



**RTV 322: Video Shooting and Editing,
Course Syllabus: Fall 2017
TR 3:30 pm- 4:45 pm
ART 111**

Instructor: Serina Dennis

Office Location: Performing Arts Center #119

Office Hours: M 1-2, T,H 10:30-12:30, W 10-Noon, 3:30-4:30, *And by appointment

University E-mail: SDennis@leomail.tamuc.edu

COURSE INFORMATION

Required Texts:

- Filmmaking by Jason J. Tomaric ISBN: 978-0240817002
- Television Production by Ron Whittaker Ph.D.
http://www.cybercollege.com/tvp_ind.htm (online, free text)

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. The student will gain 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. Specifically, in addition to the applications available in the RTV student lab, we will use:

- Google® Drive
- Pocket Light Meter Nuwaste studios (free downloadable app for Android and IOS) (optional)
- Padlet.com (website for interactive class sessions)

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 (2@30 pts. each and 4 @ 60 pts. each= 300 pts total): The class is organized to introduce students to techniques for single camera (film style) video shooting and editing. Throughout the semester each student will complete practical hands on projects. These projects will enable the student to learn pre-production methods, video production techniques, and post-production. Projects require submission of scripts and/or storyboards, shooting and editing, in-class presentations and discussion, and/or arranging of guests or talent.

Exams (3 @ 100 pts. each= 300 pts total): Sectional, midterm exams will be comprised of primarily short-answer, and essay questions. They will include a small number of multiple choice questions. No make-up exams given except in a dire emergency. Documentation verifying the cause of the absence will be required.

Talking Points (10 @ 10 pts. each= 100 pts total): Each student will complete ten relevant, thoughtful talking points for class discussion. These can be in whatever format you choose (bullet points usually work best) but should be questions and/or comments (anything that can assist with a class discussion) that struck you while completing the required reading, or in some cases required viewing. **Late talking points will not be accepted.**

Pre-Production Items (2 @ 10 pts. each= 20 pts total) Preproduction items for Project 6 (Short Silent Film). These items include an original script and later a break down and storyboard of that script.

Participation, Class Involvement & Attendance (80 pts total): The student will earn credit in this grading section through attendance and engagement during class sessions. The student may miss 3 classroom sessions with no penalty. After three absences the student's grade in this section will be reduced by 20 points for each absence. (Note: this section can potentially become a negative number and reduce the student's overall grade.)

Practical Final Exam Short Scene Project (200 pts): The student will write, design and produce a PSA for a selected topic. This project will incorporate many of the skills gained during this course including preproduction, on set production skills, and post production editing, graphics and sound mixing.

Grade evaluation:

Sectional and Mid Term Exams....(3 @ 100 points each).....	300 points
Practical Final Exam PSA Project.....	200 points
Participation, Class Involvement & Attendance.....	80 points
Talking Points.....	100 points
Pre-Production Items.....	100 points
Project Work Grade	300 points

Points required for:

"A"—900+ "B"—800-899 "C"—700-799 "D"— 600-699

A "C" grade is average. **To be an above average student** means you read all assigned reading and are prepared to discuss content in class. Demonstration of having read all assigned material is expected any time you are called on in class; your course grade is reduced each time you are not prepared and/or cannot demonstrate reading and/or not actively participating in class discussions.

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

Contacting Me:

Please feel free to visit me during my office hours at any time during the semester. I am here to help! If you cannot make my office hours due to a scheduling conflict, please set up an appointment with me. It is not an imposition. **I am happy to meet with you.** If something presents you with difficulties in this class, let me know. I cannot help you if I do not know what is going on. The easiest and most reliable way to contact me is **via email.**

Email Policy:

Before sending me an email with a general course-specific question, **review your syllabus/look at the handouts/check eCollege/ask a classmate first.** If your question has already been addressed in one of those places, then you will have the answer you need. If you cannot find the answer, please feel free to email me.

When emailing me: Please make your emails clear, concise, and written with proper grammar. In addition, please follow some common "email etiquette" procedures in order to keep our electronic communication effective and efficient. (Note: this skill will be useful not only in this class, but also in the real world.)

Specifically:

- Write a relevant subject line (e.g., "Project 6 question," or "RTV 322 meeting request")
- Address me by name (ie: "Dear Ms. Dennis" or "Hi Serina" or just "Serina")
- Bonus: "meaningless niceties" are never a bad idea!
- Concisely state what it is you need. If it can't be communicated in a concise manner, perhaps request an appointment. If requesting an appointment, please give me times that you are available in the initial email!!! My office hours are posted above.
- Use a "sign-off" ("Thank you" is always good) and **sign your name.**

The Writing Center

Hall of Languages #103

<http://www.tamu.edu/academics/colleges/hmanitiessocialsciencesarts/departments/lieratureLanguages/writingCenter/default.aspx>

TAMUC Counseling Center

Student Services Building Room 204

Phone: 903-886-5145

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Course Specific Procedures:

Attendance Policy:

You may accumulate three (3) absences before any penalty occurs. There are no additional absences allowed without penalty. Plan accordingly. There is no such thing as an “excused” absence. Of course, if you have a prolonged illness or injury, or if a family emergency arises, speak with your instructor ASAP.

Each absence beyond 3 will result in an automatic reduction of the student’s Participation, Class Involvement & Attendance by 20 points. (Note: this grade could potentially become a negative number.)

Late Arrivals:

To further foster a high level of commitment—and because the work we will be doing this semester will involve intensive focus—the class will adopt the following late entry policy.

Students must be on time for every class. Entering a class late or leaving early is disruptive to the flow of the class and indicative of a less than disciplined/committed student. Please be on time out of consideration to your learning process and the processes of others. If you arrive within the ten minute grace period, please do so discretely in order to avoid disrupting the class activities/discussions. *It is your responsibility to make sure that you find me after class and document your late attendance for the day—otherwise, your initial marked absence documented during roll may remain.* Also, you are expected to stay until you are dismissed from class. **Two late arrivals (within the ten-minute grace period) or early departures (or any combination of the two) may be counted as one absence in the class.**

Cell Phones and Laptops:

Please put away all cell phones upon entering the classroom. Please do not check your phone during class. This is disruptive to the flow of the course. Further, you are welcome to take class notes on a laptop or other electronic device. However, these devices should only be used for taking notes over the current discussions/activities. If I suspect that laptops are being used for other purposes, I will ban them from the classroom.

Late Work:

Late project work will be accepted up to 3 days after the original due date, at 50% of the original credit. **Late talking points will NOT be accepted.**

Extra Credit: Extra credit opportunities are rare; however, the instructor reserves the right to offer extra-credit to all students, and to gauge its application appropriately and uniformly for all.

Incompletes:

Under normal circumstances, an Incomplete (I or X) will NOT be given for a final grade in this course. Per University policy, students who **because of circumstances beyond their control** are unable to attend classes will, upon approval of their instructor, receive a mark of X (incomplete) in all courses in which they were ***maintaining passing grades at the time of the request*** for an incomplete.

University Specific Policies and Procedures:

Academic Dishonesty:

This course adheres strictly to the college's guidelines for Academic Dishonesty printed in the *Student's Guide Handbook*. Plagiarism, cheating, or otherwise representing another's work or ideas as your own without proper attribution will not be tolerated. All work must be new and created for this class during this semester by you. It is your responsibility to ensure that you understand the definition of Academic Dishonesty at Texas A&M University-Commerce. If such an instance occurs, the student will receive an automatic zero for the work in question, and I will immediately report the incident to the Head of the Department. (*You should be aware that this could result in dismissal from school without credit for the semester.*)

Students with a Disability:

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*). 6

Campus Concealed Carry Statement Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus<<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>> document and/or consult your event organizer.

Web

url:<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Mon	28-Aug	Intro to Class and Syllabus
Wed	30-Aug	Module 63 & 64 Talking Points Due
Mon	4-Sep	LABOR DAY-University Closed
Wed	6-Sep	Module 22,23,24 Talking Points Due--- Project 1 Introduce a Classmate Due
Mon	11-Sep	Chapter 9-Equipment Talking Points Due
Wed	13-Sep	Project 2- Editing a News Package (Due Sunday Sept 17th)
Mon	18-Sep	Chapter 13-Cinematography Talking Points Due
Wed	20-Sep	Project 3- Create your own news package (Due Sunday September 24th)
Mon	25-Sep	EXAM 1
Wed	27-Sep	Chapter 14- Audio Recording Talking Points Due
Mon	2-Oct	Chapter 17- Editing Talking Points Due
Wed	4-Oct	
Mon	9-Oct	Chapter 19-Post Production Audio Talking Points Due
Wed	11-Oct	Project 4 Make a motion graphic for a film (Due Sunday Oct 15th)
Mon	16-Oct	Chapter 20-Music Talking Points Due
Wed	18-Oct	Project 5- Edit a short film clip(Due Sunday October 22nd)
Mon	23-Oct	Chapter 1- The Script Talking Points Due

Wed	25-Oct	MIDTERM (EXAM 2)
Mon	30-Oct	Film Script Due (Part of Project 6)
Wed	1-Nov	Chapter 2 Preproduction Talking Points Due
Mon	6-Nov	Lecture-Chapter 7,8,10 (no talking points due)
Wed	8-Nov	Film Pre-Production Due (Part of Project 6)
Mon	13-Nov	Project 6-Silent Film Due
Wed	15-Nov	EXAM 3
Mon	20-Nov	Online Assignment-PSAs
Wed	22-Nov	THANKSGIVING BREAK
Mon	27-Nov	Lecture and Practical in class work related to Final Project
Wed	29-Nov	Lecture and Practical in class work related to Final Project
Mon	4-Dec	Lecture and Practical in class work related to Final Project
Wed	6-Dec	Lecture and Practical in class work related to Final Project
Thu	14-Dec	FINAL EXAM-Project Viewing