

Richland College
School of Engineering and Technology
972-238-6210

Course and Section Number:

ARTV-1351-81965: Digital Video

Semester:

Fall 2018 and Spring 2019

Credit Hours:

3 credit hours

Class Meeting Days and Times:

DATES: 08/20/2018 to 05/30/2019

A-Days, 2th period, 9:10AM - 10:45AM

Room:

Room NGHS 512

Instructor Information:

Instructor's name: Robert Hensley

District E-mail address: RobertHensley@dcccd.edu and RWHensle@garlandisd.net

North Garland H.S. phone: 972-675-2130 (Ext. 61249)

Office Hours (Student Tutorials): M/W – 7:00-7:20 a.m., T/TH – 2:40-3:15 p.m.

Mail Box Location: 2109 Buckingham Rd., Garland, TX 75042

Disclaimer reserving right to change syllabus:

The instructor reserves the right to amend this syllabus as necessary.

Prerequisite:

None.

Course Description:

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.

End-of-Course Outcomes:

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.

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.

Multimedia Learning Center Information and Hours of Operation:

Computer lab for this course is located at NGHS in Rm 512.

Hours for Fall and Spring semesters are:

M/W - 7:00-7:20 p.m., T/TH – 2:45-3:15 p.m.

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.

For the current lab hours, go to:

<https://www.richlandcollege.edu/cd/instruct-divisions/rlc/etech/multimedia/pages/lab-info.aspx>

The other campus computer lab for credit student use is Del Rio, D229.

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:

Required textbook is supplied.

Television Production & Broadcast Journalism, Goodheart-Wilcox, ISBN 978-1-60525-350-3

Optional Textbook:

The Filmmaker's Handbook: A Comprehensive Guide for the Digital Age: 2013 Edition
 Steven Ascher and Edward Pincus
 978-0452297289
 Plume

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 Google Drive.

Course Outline:

Units of Study		
1. File Management Issues	6. Compositing – Green Screen	

2. Business of Video Production	7. Encoding - Transcoding		
3. Videography Basics	8. Distribution Formats		
4. Film Evaluation	9. Stock Footage Assets		
5. Video Editing Systems	10. Scripts & Storyboards		
5a. Video Formats – Capture	11. Summative Projects(s)		
5b. Editing Project - Techniques			
5c. Sound Formats			
5d. Digital Effects			

Grading Procedure:

Grading Legend	Points Breakdown
A = 90 – 100 % B = 80 – 89 % C = 70 – 79 % D = 60 – 69 % F = 0 – 59 %	Tests / Quizzes - 40 % Classwork - 35 % MST Projects - 15 % e-Binder - 10% TOTAL - 100 %

Grade Reports:

Final grade reports are not mailed to students. You may view your final grades via eConnect at econnect.dcccd.edu. 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:

2018-2019 NGHS Calendar: August 20, 2018 - May 30, 2019

2018 Fall Multimedia/Photography/Game Courses Calendar

August 27, 2018 – December 13, 2018

For:

- Multimedia and Photography Monday/Wednesday (MW) and Tuesday/Thursday (TR) weekday courses
- All Game courses - day, evening and online

NOTE: Multimedia and Photography Saturday only courses, Online Flex Term courses and Evening Flex Term courses have different calendars.

August 27 (M)	Monday – Friday Classes Begin
September 1 (Sa)	First Saturday the Multimedia Lab will be open.
September 3 (M)	Labor Day Holiday
September 10 (M)	12th Class Day for Monday - Friday classes. Last day to drop a course without receiving a "W" grade on transcript.
November 15 (R)	Last Day for Monday - Friday classes to withdraw with a grade of "W".
November 22 (R) - November 25 (Su)	Thanksgiving Holiday - <i>campus closed, including lab.</i>
December 8 (Sa)	Last Saturday lab is open for the semester.
December 10-13 (M-R)	Final Exams Week.

December 13 (R)

Semester Ends.

Last day lab is open for the semester.

Lab will reopen the first day of the next semester.

Drop Date:

September 10 (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 15 (R) is the last day to withdraw from this course with an automatic "W".

Institutional Policies:

Institutional Policies are available at: <https://www.richlandcollege.edu/syllabusinfo>

Classroom Policies:

Please read the following classroom policies listed below.

Classroom Rules & Guidelines

1. Please treat all equipment with respect, as if it belongs to you personally. No food or drink in the computer lab (although you may have water with a secure top if you like).
2. Please be in your assigned seat when the bell rings.
 - Students are expected to be wearing Student ID badges at all times and please bring your school Binder to class each day
 - Passes from class are not expected to be used often, and no passes from class may be used during the first or last 20 minutes.
 - Passes from class are allowed with ID only (phone must be left with teacher)
3. Please be kind and considerate of others in the classroom, and be respectful of everyone's participation.
 - Being a successful student requires that you participate in your learning! Join in the discussions, and please be respectful while others participate as well.
 - Please remain in your seat generally, although there will be lesson activities where you will be up and out of your seat.
4. Please be prepared to contribute to the class discussions as they are going on, whether in a class discussion, table discussion, or elbow partner discussion.
5. Every attempt to provide adequate class time for assignment completion will be given, however, it is your responsibility to attend tutorials or otherwise complete all assignments on time.
 - It is extremely important to save your project files in the assigned folder, with the assigned file name, and to verify successful submission through Edmodo/Google CR.
 - Some of our quizzes and tests may be **retaken** before or after school. Please take this opportunity to raise your grade if there is room for improvement. Retake grades will be averaged together with the original score.
 - When absences occur, please remember that it is **your responsibility** to get make-up work before or after the instructional class period, or during tutorials. [Board Policy]
 - For assignments that are submitted late due to an unexcused absence, there is a mandatory 20 point deduction [Board Policy]
 - Any work not submitted by an assigned due date is considered late work. This includes work which was assigned a make-up date due to absences. Late work may be penalized 10 points per day the class meets up to a maximum of 30 points.
6. Strict adherence to the Student Acceptable Use Policy is required.
7. Use of lab computers for e-games, streaming video or YouTube is not allowed during class without specific teacher approval.

- During units of instruction during the course, there will be exceptions.
8. The school rules are our class rules, too.

Classroom Procedures:

Beginning of Class:

- Please enter class before the bell, and take your assigned seat wearing your Student ID.
- Please log onto your computer workstation.
- Please open the daily warm-up activity and begin the warm-up.
- Continue the warm-up activity until Mr. Hensley begins discussing our daily objectives.

During Class:

- Some of our instruction will come through taking **Cornell-style notes**.
- Note-taking is considered an essential skill, and the notes themselves are assessed for a grade. Notes may be used for some quizzes, tests and exams.
- Instruction will include frequent opportunities for you to discuss a course topic with a partner, your table, or the class. You are encouraged to express yourself and your learning!
- Student use of the internet is expected to be related to class assignments or during times when permission is given. **Remember to follow the requirements of the AUP. Visiting a gaming or streaming video site is rarely allowed, and only with explicit permission.**
- During demonstration exercises, you may want to add to your notes as well as work in the software under demonstration.
- It is essential to save your work to the designated locations and folders, and to submit your assignments in our on-line classroom at Google Classroom.

End of Class:

- Each class will end with our completion of a closing task.
- The closing task will be connected to the content currently under study.
- After submission of the closing task, please remain in your seat until the bell rings, or until you are dismissed by the teacher.
- Please remember to push your chair back into proper workstation position.

Attendance Policy:

In accordance with Garland ISD 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 lessons and assignments you will miss.

In the case of anticipated absences and actual absences, you should report your absence information to the NGHS Attendance office.

It is imperative students arrive to class on time and remain in class for all class periods.

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 Garland ISD Web Server is restricted to GISD network computer access, therefore your projects for this class may be posted on a web server not accessible by persons outside the GISD computer network. Selected projects – in conjunction with the GISD FireReel Film Festival – may be posted with student and parent permission to YouTube.

Computer/Internet Use Policy:

Currently enrolled NGHS students have access to the school computer labs in room 512 for Multimedia educational and instructional purposes.

You are required to check in with and be supervised by your Multimedia instructor while using computer labs on the NGHS campus. You are expected to follow lab policies as well as the **Student Code of Conduct** specified in the student handbook.

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:

Students must adhere to NGHS school policy regarding handheld devices. Please **turn OFF** all electronic devices during class, and do not access personal 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. Log off from iMac.
2. Pick up and throw away any trash around your seat.
3. Push your chair back in place at your workstation.

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.

Multimedia, Game, and Photography Web Sites:

You may access your student projects on the district web server from any GISD computer at this address: <http://webdesign.garlandisd.net/> . GISD Film Festival entries may be accessed at <http://www.YouTube.com> .

<http://www.richlandcollege.edu/multimedia>
<http://www.richlandcollege.edu/game/>
<http://www.richlandcollege.edu/photography>

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.

Or you can paste this URL into your browser window:

<http://www.mmlab2.rlc.dcccd.edu/calendar/StudentAcknowledgement.pdf>