

MCM 372 Single Camera and Non-linear Editing I

Sam Houston State University, Dan Rather Communications Building, Room 125

T Th 3 :30-4 :50

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Office hours: *DRCB Room 115 W 2-3pm, TTh 2 :30-3 :30* and by appointment

A sign up sheet is on the door for you to book a time. You should have a conference about your work at least once during the semester. You are encouraged to discuss difficulties, plans, and interests in person. I will respond to email but not always on weekends and probably not so well to voice mail.

CATALOG DESCRIPTION: MCM 372 This course emphasizes pre-production, production and post-production techniques in field production. Elements include field camera setup and operation, remote lighting, remote sound, and basic continuity editing with an emphasis on underlying principles of video technology. Prerequisite: MCM 271. Credit 3.

COURSE OBJECTIVES:

Video and television careers involve constant problem solving, critical and analytical thinking, planning, time and resource management, as well as strong communication skills both oral and written. All media production involves significant teamwork and interactive exchange of skills. Every production is a challenge requiring initiative and discipline. This course will build on Intro to Visual Communication to extend knowledge of video production techniques and use video production tools to produce video in teams. The course objective is to understand the production process and practice all the techniques of video production—producing, shooting, and non-linear editing. To this end, each student creates an individual video. Understanding how and why teamwork and cooperation are indispensable to production is another objective. To this end, each student will be supplied with a series of production vouchers to buy and offer the production services necessary. Each student will have to earn credits for work done by collecting vouchers. Each producer will have to spend vouchers to get the production made. The vouchers and details of how the system works will be explained in class.

Required Texts: Digital Moviemaking, 6th edition, by Lynne Gross & Larry Ward (Thomson Wadsworth) ISBN 0-495-05034-2.

Students are expected to have the assigned textbook from day one. If you are not ready to begin the course, you are not fulfilling your responsibilities as a student. No excuses will be accepted for not being able to complete reading, do assignments, or otherwise perform in the class. There will be an assessment of performance from day one.

Exams: There will be a midterm quiz and there will be a final exam on Blackboard. The final will be in a window that conforms to the university final exam schedule. No make-up exams will be given except in a dire emergency and then only if the instructor is contacted in advance. Documentation verifying the cause of the absence would be required. Test dates will be announced in advance and may vary from the schedule in the syllabus. In class work and quizzes on assigned reading may be announced or unannounced. You are expected to have read assigned chapters before the day they are to be discussed in class--see outline. You must have your own textbook and bring it with you to class every day. If in-class work is assigned using your book, you will receive a zero for the work if you do not have your own text. These may never be made up regardless of reason.

Attendance Policy: Attendance, being in class, is the premise on which a university course is based. You do not get credit for attending. However, you do get penalized for not attending. . Absence is not an excuse for not being prepared or not handing in assignments. If you are absent, it is your responsibility to keep up with reading and find out assignments from the syllabus, from Blackboard or from a classmate, or by emailing the instructor. Note: if you attend only part of any one day's class, you are counted one third of an absence for the full class, except in dire emergencies by prior approval. Medical appointments should be made at times other than the time the class meets. If the instructor can do it, so can you.

There is no such thing as an excused absence. This implies that one kind of absence is better or worse than another. There are just absences. Credit for the course is based on 15 weeks of instruction as set by the accrediting body that grants the university the authority to award a degree. Credit for a course is based on performance, one component of which is attendance. The only question is to ask at what point absence compromises instruction and learning to the point of invalidating credit for the course. That limit is 3 weeks of contact. You are responsible for managing your attendance. This is not an invitation to cut up to 3 weeks. It is a warning to avoid absence so that you have a reserve to cover real emergency. If you miss classes and then have an emergency, any penalty is not for the emergency but for the absences you took prior to the emergency. An emergency does not extend your entitlement to cut class. So there are no excused or unexcused absences. You may be absent for a maximum of 3 contact hours or one week of classes in the semester without penalty. The next absence will reduce your final grade by 2.5% and again for each contact hour after that regardless of the reasons for the absences. This means that you will eventually fail the course due to poor attendance, which will negate other aspects of your performance. After 3 weeks absence, for whatever reason, a student will receive a failing grade. However, loss of grade points may induce failure before that point.

Entering a class late disturbs the class, both the instructor's teaching and the other students' learning. Class begins at the scheduled starting time and the instructor reserves the right not to admit late comers by locking the door. See www.time.gov for the correct time--the time on your watch or cell phone may not be accurate. Students not answering the roll call will be marked absent. If you are late, it is your responsibility to remind the instructor that you came in after roll call. The instructor's record is the only admissible record and will not be adjusted in retrospect. Lateness is counted a third of an absence. If

you are late three times, you have earned an absence. The record of your attendance, week to week will be posted on Blackboard. Please be seated and ready to go to work by the time the class roll is called. After any absence you are responsible for all work assigned for the next class.

There is no privilege extended to students who register late. Students who register late for the course and miss classes are counted absent. Missing the beginning of a class causes problems for student and instructor.

Exams: There may be a midterm test, and there will be a final exam either on Blackboard or in the classroom. The final will be in a window that conforms to the university final exam schedule. The date and time of the exam for each course are determined by the Registrar. That is when the exam will be given. If a student makes an interview appointment or any other kind of arrangement that conflicts with this date and time, that problem belongs to the student. This instructor will not provide exams or tests at alternative times or make up exams. Organize your life around the published academic calendar of the university and the syllabus, or suffer the consequences, which may include not earning a passing grade.

Grading Plan : All grades are posted on Blackboard as soon as the work is graded. There is a cumulative grade showing you what you would get if you were to continue scoring the grades already registered. All assignments are not equal in weight in calculating the final grade. For this reason, an important assignment can alter the estimated course grade strongly in a positive or a negative way. The weight is indicated in the Blackboard column.

For this course, the final grade is made up in the following way :

Highlander	Finished, multi-track audio mix	25 %
Tests	Midterm	10 %
Projects	Individual Project	40 %
Vouchers	Earned Production Vouchers	10%
Final Exam	Exam	15 %

Academic Honesty: Plagiarism, cheating, and/or other dishonest acts will not be tolerated under any circumstances.

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 experience 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. See the Student Handbook for complete guidelines.

When you use a source for information, you must cite the source (check APA manual for style regarding direct quotes, etc.). Papers will be submitted to turnitin.com to check for plagiarism. Remaining in this course indicates your acceptance of the system used that incorporates the use of turnitin.com. Plagiarized work will be given a zero and may cause failure in the course.

CLASSROOM POLICIES: All written assignments will be posted on Blackboard. All written work must be submitted electronically to the Blackboard Assignment Page in a standard format such as MS Word of a text file or a Rich Text Format. Microsoft Works is not an acceptable format. You must save work as a text file or and .rtf file. Work will be returned electronically with comments and a grade. Work submitted later than the due date will be penalized a letter grade or 10 points for each class day late. All work is due as assigned; the instructor guarantees no opportunities to ever accept late work even with penalty. Students are expected to keep up with assigned reading and be prepared to answer questions in class. Bring your textbook to every class and be sure you have done all required reading by the date noted on the course outline.

Sleeping in class, answering a cell phone or text messages, or leaving at any time, even if you return, will result in half an absence or equivalent to being late. The instructor reserves the right to remove you from the class as a disruption to the learning process. Missed lectures, daily work, exams, or quizzes, may not be made up, except as specified above for major exams. You may not use any electronic device in the classroom without specific permission from the instructor. Any electronic device (such as a cell phone, iPod, etc.) brought to class must be turned off and stored off your desktop during class.

All students are required to equip themselves with a mode of data storage for the purpose of saving all editing work in progress. Storage may take the form of a large USB drive of at least 1 gigabyte (recommended 2GB), an external hard drive, or a re-writable DVD. No student will be allowed to store work in progress on the D: drive or any other drive of the editing computers in Room 105. PA's are instructed to wipe the drives daily. The best solution is a large external hard drive with a USB connection as storage solutions become cheaper and cheaper. That way all your media work can be stored on it for all your years in the department as well as other course work and documents. This is now the uniform policy of the department for all MCM production courses.

PRODUCTION MATERIALS: You must provide your own production materials for the course, including but not limited to: headphones, cassette tapes, audio CD-R discs, a DAT tape, and VHS and/or mini-DV videotapes. You must have your own headphones for all audio or audio-related production projects. You may not use any supplies which are provided by the department for KSHU, including, but not limited to: production music, CD-Rs, tapes, and headphones.

University Policies: Americans with Disabilities Act: According to University Policy, requests for accommodations must be initiated by the student. A student seeking

accommodations should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner. Every semester that the student requires accommodations, it is the student's responsibility to complete a Classroom Accommodation Request Form at the SSD office and follow the stated procedure in notifying faculty. Accommodations for disabled students are decided based upon documentation and need on a case-by-case basis by the Counseling Center.

Religious Holidays: University policy states that if a student is absent from class for the observance of a religious holy day, the student may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. Students in this class should follow standard policies for the class regarding notifying the instructor and making arrangements for make-up hours and work.

Q Drops: 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 toward 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 the class, the student will be required to remain in the class. This limit took 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. Neither will Q-drops from other universities. **NOTE:** A Q-drop is a drop made after the last day for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in the grade of 'F' as published in the Academic Calendar.

COURSE SCHEDULE (subject to modification and adjustment)

Week 1 1/17	Introduction
Week 2 1/22-24	CHAPTER 1: Overview of Movie Making Concept Due CHAPTER 2: Planning the Movie Final Cut Tutorial
Week 3 1/29-31	CHAPTER 3: Cameras Treatment Due CHAPTER 4: Approaches to Image Capturing Script breakdown, location report, shooting schedule
Week 4 2/5-7	CHAPTER 5 : Lighting Script Due/ production schedule
Week 5 2/12-14	CHAPTER 6: Approaches to Lighting First stage Highlander edit due
Week 6 2/19-21	CHAPTER 8: Microphones and Recorders Second Stage Highlander Edit due

Week 7 2/26-28	CHAPTER 9: Directing Dialogue Editing Third Stage Highlander Edit due
Week 8 3/4-6	CHAPTER 10: Editing Transitions/ Titling
3/10-3/14	Spring Break
Week 9 3/18-20	CHAPTER 11: Approaches to Editing Layering sound, mixing Final Highlander Due
Week 10 4/1-3	CHAPTER 12: Enhanced Sound and Picture Shoot and Edit
Week 11 4/8-10	CHAPTER 13: Approaches to Enhanced Sound and Picture Shoot and Edit
Week 12 4/15-17	Class Workshop : Lighting, Camera Movement Shoot and Edit
Week 13 4/22-24	Class Workshop : Reflection Shots Shoot and Edit
Week 14 4/29-5/1	Class Workshop : Final Edit Due on Final Cut
Week 15 5/6-8	Class Workshop : Shoot and Edit
5/9	Reading Day
Week 16 5/10-15	Final Exam scheduled by SHSU Registrar

The instructor reserves the right to modify the syllabus in response to developing needs or changes in equipment, circumstances, or other unforeseen events.

University Goals, as published by Sam Houston State University
Compact With Texans (click to go to this location on the SHSU site)

The Sam Houston Writing Center is currently located in Farrington 111. The Writing Center is open Monday through Thursday from 8 a.m. until 7 p.m., Friday from 8 a.m. until 3 p.m., and Sunday from 2 until 7 p.m. Writing tutors will work with you one-on-

one to help you generate a draft, organize a draft, or revise a draft of any assignment. You can just drop by to work with a tutor or call 294-3680 to schedule an appointment.

Your decision to remain in this class is your tacit approval of the criteria and guidelines listed in this syllabus.