RTV 322 Video Shooting and Editing, Fall 2015
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Office Hours: TWTh 12:30 – 1:30 pm, Wed. 10-12 am and 1:00 – 3:00 pm

COURSE INFORMATION

Supplemental text: (online): http://www.cybercollege.com/tvp_ind.htm
Reading modules will be listed on course outline, available online at www.tonydemars.com
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.
Technology Requirements: Students will be required to access online resources and will be required to use audio and video production equipment and computers for project work.

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 DeMarsMedia.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 training and/or proficiency evaluation slots and attend those sessions. Some project work may be done during class time. Showing up unprepared to work and/or not working during any production shift 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.

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 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—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 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.
Undergraduate students at Texas A&M University-Commerce are expected to maintain high
standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to
uphold and support student integrity and honesty by maintaining conditions that encourage and
enforce academic honesty. Conduct that violates generally accepted standards of academic honesty
is defined as academic dishonesty (see definitions). In addition, F-1 and J-1 international students
must comply with the Student Exchange Visitor Program regulation related to their visa status. Full
details are found in Undergraduate Academic Dishonesty Policy 13.99.99.R0.03
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 **100 points from your final course point total and be counted absent that day.** 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. 100 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 EVALUATION APPEAL:** Students with concerns regarding their courses should first address those concerns with the instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). Students should also consult University Procedure 13.99.99.R0.05 (“Student Appeal of Instructor Evaluation”).

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**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 the web 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.