COURSE INFORMATION

Text: *Portable Video: News and Field Production, 6th*, Norman J. Medoff and Edward J. Fink

Course Description: This course teaches the technical skills and creative principles required for single camera (‘film style’) video field shooting and post production using Final Cut Studio®. Topics include audio, video recording technology, composition, lighting, continuity, and editing. Experience planning, shooting and editing entertainment- and/or information-based video projects will be provided through hands-on exercises, projects and assignments.

Student Learning Outcomes--Through readings, instruction, practice, and projects, students will:
1. Achieve high level of skill in contemporary video technology and operation of cameras, audio, lighting and other television production equipment;
2. Achieve high level of appreciation for the aesthetics of sound and image production;
3. Achieve a high level of literacy in the “language” of film and video, including shot composition and continuity editing;
4. Develop further skills in digital nonlinear postproduction; and
5. Gain a greater understanding of narrative and non-narrative visual productions.

COURSE REQUIREMENTS

Grading policies:
Projects: The class is organized to introduce students to techniques for single camera (film style) video shooting and editing. Each student will do required pre-production work as dictated by each individual project, then submit produced content based on project guidelines. Assigned work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Carefully read and follow the posted ‘workbook’ (posted on the web site) directions for each project. Projects require submission of scripts and/or storyboards, shooting and editing, in-class presentations and discussion, and/or arranging of guests. Missing any part of a project will affect the final project grade. Scripts must be submitted complete, typed, and in the assigned format to be counted as being submitted. **You must work alone when shooting or editing, except when specifically approved in writing by the instructor or as specified by a particular project.** You are also graded based on editing training and skills.
PROJECTS:

**Project 1** Each student will script and shoot an on-location 3-minute TV interview using another student from the class as talent, that creates a live to tape multi-camera feel, but while using a single camera for shooting host and guest shots.

**Project 2** — Campus Story, or Person at Work. This is a 3 minute 'visual story' that does not depend on audio to drive the story. This is to be 'a person at work' as described on the Course Projects page. Once you plan for what you will shoot, create a planned shot list that defines the start, development and conclusion of the 'story.'

**Project 3** — :60 PSA or Commercial for a local business or organization, approved by the instructor. This production will have a spokesperson on camera who must be seen at least once, but may be on camera no more than :10 total. The student may do voice over for some portion of the production, or the spokesperson’s voice may be heard throughout. Or, it may use a combination of talent voice with on camera testimonials. There must be a music bed under throughout.

**Project 4** — 1:30 TV news package (minimum 1:25 and maximum 1:40). This will include voice track done by the student producer, a stand up, and b-roll and interviews done by the student producer.

**Exams:** A mid term and final, short-answer and/or multiple choice/True-False type exams during the semester. The final exam is comprehensive. Keep notes and accumulate knowledge of what we cover in order to be prepared for the exams. No make-up exams given except in a dire emergency and then only if the instructor is contacted in advance; no make-up is possible for the Final. Documentation verifying the cause of the absence would be required; make-up format would include fill in the blank, listing and essay. Test dates are listed on the outline; plan accordingly. Quizzes over 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 the course outline. Most quizzes will be scheduled, listed as ‘Chapter Exams.’

**Grade evaluation:**
Mid Term Exam.................................................................100 points
Final Exam .................................................................200 points
Chapter Exams.... (5 given, lowest grade dropped)....100 points
Participation, Editing Training & Proficiency.............100 points
Projects (100 points each) ............................................400 points

**Points required for:**

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**COMMUNICATION AND SUPPORT**

**Faculty / Student Commitment:**
- To accomplish the course objectives, the instructor will be in class on time, and prepared to guide each student’s learning. Students should also be in class on time, committed to benefiting from the class time by being prepared, arriving on time, and staying involved the full class time.
- If at any time you are doing your part to do well in this course, but are having difficulty, please arrange a time and speak with me in my office. I cannot discuss your
course status, grades or other information about your work or activities in the course just before class, during class time (including breaks), or immediately after class—nor can I discuss or respond to any of these issues via phone or e-mail.

- The keys to success in this class: Commit to learning the material we cover, read the required reading, take good notes in class and while reading, study the material as we go through it, ask questions in class about things you do not understand, and do the assigned work and turn it in on time.

### COURSE AND UNIVERSITY PROCEDURES/POLICIES

**Attendance:** See www.time.gov for the correct time—the time that shows on your watch or cell phone may not be accurate. Students arriving late are marked absent. Class begins at the scheduled starting time. Arriving late or leaving at any time, even if you return, will result in being marked absent. There are no excused or unexcused absences. Points related to attendance are based on missing in-class work as noted above, plus deductions of 10 points each time from your attendance grade starting with the 3rd late / absence. Excuse reports are not required for this class except as noted above. If you have an emergency reason to arrive late or leave early you should discuss this with the instructor in advance. Note: Very occasionally, an emergency break might be needed. If this occurs, feel free to leave without penalty, and simply remind me to mark it at the end of that class. If you do not remind me that day, it would remain marked as an absence. You should expect to have no more than one of these per semester. The participation component of the Reports & Attendance grade is the instructor's subjective assessment of each student's involvement and contribution during class times--affected by but not limited to such issues as violating stated course policies, any inappropriate talking during class, disrupting class, late arrivals, and not taking notes during lectures, and quality of reports as described above. Children or other guests are not allowed in classes.

**IMPORTANT: STUDENTS WHO MISS MORE THAN SIX HOURS OF CLASSES MAY FAIL AUTOMATICALLY OR BE DROPPED FROM THE COURSE.**

### UNIVERSITY ATTENDANCE POLICY

**13.99.99.R0.01 Class Attendance**—“Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student’s Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.” Students are responsible for reviewing remaining university attendance policy elements.

**Academic Honesty:** If you turn in work that is plagiarized, or take any action that violates TAMU-Commerce Academic Honesty policies, you will fail the course. All TAMU-Commerce students are responsible for knowing the standards of academic honesty. Please refer to the Student’s Guide Handbook for the University Academic Honesty Policy. Plagiarism is the use of someone else’s work as your own and/or failing to properly cite sources. Work submitted will be checked via an Internet search including www.turnitin.com for each submission. Using a report you did not create or having someone else do any of your work violates Academic Honesty guidelines.
**Classroom Policies:** Students are expected to keep up with assigned reading and be prepared to answer questions in class—be sure you have done all required reading by the date noted on the course outline. **IMPORTANT NOTE:** Turn off cell phones before entering the classroom. You may not use any electronic device in the classroom without specific permission from the instructor through a signed form completed during office hours. Any electronic device (computer, PDA, cell phone, iPod, iPad, etc.) brought to class must be turned off and stored off your desktop during class. If you are found texting, browsing the Internet, Facebooking, etc. **you will be asked to leave the classroom at that time and will no longer be able to participate in the class.** Students are expected to arrive to class on time and stay the entire class session.

**Deadlines:** Work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Deadlines are always at the beginning of class in which anything is due, or at other specific times as noted on the course outline. Work submitted incomplete will be marked as not submitted.

**Behavior:** “Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.” -- Texas A&M University System Student Rights and Obligations

“All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student's Guide Handbook, Policies and Procedures, Conduct) -- Texas A&M University-Commerce Procedures,12.01.99.R0.05

Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty

Anyone who persists in disruptive behavior will be permanently removed from class.

A few other words and restatements on classroom behavior:

- **No leaving during class,** unless ill. Go to the bathroom and/or get a drink **before** class.

- **Take notes.** You won’t accomplish much by just being here to warm the chair.

- **Turn off cell phones** and similar devices when you come into class.

- You may bring drinks or food into class, but use good manners while eating or drinking, and **remove all trash when you leave.** You **MAY NOT** have food or drinks in the editing rooms at any time.

- **Read chapters in advance.** Be prepared to talk about them.

**Changes to syllabus:** I maintain the right to make changes as needed, in my judgment, from the stated plans contained in the syllabus for this class. Such changes will be announced on the course outline and/or to the class.
ACCOMMODATIONS FOR DISABILITIES: Students requesting accommodations for disabilities must go through the Academic Support Committee. For more information, please contact the director of Disability Resources and Services, Halladay Student Services Bldg., Room 303-D. Telephone, (903) 886-5835.

EARLY INTERVENTION FOR FIRST YEAR STUDENTS: Early intervention for freshmen is designed to communicate the University’s interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention. Grade reports will be mailed by the end of the sixth week of the semester.

COURSE OUTLINE / CALENDAR – more detail at www.tonydemars.com

The Course Outline is listed on the course web site, found at:
http://www.tonydemars.com or http://faculty.tamu-commerce.edu/tdemars/

NOTE: You should check this site weekly. It will contain study reviews, information on reading, links some online reading and other material available to support your work in this class.

READ THIS AGAIN AND AGAIN UNTIL IT’S FIRMLY IN YOUR THOUGHTS: The course outline for this course is the key to keeping up with the course and accomplishing the objectives stated above. You will find important information related to the materials we cover week to week. Set aside specific times in your schedule to do the assigned reading, using the course outline as a guide to some of the major terms and ideas. If the course outline shows under Week 1 that you are to have read Chapter 1, it means that for the class that week, you will be asked questions about that reading. Showing lack of knowledge and/or lack of having read the assigned chapter will reduce your participation grade every time it occurs. This will be measured by such methods as short quizzes, directed questions during class discussions, and instructor’s assessment of a student’s apparent knowledge during class discussions.

ALSO GO BACK and review the technology policy above.