Disclaimer Reserving Right to Change Syllabus:
The instructor reserves the right to amend this syllabus as necessary.

Course and Section Number:
ARTV-1351-81001: Digital Video
ARTS-2311-81008: Digital Video
(Cross-listed with ARTV-2341-81001)

Semester:
Fall 2019 Day Classes: August 26, 2019 – December 12, 2019

Credit Hours:
3 credit hours

Class Meeting Days and Times:
Class meets the entire time listed here.
Tuesdays and Thursdays
09:30AM – 11:55AM

Room:
Room T255

Instructor Information:
Instructor’s name: Sean Miller
District E-mail address: SeanMiller@dcccd.edu
Richland phone: 972-284-5518
Office Location: N129b
Office Hours: add office hours here
Mail Box Location: WH101

Prerequisite:
None.

Official WECM Course Description (cannot be altered in any way):
Producing and editing video and sound for multimedia or web productions. Emphasizes capture, editing, and outputting of video using a digital video workstation.

For ARTS-2311 only: This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. This course may be repeated if topics and learning outcomes vary.
Official WECM End-of-Course Outcomes *(cannot be altered in any way)*:
Use digital video capture and output methods; apply appropriate compression schemes for various output; integrate still graphics and animation into a production; apply principles of video production; and identify the components of a digital video system.

Official SCANS Skills:
The Secretary’s Commission on Achieving Necessary Skills (SCANS) was appointed by the Secretary of Labor to determine the skills people need to succeed in the world of work. Richland College is determined to prepare you with the knowledge and skills you need to succeed in today’s dynamic work environment. Towards this goal, these workplace competencies and foundation skills have been designed into the curriculum for this course:

- **Writing** - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- **Listening** - receive, attend to, interpret, and respond to verbal messages and other cues
- **Responsibility** - exert a high level of effort and persevere toward goal attainment
- **Material and Facilities** - Acquire, store, allocate, and use materials or space efficiently
- **Participates as Member of a Team** - contributes to group effort
- **Exercise Leadership** - communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies
- **Negotiate** - work toward agreements involving exchange of resources, resolve divergent interests
- **Works with Diversity** - work well with men and women from diverse backgrounds

Required Lab Hours:
This course contains lecture and lab components, both held during the posted class times. Students may need to put in additional time in the Multimedia Learning Center to complete assignments.

Students are required to spend at least 1 extra hour(s) per week outside of class working on student projects.

Multimedia Learning Center Lab Information and Hours of Operation:
The Multimedia Learning Center (972-238-6001) is located in Thunderduck Hall, T246 and is for all currently enrolled Multimedia and Game students to use for Multimedia and Game class work and projects.

Lab assistants and faculty are usually in the lab to answer questions, however multimedia tutoring is not available in the lab.

LAB HOURS
Mon-Thurs, 9 a.m.-9:45 p.m.; Fri, 9 a.m.-4:45 p.m.;
Sat (Spring & Fall), 12 p.m.-4:45 p.m.; Sat (Summer), closed;
Sun: closed

Lab is closed for the same Holidays as the College.
The Lab may close between semesters.
The Lab may be used as a Classroom at various times during the year and will not be available to drop-in students.

The other campus computer lab for credit student use is Del Rio, D229, which has longer lab hours.

*All Multimedia (credit and continuing education) students must show a Student ID Card to use the lab and check out any equipment. IDs are available at the Office of Student Life in El Paso Hall, E040.*

Textbooks:
Optional Textbook:
Supplies:

**Required Supplies for all Courses:** headphones and some kind of external storage: jump drives, external hard drives, blank CD-Rs/DVDs or cloud storage like Dropbox.

If you plan on working on your own machine, you will need to subscribe to Adobe Creative Cloud and download Premiere, and After Effects. Adobe projects are not backwards compatible. A project created on the newest version of Premiere or After Effects may not open on an older version.

### Course Outline:

<table>
<thead>
<tr>
<th>Date</th>
<th>Unit</th>
<th>Chapter</th>
<th>Quiz</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>8/27</td>
<td>Course Introduction</td>
<td></td>
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<tr>
<td>8/29</td>
<td>Introduction to Adobe Premiere</td>
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<tr>
<td>9/3</td>
<td>Editing with Adobe Premiere</td>
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<tr>
<td>9/5</td>
<td>Editing with Adobe Premiere 2</td>
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<tr>
<td>9/10</td>
<td>Intro to Adobe After Effects</td>
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<tr>
<td>9/12</td>
<td>After Effects 2</td>
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<tr>
<td>9/17</td>
<td>After Effects 3</td>
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<tr>
<td>9/19</td>
<td>Film and Video Systems</td>
<td>1</td>
<td></td>
<td>Read Filmmaker’s Handbook Chapter 1</td>
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<td>9/24</td>
<td>Storyboarding</td>
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<tr>
<td>9/26</td>
<td>Class Shoot for Project 1</td>
<td>9</td>
<td></td>
<td>Read Filmmaker’s Handbook Chapter 9</td>
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<td>10/1</td>
<td>Class Shoot continued...</td>
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<tr>
<td>10/3</td>
<td>Lighting</td>
<td>12</td>
<td></td>
<td>Read Filmmaker’s Handbook Chapter 12</td>
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<td>10/8</td>
<td>Editing Lab</td>
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<tr>
<td>10/10</td>
<td>Project 1 Due</td>
<td></td>
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<td>Project 1</td>
</tr>
<tr>
<td>10/15</td>
<td>Technical Quiz #1</td>
<td>5</td>
<td>Quiz 1</td>
<td>Read Filmmaker’s Handbook Chapter 5</td>
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<tr>
<td>10/17</td>
<td>Audio</td>
<td>10</td>
<td></td>
<td>Read Filmmaker’s Handbook Chapter 10</td>
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<tr>
<td>10/22</td>
<td>Audio continued...</td>
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<tr>
<td>10/24</td>
<td>Instructional Video Introduction</td>
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<tr>
<td>10/29</td>
<td>Lab: Shoot</td>
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<tr>
<td>10/31</td>
<td>Reading Discussion</td>
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<td>Read Lev Manovich: Avant Garde As Software</td>
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<tr>
<td>11/5</td>
<td>Lab: Edit</td>
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<tr>
<td>11/7</td>
<td>Project 2 Due</td>
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<td>Project 2</td>
</tr>
<tr>
<td>11/12</td>
<td>Compositing: Green Screen</td>
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<tr>
<td>11/14</td>
<td>Compositing: After Effects</td>
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</table>
Project 1: Recreate a Scene-
Make a shot-for-shot recreation of a scene from a classic film. Students will be assigned a specific scene to re-shoot and work in collaborative groups to achieve this. After shooting the footage, each individual group member will use Adobe Premiere to create their own edit of this footage and turn this in as a .mov (or.mp4) with the h.264 codec. The goal of this project is to gain a deeper understanding of the interconnected moving parts that constitute the filmmaking process by reverse engineering a classic work.

Project 2: Instructional Performance Video- For this project, students will create a 4-to-6-minute video in which they are the performer/host (the person speaking on camera) in an instructional video. This video should be tightly structured, well-lit, have clear audio, and feature on-screen informative text. This video should teach us how to do something from start to finish in a clear, concise manner. Students will need to collaborate in groups of two to shoot these performances. Each student will be responsible for turning in the piece in which they are the host. The final pieces will be edited in Adobe Premiere and turned in as .mov (or.mp4) with the h.264 codec.

Final Project: Video Compositing-
Compositing refers to a classification of processes that allow an artist to combine footage shot at different times and locations into the same edited shot. For this project, use compositing as the primary technique in a 2-to-4 minute piece. In order to achieve this, students will shoot footage against a green screen, create masks, utilize the “roto-brush” and “pen-tool” in Adobe After Effects. Students will need to turn in a rough-cut (as .mov (or.mp4) with the h.264 codec) to be critiqued before completing the final project. This final cut will be a refined version of the rough cut that responds to our rough-cut critique. Students will be asked re-shoot and re-edit portions of their piece. The goal of this is to break down the process into stages in order to create a tighter, more fully realized final work. The final piece will be edited in Adobe Premiere and turned in as .mov (or.mp4) with the h.264 codec.

Technical Exercises:
Technical exercises will be assigned and completed within the class period. These are graded pass/fail. If completed, the student will receive full credit. If not completed, the student will receive no credit.

Readings:
Readings are to be completed prior to the start of class on the date they are assigned.

Grading Procedure:

<table>
<thead>
<tr>
<th>Grading Legend</th>
<th>Points Breakdown</th>
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<tbody>
<tr>
<td>A = 90 - 100</td>
<td>Technical Exercises - 20 points</td>
</tr>
<tr>
<td>B = 80 - 89</td>
<td>Quizzes - 10 points</td>
</tr>
<tr>
<td>C = 70 - 79</td>
<td>Project 1- 20 points</td>
</tr>
<tr>
<td>D = 60 - 69</td>
<td>Project 2- 20 points</td>
</tr>
<tr>
<td>F = 0 - 59</td>
<td>Rough Cut- 10 points</td>
</tr>
<tr>
<td></td>
<td>Final Project- 20 points</td>
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<td></td>
<td>TOTAL - 100 points</td>
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</table>
Grade Reports:
Final grade reports are not mailed to students. You may view your final grades via eConnect. From the Current Credit Student menu, select “My Grades” under “My Personal Information.” If you are not already logged in, you will be prompted to do so. Select the grade type you wish to review. Press the submit button, and all grades for the selected grade type will be shown.

Academic Calendar:

2019 Fall Multimedia/Photography/Game Day Courses Calendar

**August 26, 2019 – December 12, 2019**
Fall 2019 MW, TR, MWF, HS classes and regular online classes.
Saturday only courses, Evening Flex Term courses and Online Flex Term courses have different calendars.

<table>
<thead>
<tr>
<th>CALENDAR DATE</th>
<th>CALENDAR DATE DESCRIPTION</th>
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<tbody>
<tr>
<td>August 26 (M)</td>
<td>Monday – Friday Day Classes Begin</td>
</tr>
<tr>
<td>August 31 (Sa)</td>
<td>First Saturday the Multimedia Lab will be open.</td>
</tr>
<tr>
<td>September 2 (M)</td>
<td>Labor Day Holiday - <em>campus closed, including lab.</em></td>
</tr>
<tr>
<td>September 9 (M)</td>
<td>12th Class Day / Census Day for Monday - Friday day classes and regular online classes.</td>
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<td></td>
<td>Last day to drop a course without receiving a &quot;W&quot; grade on transcript.</td>
</tr>
<tr>
<td>November 14 (R)</td>
<td><strong>Final Withdraw Date:</strong> Last Day for Monday - Friday day classes and regular online courses to withdraw with a grade of &quot;W&quot;.</td>
</tr>
<tr>
<td>November 28 – December 1 (R-Su)</td>
<td><strong>Thanksgiving Holiday:</strong> College buildings &amp; offices (including the lab) will be closed for the holiday.</td>
</tr>
<tr>
<td>December 9-12 (M-R)</td>
<td><strong>Final Exams:</strong> See the online Final Exam Schedule for your exam times.</td>
</tr>
<tr>
<td>December 12 (R)</td>
<td><strong>Semester Ends.</strong> Last day lab is open for the semester.</td>
</tr>
</tbody>
</table>

**Drop Date:**
September 9 (M) is the last day to drop from this course without receiving an automatic "W" and without the course reflecting on your transcript.

**Withdrawal Date:**
November 14 (R) is the last day to withdraw from this course with an automatic "W".

**Institutional Policies:**
Available at: [Syllabus Institutional Policy Statements](#)

**Classroom Policies:**
Please read the following classroom policies listed below.

**Attendance Policy:**
In order to be successful, students must attend and participate in enrolled courses.

While Richland College does not have a formal attendance policy, students are expected to attend class regularly. If you know you will be missing classes this semester, please speak to your instructor about days you will be missing so you can receive information on the missed lessons and assignments.

If you are unable to attend class, please email the instructor or leave a message for the instructor at the ACCESS Office at (972) 238-6140 BEFORE THE CLASS BEGINS.

It is imperative students arrive to class on time and remain in class the entire session each week.
**Food and Drink Policy:**
Except where otherwise determined by a faculty member, no eating or drinking is allowed in the classroom.

**Web Server Posting Policy:**
The Richland Student Web Server is open to all users of the World Wide Web. Any information students or instructors place in their files is readable by any user of the World Wide Web.

**Computer/Internet Use Policy:**
Currently enrolled Richland College Multimedia, Game, and Photography students have access to the Multimedia Lab and classroom computers for **Multimedia/Game/Photography educational and instructional purposes only.**

Please use the Del Rio Computer Lab (D229) for other school-related assignments and non-Multimedia/Game/Photography activities.

Students using their own laptops must use the wireless connection in the Thunderduck Hall building and **cannot** use the Multimedia lab and classroom computer data lines to access the Internet.

You are required to show your Richland Student ID when requested by lab personnel. You are expected to follow lab policies as well as the **Student Code of Conduct** specified in the catalog. If the link does not work for you (ie: you have a hard copy of the syllabus), copy/type this url into your browser window: http://www.richlandcollege.edu/conduct/

**Safety Policy:**
Students should participate in this class in a safe, appropriate manner. We occasionally have to step over cords for the multimedia cart and/or computer equipment. We also need to watch out for boxes and paper, students’ backpacks, etc. Students should begin to build good computing habits, designed to prevent eyestrain, carpal tunnel syndrome, etc.

**Handheld Devices Policy:**
Please **turn OFF** all electronic devices during class.

**Participation Policy:**
Course participation is required. Ask questions and be involved with the lesson.

Students should not surf the Net, play games, send emails or work on unrelated homework/projects during class. Students should not disturb your neighbors during lectures and demos.

**End of Each Class Policy (for face-to-face classes):**
When you leave class for the day, please...

1. Delete all your files from your workstation and empty the trash.
2. Shut down your computer using Windows Shut Down.
3. Turn off your monitor after computer has COMPLETELY shut down.
4. Pick up and throw away any trash around your seat.

**Attention Continuing Education Students:**
To receive a certificate for this course, you must make a grade of "C" or higher as a final grade. A grade average of 69% or lower is failing.

Continuing Education will not mail your certificate to you. If you do not receive your certificate the last day of class you will have to pick up your certificate at the Continuing Education Front Desk, T160.

**The Multimedia Learning Center Department’s Web Sites:**
Multimedia
Photography

Game

The Multimedia Learning Center is part of the Richland College School of Engineering and Technology. Office: Wichita Hall, WH-101 • Phone: 972-238-6210.

**Student Acknowledgement:**
Please download, read and sign this [Student Acknowledgement](#) and turn it in to your instructor.