup> class day published in the Academic Calendar. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

**Visitors in the Classroom**

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.