

# AUDIO/VIDEO PRODUCTION 1

## Course Syllabus

Spring 2020

**Sergio Almendariz**

682-314-1593

sergioalmendariz@misdmail.org

Tutorials: After School by Appt.

**Course description/Goals** –Audio/Video Production 1 gives you the opportunity to learn the basics of various aspects of the Film & Television production industry. The class begins with learning the basics of productions and ends with student produced original short films that will be submitted to state-wide contests. The students will learn the art of visual storytelling, scriptwriting, storyboarding, shooting and editing on equipment that is industry standard.

### **Materials –**

- Over the ear headphones will be required everyday for this course. You don't need expensive headphones but you **MUST** have headphones for this course.

**Course Scope and Sequence** – Audio/Video Production 1 is an 18-week course made up of classroom and lab work.

In this class we will review the video section from Principles of Arts, AV and Communication and build upon it to further our video strengths. As a class, we will work on several short films, documentaries, music videos, PSAs, and more!

**Certifications** – We use Adobe Premiere Creative Cloud (CC) for video editing in the Arts & AV Program. Students have the opportunity to sit for the Adobe Certified Associate (ACA) Certification for Premiere in the next course, Advance Video Production.

**Grading policy** – Grades are updated every three (3) weeks with progress reports sent out to parents for review. In the 18-week period, students will receive (3) major grades, (3) professional ethics grades and at least (3) daily grades. The Professional Ethics\* grade is a large part of the course. Students are **expected** to take part in all class work/projects. Grades are broken down according to percentages adding up to 100% for the semester.

Projects/Tests=40%

Class/daily work=60%

## **Late Work**

Students may be assessed a penalty of no more than 10 points per A or B day (this is not calendar days) for up to a maximum of three class periods before a zero may be given for work not turned in on time.

When a student misses a class due to an excused absence, that student will have as many class periods as missed to turn in missed class work. It is the students' responsibility to collect missed assignments and make sure their work is turned in. This class is very project focused. Missing a single class could put you and your group behind. Attendance and participate are imperative in every class for success.

## **Make-up work**

Per MISD High School Student Handbook:

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]
- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence.
- Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

See UIL Eligibility ("No Pass/No Play") guidelines for additional information related to grades and UIL Eligibility.

## **Retake Policies**

- Teacher provides all students the opportunity for success. In the event students fail to exhibit proficiency on the major assessments or tests, students are encouraged to participate in the re-teaching/re-testing process designed and determined by the teacher.

- Students are allowed to demonstrate proficiency of learning objectives by means of a re-test. Students will receive their actual grade with the highest grade being a 70.
- Students are responsible for making arrangements with the teacher to retake or redo a major test/assessment.
- All retakes must be completed prior to the end of each six-week grading period.
- Students are encouraged to go schedule time for tutorials.
- **Midterm or final exams** are not to be included in the retake/retest policy.

### **UIL ELIGIBILITY (“No Pass/No Play”)**

- Semester grades are computed by averaging the numerical grades recorded for each of the three six week reporting periods.
- Each six week grading period will stand alone for eligibility purposes.
- A student who is declared academically ineligible after a six week grading period will be able to regain eligibility if all of the student’s grade averages are 70% or higher at the subsequent 3 week grade reporting period.
- See MISD Board Policy FM (LOCAL) – Exempt Courses.

**Important Classroom & Lab Policies** –All students are expected to be in class on time and ready to work when the bell rings. Attendance is **EXTREMELY** important due to work as a large portion of work is completed in class/lab.

Students must wear their ID badge at ALL TIMES.

Students are expected to stay in class for the full class period. Students **MUST** ask for and receive a pass before leaving the classroom for any reason.

We will have periodic breaks during class as deemed by the teacher that will allow you to use the restroom and get a drink if needed. Absolutely **NO** food or drinks allowed in the classroom, editing lab (water bottle with lid in classroom), edit bays, or the control room. **NO EXCEPTIONS!**

You may use earbuds or headphones to listen to music when given permission (Never during instruction or lecture time).

Be respectful of your teacher and other students. That means no sleeping in class, no putting your head down, and no texting during instruction, lecture, and project time. No working on other class projects during our project time.

### **Expectations**

**Attendance** - Come to class prepared to learn and **ON TIME EVERYDAY**. Students are expected to wear their IDs everyday. If they do not have their ID they will be sent to the office to purchase one. The Tardy policy issued by MISD is strictly enforced in this class.

**Discipline Policy** – If a student chooses to disregard class policies, the following steps will be taken:

- Verbal warning
- Student will be taken out of lab/production and given an alternate assignment\*
- Parent call
- Student sent to principal

**Tardy Policy** – Students counted tardy when tardy bell rings unless excused. Upon 4<sup>th</sup> unexcused tardy parents notified, referral sent to Associate Principal for discipline action.

**Parent contact** – We encourage all parents to contact us at their convenience. Email is the most efficient way to reach us. Phone calls will be returned in a timely manner.

**Class Break** – I encourage students to bring a snack and bottle of water. The class runs three hours and we will take breaks periodically. Snacks and drinks must stay in the students bag at all times until we take a break. Only drinks with sealable lid are allowed; no cans or fountain drinks.

### **Academic dishonesty**

Teachers determine what constitutes cheating and/or plagiarism.

#### **Consequences for academic dishonesty**

##### **Daily Work**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement

##### **Exams or Other Major Assessments**

- Every Offense
  - Academic and Disciplinary Consequences
  - Assign grade of zero
  - Write a referral
  - Teacher contacts parents
  - Consequence from administrator would be a minimum of AC placement
  - An alternative exam or major assessment can be completed for a maximum grade of 70%
  - Academic Associate is notified and will schedule a meeting with student, parent and teacher

## **BEN BARBER CAREER TECH ACADEMY**

### **Media Technology Code of Conduct**

Students in the Ben Barber CTA Media Tech courses are encouraged to use creativity in producing, writing, shooting and editing all programs for the department. All programs (video and radio) are eligible for airing on the district's cable TV channel and radio station. To ensure that students produce quality programming worthy of "air time", we ask that students and parents read and sign the following guidelines. Violation of any guidelines will result in a "zero" for the project grade and further punishment to be assessed by administration. Continued violation of the Media Tech Code of Conduct can result in removal from future projects and all Media Tech courses.

1. All footage shot will not violate privacy laws of anyone involved.
2. Permission shall be obtained (verbal or written) before interviewing or videotaping individuals and/or groups.
3. All music used in any productions (video or radio) will not contain any phrases or language deemed offensive by the Adult Advisory labeling.
4. No offensive phrases and/or language (as deemed by instructors) will be videotaped or recorded using school equipment or materials.
5. Nudity of any kind is not allowed in any production or recording.
6. Extreme violence (simulated or real) involving weapons or firearms of any type (fake or real) cannot be videotaped or recorded on MISD property.
7. Fighting (simulated or real) will not be videotaped or recorded on MISD property.
8. No video shall contain language and/or images discriminating against any race, gender or disability.
9. No classes taking place on the Ben Barber CTA campus or any other MISD campus will be disrupted by video recordings.
10. Students must make the instructor aware of their location at all times on any MISD campus
11. Media Tech students are not allowed on any other campus without prior written permission from the campus administration. Violators will be considered trespassers and turned in to MISD Police officials.
12. The rules of ethical news reporting shall be followed at all times during production of all video and radio programs.
13. Students will not allowed in TV Studio without instructors permission. Absolutley no horseplay allowed in studio. Stay off the green/white wall.

Parent signature \_\_\_\_\_

Student signature \_\_\_\_\_

## Principles of Arts/AV and Communications

### Syllabus Acknowledgement Form

2019-2020

I have read, understand, and agreed to the Principles of Arts/AV syllabus distributed for the school year, 2018-2019.

- Syllabus

- Scope and Sequence
- Media Tech Code of Conduct

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Parent signature

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Parent name (printed)

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Parent Email Address (Provide Phone Number if that is preferred)

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Student signature

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Student name (printed)

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Student Email Address