RTV 322 Video Shooting and Editing, Summer I 2015
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Office Hours: TWTh 1:00 – 1:45 pm

COURSE INFORMATION


**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 Pro®. 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. Develop or improve skills in contemporary video technology and operation of cameras, audio, lighting and other television production equipment;
2. Achieve critical appreciation for the aesthetics of sound and image production;
3. Improve literacy in the “language” of film and video, including shot composition and continuity editing;
4. Develop or improve skills in digital nonlinear postproduction; and
5. Gain a greater understanding of storytelling in 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. 1-day late is half-credit; more than one day is zero grade; project non-submit is -50 points each. Carefully read and follow the posted ‘workbook’ (posted on the web site) directions for projects. Projects may 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 and in the assigned format via Google Drive and shared with DrTonyDeMars@gmail.com to be counted as being submitted. **You must work alone when shooting or editing, except when specifically approved in writing by the instructor as specified by a particular project.** You are also graded based on editing training and skills. You must sign up for weekly production slots and attend those
sessions every week. Some project work may be done during class time. Showing up unprepared to work and/or not working during any of these will reduce your grade.

**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. In-class quizzes over assigned reading will affect your participation grade—each Quiz grade less than 70 reduces your Participation grade by 10 points. You are expected to have read assigned chapters before the day they are to be discussed in class--see the course outline. Other quizzes will be scheduled online to help with studying and graded separately, as noted below.

**Grade evaluation:**
Mid Term Exam.................................................................100 points
Final Exam .................................................................200 points
Evaluation of Online Quizzes........................................100 points
Participation, Class Involvement, Class Quizzes..........100 points
Project Work Grade ......(50 points each x4)............200 points

**Points required for:**
"A"—630+  "B"—560-629  "C"—490-559  "D"—420-489

**Incompletes:** A grade of “X” is given only rarely in cases of documented emergency or special circumstances late in the semester, provide that you have a passing grade and all work completed to date at the time of the incomplete request. A grade contract must be completed. The instructor makes no guarantee of allowing an incomplete regardless of the reason.

**Course Format:** This course consists of (a) lectures related to the assigned reading, including material related to the subject introduced by the instructor from other sources, (b) discussions and interactions between students and instructor, (c) in-class video shooting and editing, (d) screenings, from which students take notes, and (e) some outside-class-time video shooting & editing.

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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.
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 4th hour of late / absence (each class is two hours). 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. Very occasionally, an unplanned 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—affecting 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 or lab work times.

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 and put away cell phones before start of class. You may not use any electronic device at any time during class. Any electronic device (computer, cell phone, iPad, etc.) brought to class must be turned off and stored off your desktop during class. EACH TIME you are found texting, browsing the Internet, Facebooking, etc. you will lose 50
points from your final course point total. Students are expected to arrive to class on time and stay the entire class session to be counted present.

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. See penalties stated above.

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.** Your test review material will be heavily from your class notes.
- **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. 50 point course deduction each time you do.**
- **Read assigned material in advance.** Be prepared in class to talk about the content.

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 to the class. Any changes would be implemented only with advance notice.

**Students with Disabilities:**

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**

Gee Library Room 132, Phone (903) 886-5150 or (903) 886-5835  Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
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

A more detailed Course Outline is listed on the course web site, found at:
http://www.tonydemars.com OR http://faculty.tamuc.edu/tdemars/

NOTE: You must check this site frequently. It will contain study reviews, information on reading, links to some online reading and other material available to support your work in this class. It will be updated as the semester progresses, so you must ‘refresh’ the page each visit.

STUDY: The reading is a beginning to your understanding of film-style shooting and editing. The class content will always not match up with what you read—taking notes and asking questions in class should be your primary means of gathering test material from in-class content; reading and taking notes should be your primary means of developing study materials from the text.

June 8-12: Training on camera basics and the non-linear editing system. Production Overview, Audio Control Devices, Audio Recording and Playback, Digital Audio. Introduction to basic camera operation. (you must buy a MiniDV tape for first work). Microphones, Acoustics/Miking Techniques/Signal Processing, TV Sound. Basic scriptwriting for TV spot production: copy platform, target audiences and appeals, conversational writing guidelines, TV spot production types, approaches, 2-column scripts, script formatting. Camera Basics, critical focus, white balancing cameras, visual storytelling. Editing training and practice project. Training is part of Project 1 grade. Project 1 due by Friday. The instructor provides raw footage that students will capture, using a music bed and the assigned number and type of shots. Be sure the project is properly uploaded with URL emailed by 4 pm Friday. Check the file—for each submission: if I can’t play it for any reason the submission is late. Email SUBJECT LINE: “Your Name Project 1” With every project: -20 points from project grade if not correctly saved on your edit station.

June 15-19: Project 2 Shot List due by 10 pm Sunday 6/14. Shot Composition, Elements of Composition, Lenses, f/stops and depth of field; Lighting, Filters. Project 2 (shooting) due by 4 pm Friday—must be turned in CUED to the 322 Projects box in PAC 101. In-camera (tape) edit: Campus Story or Process Demonstrated. TAPE MUST BE CUED. Uncued tapes may not be graded—if project is found and graded, there will be 50% grade reduction; not found, returned and marked not submitted. Two-minute production containing 45-50 sequenced shots.

June 22-26: Test 1 at the start of class (Chapters 1-5 and class notes). Interviews script due by 10 pm Sunday 6/21, shared with DrTonyDeMars@gmail.com and with SUBJECT LINE: Your Name Project 3 script. After test, you must work with one partner and go shoot practice interviews OR
shoot your beginning interview(s). Raw footage due on your edit station before leaving today. Video Recording 1, Consumer Video Formats, Professional Video Formats, Video Recorder Operations. Screening: Magic of Movie Editing and/or other ‘sequences’ training. Video Editing, Review Writing Basics—spot production, training videos, VNRs and news packages. **Project 3:** Perform three on-camera, 10 question, interviews based on assigned subject. Each interview must be a one-shot, MS, objective POV of guest, properly lit and miked. At the end of each interview there must be ‘coverage’ as noted in class. Interviews uploaded as three separate files and email done by 4 pm Friday. As always be sure to double check your files are ready for review.

**June 29-July 2:** Two column script due by 10 pm Sunday — :60 promotional video: “What’s Great About…(and you will have an assigned subject area, like A&M Commerce, softball at A&M-Commerce, Agriculture at A&M-Commerce, etc.), as assigned by the instructor, ending with :05 Full screen graphic page and with host and all testimonials name-keyed. ([script format sample](#)) Motion training. Create FSG and shoot all raw footage and record voice tracks this week – all raw material due on your edit station by 4 pm Friday. Upload and URL submission may be required.

**July 8-10:** Edit **Project 4** — :60 spot production. No more than four of the shots in your edited project may be long shots and no more than four MS--the remainder must be MCU or closer. You must have no shot that is more than :05-.06 long. An A or B project will have creative camera angles and shots. No jump cuts or pop cuts, no shaky shots (use a tripod), you must have correct lighting, and must have no continuity errors. The spot must include you on camera for one shot, with a minimum of three sound bites from at least three different testimonial subjects of :08 to :12 seconds each. (10 points deducted from the project grade for each missing element.) Remaining content is b-roll with voice-over. A Final Draft script is due with project submission URL--production due by THURSDAY—projects must be submitted complete at this time or the grade will be zero—no late submissions will be accepted. ([script format sample](#))

**Note:** Although some students may be more advanced, this is an introductory approach course. For all project work, samples of productions will be shown during class time and script samples will be provided. Although students will be expected to achieve decent writing and production quality, the in-class activities will be done based on an assumption that students are new to these skills and are being introduced to video shooting and editing. Class time will be used for some of your project shooting and editing.

*(this is the initial basic draft course syllabus; subject to slight revisions before semester begins)*