

Sam Houston State University
Department of Mass Communication
Single Camera and Non-Linear Editing I (Credit 3)
Fall 2009 Syllabus

Course: MCM 372

Class Meets: 8:00 a. m – 9: 20 a. m **TTH**

Class Room: 125

Section: 02

Class ID# : 4947

Office Hours: M: 8: 00 a. m. – 12: 00 p. m.

Lecturer: Richard O. Kosuowei

Office: CB #207

Phone: 936-294-1340

E-Mail: rok002@shsu.edu

Alternative E-Mail : kosentpic@gmail.com

Prerequisites: MCM 373 or RTV 270

Required Textbook: Digital Moviemaking, 7th Edition by Lynne S. Gross and Larry W. Ward.

Required Supplies

- a. Two (2) 60 minute **Panasonic** Mini DV tapes
 - b. One (1) headphone
 - c. One (1) DVD-R
 - d. One (1) 500-watt light on stand
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Course description:

This course is designed to study the repeated practice in camera operation, video production and editing process in post- production. This introduction to field video production course will emphasize film-shooting techniques in shot composition, lighting, sound and editing.

Course Goals: This course is designed to help students to:

1. Demonstrate proficient in digital filmmaking on location.
2. Become proficient in operating digital video cameras and lighting.
3. Be able to understand and express visual story telling techniques.
4. Ensure minimum base level creative skills in nonlinear editing.
5. Be able to understand the adequate utilization of music and sound to enhance shot images.

Course Requirements

- You are expected to read and perform all assigned materials.
- You are required to participate in all class lectures and production activities.
- You are required to **partake actively with your group members at all times.**
- You are to submit all written assignments on **due date and time.**
- All assignments such as **proposals, synopsis, and scripts must be typed.**
- You are expected to provide **supplies** such as **videotape, props, talents, storyboards, and set design for each of production projects.**

This course combines lectures and productions to help students learn about the technical elements involved in the process of field moviemaking as well as post-production. **The students are expected to read the designated textbook chapters before class and participate in class discussions.**

Note: Take notes on all lectures, critiques, screenings and in-class field projects. There will be **(5) five** projects including the final project. And there will be in –class exercises. Each assignment handout will be given to students with clear requirements and due date.

Grading

A= 90 - 100

B= 80 - 89

C= 70 - 79

D= 60 - 69

F= 58-0

1. Project #1	Twelve (12) shot compositions without dialogue or sound.	100	Points
2. Project #1	Twelve (12) shots of storyboards	10	Points
3. Project #2	Two (2) minutes movie shot out of sequence with sound.	100	Points
4. Project #2	One (1) minute Synopsis	5	Points
5. Project #2	One (1) minute Script (one page)	10	Points
6. Project #3	One (1) minute movie editing	100	Points
7. Project #4	Synopsis (2 minutes movie)	5	Points
8. Project #4	Two (2) minutes movie (dialogue, graphics, sound and music)	100	Points
9. Final Project Five	(5) minutes final movie (edited)	100	Points
10. Final Project Five	(5) minutes Final movie synopsis	5	Points
11. Final Project Five	(5) minutes Final movie Script (five pages)	10	Points
Quiz #1		100	Points
Quiz #2		100	Points
Quiz #3		100	Points
Attendance & Participation (not exceeding three [3] absences)		5	Points
Total		850	Points
Extra (if you work with MCM 473 students)		5	Points

Note: If you are absent more than THREE TIMES without valid excuse in place, FIVE (5) POINTS WILL BE DEDUCTED FROM YOUR FINAL GRADE.

NOTE: In order to be more sensitive to the Huntsville community, **no show content** should include the following:

a. Pornographic

b. Vulgarity

c. Terrorist in nature

d. No copycat ideas for a movie, RATHER BE VERY CREATIVE WITH ORIGINAL CONCEPTS.

Three quizzes will be administered to test the students' knowledge of what have been taught in the lectures, productions and post-production. There will be class exercises so that the students will have the opportunity to apply what they have learned from the textbook, lectures, productions and post-production through hand-on experience. The lecturer may provide scripts and design for the exercises, and students will take different production roles in the exercises. There will be **no final exam**. Instead, students are required to finish **a final group movie project**. Therefore, each **group** will come up with **an idea** to be approved by the lecturer. Upon the approval of such project by the lecturer for **field production**, you're required to **write synopsis, five-page script**, and put it together with everything necessary for your **(5) five minutes movie** using the knowledge you have attained from this class. The final project will be presented to the class toward the end of the semester, and evaluated by the class and the lecturer. Sign-up sheets for the exercises and the group project will be given out as soon as possible.

The Rules

- You must attend class. You will have (3) three absences without penalty. Consider these absences to be your excused absences. No notes or e-mails.
- Once class has started, you are expected to remain present until class is over.
- Attendance is taken at the start of every class period.

- Do not cheat, ever. The school has guidelines for dealing with this. I will follow these guidelines strictly - it would be unfair to the other students not to.
- Do not eat or drink in class or around any equipment in the field.
- **NO FOOD OR DRINK IN THE EDITING ROOMS**
- Participation is mandatory.
- If you fail to show up for any **SCHEDULED PRODUCTION, FIVE (5) POINTS WILL BE DEDUCTED FROM YOUR OVERALL GRADE EACH TIME.**
- Absolutely **no sidebar conversations** -- your participation grade drops by **FIVE (5) points** each time. If the situation replicates, you will be asked to leave the class.
- Make no mistake -- your participation grade and the attendance policy is not the same thing. Your participation grade is an actual grade just as an exam or a project and is averaged into your total points. The attendance policy simply leaves or removes existing points.
- **No late WORK will be accepted.** However, if certain unavoidable circumstance prevails, **the lecturer MUST be notified immediately in private** for such situation. Upon careful consideration of such condition, the lecturer will utilize his discretion to **levy 50 points penalty or NOT to accept such late work or not. The bottom line, DO NOT TURN IN LATE WORK.**
- If you miss a particular administered **QUIZ, YOU MUST PRESENT A DOCUMENT FROM A DOCTOR, IF THE DOCUMENT IS AUTHENTIC, AND HONORED BY THE LECTURER, THE MISSED QUIZ MUST BE TAKEN BEFORE THE SCHEDULED REVIEW OF SUCH QUIZ.**
- If you are tardy, please find a seat as quickly and quietly as possible. Do not interrupt class to find out your status on that day's roll sheet. Address it with me after class.
- **NO COPYRIGHT MATERIAL WILL BE DEPLOYED IN YOUR PRODUCTIONS, if that happen such project/s will not be broadcast.**
- Make sure you have MCM ID card for checking out equipment.
- Put all location projects on the class master tape and **cue videotapes** before submitting
- **YOU MAY PLAY A ROLE (ACT) IN YOUR PRODUCTION**
- All projects must have a: 10 slate and a countdown.

All projects in the **nonlinear editing Final Cut Express workstations** must be labeled with **your name, the # of the project, kill date** and "MCM 372" or it will be erased at anytime.

Equipment Agreement

If you check out and use any SHSU equipment you agree that you will pay for replacement of the equipment if lost or repair of the equipment if damaged. You will receive "F" for the course if you do not meet these obligations, and will have a charge processed through the university that may affect your ability to register or receive your degree. You are welcome to use your own mini-DV format camera and other equipment as long as the camera will take an external microphone, can operate in fully manual mode and shoots air-quality video and the other equipment works as required for the course. You may not connect any external equipment to any **MCM EQUIPMENT, MOST ESPECIALLY IN THE EDITING ROOM** without specific authorization.

MCM ID CARD: These cards are required in order to check out any equipment or production supplies from the department.

Attendance policy

Student attendance is mandatory for all class sessions. Role will be taken every lesson. MWF students are allowed 3 unexcused absences in this class for the entire semester. Unexcused absence from any and each class period will result in a 5-point reduction in overall grade each time. Tardiness is not acceptable. 2 late = 1 unexcused absence. Documented medical related absences or students observing a religious holy day as explained in Section 51.911(b) of the Texas Education Code, are exempt from this policy. These students will be expected to complete any make-up work.

Q-Drops

A Q-drop is a drop made after the last date for tuition refunds (12th class day for fall/spring; 4th class day for

summer) but before the date for which a drop would result in the grade of "F" as published in the Academic Calendar. Students will be allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop a class, a student will be required to remain in the class.

Cheating and Plagiarism:

The Faculty Handbook states that the University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Furthermore, the University and its official representatives may initiate disciplinary proceedings against a student accused of any form of cheating on an exam or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. If you are found cheating on a test or plagiarizing, students will receive an automatic "F" for the course. If identical work is received from two or more students (that is not part of a group project), or another's work is submitted as your own, the students involved will each receive an "F" for the course. Any student who continues in this class past the 15th calendar day of the semester agrees implicitly that any and all written work is subject to review by turnitin.com and any other appropriate screening services. There will be no incompletes given without the express permission of the Chair of the Mass Communications and the Dean.

Classroom Conduct

There is to be no eating in the classroom. A bottle of water is OK. Students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university **Cellular telephones and iPods must be turned off before class begins. There will be a 2-point loss from the overall grade each time this happens.** Students are prohibited from eating in class, using tobacco products, making offensive remarks, reading newspapers, sleeping, talking at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction. Inappropriate behavior in the classroom shall result in a directive to leave class. Students who are especially disruptive also may be reported to the Dean of Students for disciplinary action in accordance with university policy.

Visitors in the Classroom

Unannounced visitors to class must present a current, official SHSU identification card to be permitted in the classroom. They must not present a disruption to the class by their attendance. If the visitor is not a registered student, it is at the instructor's discretion whether or not the visitor will be allowed to remain in the classroom.

Americans with Disabilities Act

Students with disabilities covered by the Americans with disabilities Act should go to the Counseling Center and Services for Students with Disabilities (SSD) in a timely manner to obtain the documentation required. Students are responsible for initiating the process of documenting the need for an accommodation under the ADA act.

Religious Observance

University policy allows for student to observe religious holy days without penalty. If you intend to miss class as a result of the observance of a religious holy day or as a result of the necessary traveling time required for religious observance, such an absence will not be penalized so long as you have notified the instructor in writing of the dates and times of class sessions that are missed. The deadline for notification is the 12-class day. Students absent from class as a result of religious observance are required to submit any due assignments immediately on their return to the classroom. Makeup tests and quizzes will also be provided on return to the class.

The above syllabus is subject to change, and when that occurs you will be notified of the change/s very timely.