This course syllabus is intended as a set of guidelines RTVB 2430. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information:

Dane Sigua
dsigua@dcccd.edu
972-273-3572
G-337

Course Information

Course title: Film and Video Editing
Course number: RTVB 2430
Section number: 73702
Credit hours: 4
Class meeting time: M 5:45pm – 10:00pm
Course description: Film and broadcast editing for the preparation and completion of shorts, trailers, documentaries, and features.
Course prerequisites: None
Required or Recommended Textbooks and Materials

No required textbook.
Recommended textbook: Apple Pro Training Series Final Cut Pro X
Notepad and Pen.
Mac Formatted External Hard Drive 500GB minimum.
Headphones.

Course Objectives

On successful completion of this course, the student will be familiar with the principles of digital video editing and identify the components of a non-linear editing system.

Specific Course Learning Outcomes

The student will demonstrate knowledge and operation of Non Linear Digital Editing system and Non Linear Editing software through trailers, news package, music video projects, testing and hands on demonstration.

The student will apply principles of digital video editing and advance editing techniques in specific genre such as comedy, action, horror through testing, trailer/music video/news package project and hands on demonstration.

The student will demonstrate knowledge of post production techniques such as color grading, color correction and use of motion graphics by compositing layers of video to add special effects.

The student will utilize appropriate compression schemes for various output such as internet, DVD, tape and quicktime movie files.

Course Outline
See Weekly Schedule for detailed Outline

Means of Assessment of Course Learning Outcomes
Learning outcomes will be assessed by written quizzes, exams and use of rubrics for projects.

Evaluation Procedures

10% Audi Promotional Video
10% Audio Editing
10% Zero to Hero (Animation/Transform Tools)
10% Fairly Legal
10% Delicious Peace
20% Trailer (Color Correction/Grading)
25% Short Film or Commercial (Color Correction/Grading)
5% Project Presentations
Exams, Assignments and Projects

See Project Due Date Schedule for project breakdown.

Grading Scale

Students will receive numerical grades for all assignments, labs, tests and quizzes based on the following scale:

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79
- D = 60 - 69
- F = below 60

Discipline/ Course/ Department/Policies

Late Project/Assignment Policy:
No late assignments/projects accepted.

Student Responsibilities: All students are required to be on time and in attendance for each class.

Classroom Etiquette: Turn your cell phone off in class.
No food or drinks allowed.

Weekly Calendar

- Week 1: Final Cut Pro X GUI. Project breakdown.
- Week 2: Final Cut Pro X GUI. Resolution, framerates, Data files, media files, Hard Drive format and backup.
- Week 3: Promo Video project.
- Week 4: Editing Techniques.
- Week 5: Commercial Video project.
- Week 6: Editing Techniques.
- Week 7: Animation.
- Week 8: Music Video.
- Week 9: Short Film or Commercial Pre Production
- Week 10: Short Film or Commercial Production
- Week 11: Short Film or Commercial
- Week 12: Short Film or Commercial
- Week 13: Short Film or Commercial
- Week 14: Short Film due end of class
- Week 15: Presentation
# Learning Outcomes Map to Performance Objectives

<table>
<thead>
<tr>
<th>SCANS Competencies</th>
<th>Outcomes</th>
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<tbody>
<tr>
<td><strong>Resources</strong></td>
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<tr>
<td>C1 Allocates Time</td>
<td>All assignments: Assignments due on specific dates, students must complete outside lab assignments on their own time.</td>
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<tr>
<td>C2 Allocates Money</td>
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<tr>
<td>C3 Allocates Material &amp; Facility Resources</td>
<td>All assignments: Students must reserve edit bays, facilities and other production resources</td>
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<tr>
<td>C4 Allocates Human Resources</td>
<td>All assignments: Students must coordinate with fellow students to complete assignments</td>
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<tr>
<td><strong>Interpersonal</strong></td>
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<tr>
<td>C5 Participates as a Member of a Team</td>
<td>Students work together as crew to complete visual effects projects.</td>
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<tr>
<td>C6 Teaches Others</td>
<td>All Projects: Students will critique the work of others and will offer specific suggestions for change.</td>
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<tr>
<td>C7 Serves Clients/Customers</td>
<td>All Projects: Students must complete projects to meet simulated audience/customer/client needs and requirements.</td>
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<tr>
<td>C8 Exercises Leadership</td>
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<tr>
<td>C9 Negotiates to Arrive at a Decision</td>
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<tr>
<td>C10 Works with Cultural Diversity</td>
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<tr>
<td><strong>Information</strong></td>
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<tr>
<td>C11 Acquires and Evaluates Information</td>
<td>Students research reference photo examples online/magazines/textbooks.</td>
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<tr>
<td>C12 Organizes and Maintains Information</td>
<td>Students must evaluate and organize information into a cohesive news story</td>
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<tr>
<td>C13 Interprets and Communicates Information</td>
<td>All projects: Students will use video, audio, and graphics to appropriately communicate to audience.</td>
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<tr>
<td>C14 Uses Computers to Process Information</td>
<td>100% of projects in this class will be completed on the computer.</td>
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<tr>
<td><strong>Systems</strong></td>
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<tr>
<td>C15 Understands Systems</td>
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<tr>
<td>C16 Monitors and Corrects Performance</td>
<td>Students self-critique and revise assignments as necessary.</td>
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<tr>
<td>C17 Improves and Designs Systems</td>
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<tr>
<td><strong>Technology</strong></td>
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<tr>
<td>C18 Selects Technology</td>
<td>All projects. Students must select and check out appropriate equipment for specific project needs</td>
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<tr>
<td>C19 Applies Technology to Task</td>
<td>All projects require the use of cameras, lights, audio gear and computer editing/graphics.</td>
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<tr>
<td>C20 Maintains and Troubleshoots</td>
<td>All projects: Students will troubleshoot equipment to identify problems.</td>
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<tr>
<td>Technology</td>
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<tr>
<td>Basic Skills</td>
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<td>F1 Reading</td>
<td>All assignments: Students will read assigned text materials.</td>
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<td>F2 Writing</td>
<td>Students will write copy and scripts for projects</td>
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<td>F3 Arithmetic / Mathematics</td>
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<td>F4 Listening</td>
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<td>F5 Speaking</td>
<td>All projects: Students are required to participate in oral critiques</td>
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<td>Thinking Skills</td>
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<td>F6 Creative Thinking</td>
<td>All projects: Students will have latitude in the choice and treatment of a subject. Students are encouraged to be creative.</td>
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<td>F7 Decision Making</td>
<td>All projects: Students must make editing decisions in order to craft a cohesive story</td>
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<td>F8 Problem Solving</td>
<td>All projects: Students will use techniques taught in class to solve technical problems during video shoots.</td>
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<td>F9 Seeing Things in the Mind's Eye</td>
<td>Projects #2 Students will create storyboards and scripts to aid in project design and execution.</td>
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<td>F10 Knowing How To Learn</td>
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<td>F11 Reasoning</td>
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<td>Personal Qualities</td>
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<tr>
<td>F12 Responsibility</td>
<td>Projects: Students strive for professional-grade projects. Improvement in production skill and storytelling is expected in each project. Students are also expected to adhere to due dates and project requirements.</td>
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<td>F13 Self-Esteem</td>
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<td>F14 Social ability</td>
<td>Class Participation is essential and students are expected to work together as a crew</td>
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<td>F15 Self-Management</td>
<td>All assignments: Students will monitor progress to insure deadlines are met, and to insure concept mastery. Students needing extra assistance are expected to seek help in open lab times, from instructors or teaching assistants.</td>
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<tr>
<td>F16 Integrity/Honesty</td>
<td>All projects: Students are expected to uphold the RTNDA and NPPA Code of Ethics and Professional Conduct</td>
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ARTS, BUSINESS, SPORTS SCIENCE, AND TECHNOLOGY DIVISION
Office Hours: 8:00 a.m. – 6:00 p.m. Mon-Thu, 8:00 a.m. - 4:30 p.m. Fri
Location: T135, Telephone: 972-273-3450

INSTITUTIONAL POLICIES

DCCCD EMERGENCY OPERATING PROCEDURES
http://video.dcccd.edu/rtv/DO/emergency_dcccd.wmv
ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test; and
   f) Bribing another person to obtain an unadministered test or information about an unadministered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student’s choice and
responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College’s Disability Services Office in person (A430) or by phone at 972-273-3165.  

http://www.northlakecollege.edu/resources/disability.html

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

**ADMINISTRATIVE WITHDRAWAL**

Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**DROP POLICY**

If you are unable to complete this course, you must officially withdraw by:  
**Thursday, APRIL 16.** Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to:  

http://www.DCCCD.edu/thirdcourseattempt

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable
exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/coursedrops

FINANCIAL AID STATEMENT
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

COUNSELING SERVICES (A311)
Counseling services for personal issues are provided to all students currently enrolled at North Lake College at NO CHARGE. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters). With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A311.
For additional information, go to: http://northlakecollege.edu/services-and-resources/health-and-wellness/counseling-services/Pages/default.aspx

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:

- An ESOL lab with computer access.
- Free tutoring for students enrolled in Foreign Language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus.
  - After logging on to eCampus, click on the Community Tab at the top.
Type “Owl” in the search field and click “Go.”
Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.”
Once enrolled, students can receive services from the OWL.
- The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

**TESTING CENTER (A 425)**
Monday-Thursday: 8:30 a.m. – 8:00 p.m.
No tests will be issued after 7:00 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 8:00 p.m.
Friday-Saturday: 8:30 a.m.-3:30 p.m.
No tests will be issued after 2:30 p.m. Other cut-off times may be in effect for specific exams by the instructor’s direction. All exams collected at 3:30 p.m.
Sunday – CLOSED

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:
1. Instructor’s name
2. Subject, course number, and section number (exp: Speech 1311.7011)
3. Exam number (1st, 2nd, 3rd, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:
1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.
DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.