



**ETEC 581.01W: Digital Video & Audio Production
And Applications for Instructional Settings
COURSE SYLLABUS: Spring 2, 2014**

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required: None. All readings and resources will be provided through the online learning environment or collected and archived by the class.

Course Description:

This course is concerned with digitizing video and audio for use in multimedia and web applications. Emphasis is on knowledge and skills for digital video/audio production, compression, and digitizing from traditional media.

Student Learning Outcomes:

1. The learner will demonstrate an ability to work in a distributed groups and utilize distributed resources and the community to learn new software and applications.
2. The learner will demonstrate an understanding of the various processes and equipment used in the recording and production of video and audio information.
3. The learner will demonstrate the ability to produce video and audio content appropriate for utilization in instructional applications

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

Each week will have a series of readings, activities and interactions. This course is designed to help you develop the skills necessary to learn new skills, software and processes related to working with audio and video in educational environments. It is important that you reach out to your fellow classmates as your first sources of help. We tend to learn more in groups than we do individually. Please use the discussion boards for posting questions on how to use different tools so I can monitor and assist as

needed. You will be exploring many different tools and we need to draw on the expertise of the group.

Grading

20% Discussions

10% Participation

50% Learning Tasks

20% Final Project (This is assigned and completed during the last two weeks of the class)

TECHNOLOGY REQUIREMENTS

This course is taught through the TAMUC online learning environment known as eCollege. You will need Internet access and access to a computer to complete this course. Since all of the students are distributed, we will be using many different resources available from the Internet. This means you may need to install applications along the way to complete some of the work. These applications will all be available freely or through trial versions. This will allow you to experience this course in a way that will be most useful to you as you seek to apply what you learn here to learning environments and activities you may design in the future. You will need access to digital camera. This may also be a smartphone/tablet with video/camera capabilities. Additionally, you may need a microphone/headset for some of your work.

Specific eCollege Information

Additionally, the following hardware and software are necessary to use eCollege: Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0). Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems. It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

ACCESS AND NAVIGATION

eCollege Access and Log in Information

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to:
<https://leo.tamu-commerce.edu/login.aspx>.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamocommerce.edu.]

Being a Successful Student

- What Makes a Successful Online Student?
- Self-Evaluation for Potential Online Students
- Readiness for Education at a Distance Indicator (READI)
 - Login Information: Login = tamuc; password = online

How is the Course Organized?

This course is organized by weeks with a module for each week. You will find all of your assignments and tasks for the week listed under that week.

What Should You Do First?

After logging in, you will want to familiarize yourself with the learning environment then start working on the tasks in Week 1. Start with the introductions as we need to know who all is on this journey together.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement:

All instruction will take place in a distributed fashion. Most of the course will be asynchronous. However, you will be working in groups and will need to coordinate schedules to facilitate group work. Additionally, there will be opportunities for synchronous work with Dr. Bigenho as needed. These sessions will be optional and are available to you through prior arrangements.

You should use the course site for most communication. When using e-mail, use chris.bigenho@tamuc.edu first and cbigenho.unt@gmail.com second. Monday through Friday I will return email in 24 hours or less. That being said, it will usually be much less time.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

It is important that you follow the directions of the course carefully as different assignments will require different tools for completion and different methods of submission. It is also important that you keep to the schedule as there are only 7 weeks to the class. Additionally, there will be many times when you will need to work with others in the class. Being late with your work will impact your grades negatively as it will also impact the ability of others to do their work. Bottom line, don't be late.

You need to check into the course on a daily basis. Since we will not have any face-to-face meetings, you must remain engaged in the course and with your peers through the eCollege learning environment. Experience indicates that students who are not engaged regularly in the online environment generally had difficulties completing online courses.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
[Student Disability Resources & Services](#)

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct* from *Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

Each week will start on a Monday with all learning tasks to be completed by the following Sunday 7 days later unless otherwise noted. The schedule below notes the progression of the course.

Week 1: Introductions and Early Explorations
Week 2: Week of the Mashup
Week 3: Audio Editing and the Podcast
Week 4: Teaching from a Screenshot
Week 5: Working for a Client
Week 6: Working for a Client
Week 7: Presentations and Peer Evaluations

This syllabus may be adjusted as needed to provide the best possible learning opportunity for all students in the class.