

Audio/Video Production

Course Syllabus

2019-2020

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Tutorials: Before/After School by Appt.

Course description – This course is designed to provide job-specific training for entry-level employment in film and television careers. Students study video technologies, basic equipment operation, video composition, basic lighting, audio production, and visual storytelling. Students work individually and in groups to create video projects utilizing professional editing equipment and software. Ultimately, students will create a portfolio (Demo Reel) of their work. Students will also be responsible for the production of MISD programs covering many of the activities and events at all campuses. This course meets the one credit technology applications graduation requirement.

Text and Resources – Cybercollege.com

Materials –

- Headphones are required everyday for this course. You don't need expensive headphones but you **MUST** have headphones for this course by **Friday, 1/17/20**.
- 16 Gigabyte Class 10 SD Card (NO Micro SD cards). Amazon is a great resource!
 - Sandisk, Sony, Samsung – Should cost between \$5 -\$10. Make sure you purchase an SD card and NOT an SD card adapter.

Student Goals-

- Identify, understand and apply theory in Audio/Video Production .
- Understand and apply the phases of production from brainstorming to distribution.
- Understand a basic overview of each career cluster offered in Arts/AV.
- Create impressive video through storyboarding, writing, filming and editing.

Course Scope and Sequence – Video Production is an 18-week course made up of classroom and lab/production work. Students receive instruction through interactive, hands-on learning throughout the course in editing, writing, storyboarding, camera operation, audio/sound capture to create unique and compelling work.

18-Week Calendar

Week 1.....	Syllabus/Safety, Introductions, website, 5x5, 'Shortcut' Website
Week 2.....	Composition Review, How to make composition interesting Cutaway/insert shot and continuing action Dialogue - shot/reverse shot Storytelling/Creative Writing - create 1 minute short film
Week 3.....	DSLR, shoot same 1 minute short on DSLR
Week 4.....	APCC, Audio - file formats, mics, gathering audio
Week 5.....	APCC, Lighting - 3 point and creative
Week 6.....	Test
Week 7.....	History of Film, Test
Week 8.....	Production Process
Week 9.....	PSA
Week 10.....	Broadcast News
Week 11.....	Music Videos
Week 12.....	Submit Music Videos, TEST
Week 13.....	VLOG
Week 14.....	Commercial/Promo Video
Week 15.....	Commercial/Promo Video
Week 16.....	Documentary
Week 17.....	Documentary
Week 18.....	Open Project

Areas of Study

- **Professional Communications** - Professionalism, Leadership, Conflict Management, and Building a successful Resume.
- **Video Production** – Film History, Basic Video Theory, StoryTelling, Script Writing, Storyboarding, Typography, Composition Style, Visual Grammar, Basic Production and Editing.

Certifications – We use Adobe Premiere Creative Cloud (CC) for video editing in The Arts & AV Program. Students may sit for the Adobe Certified Associate (ACA) Certification for Premiere. The cost is \$25. Teacher will make announcement and provide more information during semester.

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

- If student fails to meet the due date and time, then the student has till the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

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. Additionally, students complete projects as part of a team. If you are tardy or absent you will affect not only your grade but also the grade of the entire team.

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!**

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.

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

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

Parent contact – We encourage all parents to contact us at their convenience and to visit the campus whenever possible. 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 or with MISD equipment.
8. No Alcohol or Drug use of any kind will allowed to be videotaped
9. No video shall contain language and/or images discriminating against any race, gender or disability.
10. No classes taking place on the Ben Barber CTA campus or any other MISD campus will be disrupted by video recordings.
11. Students must make the instructor aware of where they are at all times on any MISD campus
12. 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.
13. The rules of ethical news reporting shall be followed at all times during production of all video and radio programs.
14. Students will not allowed in TV Studio without instructors permission. Absolutley no horseplay allowed in studio. Stay off the green/white wall.

Student Signature _____ Parent signature _____

RELEASE/PERMISSION SLIP

TRAVEL RELEASE: There may be times when some video production projects necessitate students to leave campus in order to report to an interview, "remote" shooting location or deliver DVD's to a client within the district. This will only be done with parental permission.

I hereby certify that my son/daughter, _____ on this _____ day of January, 2020 has my permission to participate in the following activities and trips between August 2019 and May 2020.

Such as:

- Field Trips
- Community Service Projects
- Visiting other MISD Schools
- Internship/Job Shadowing Activity
- Student Council Related Activities
- Other Instructional Related Activities

Transportation for these activities will include but are not limited to van, bus, or private vehicles.

If this child is unable to provide their own transportation, said child is allowed to ride with another student. (Please list restrictions below)

To the best of my knowledge he/she is physically fit to engage in such activity and is not suffering from any disease or injury.

I agree and hereby waive and release all claims against Mansfield Independent School District and any teacher, employee, or other person engaged in the activity in question and agree to hold them harmless from any and all liability relating to my son/daughter for any personal injury or illness that may be suffered or any loss of property that may occur.

I understand that reasonable measures will be taken to safeguard the health and safety of my son/daughter and that I will be notified in case of an emergency. In the case of an accident or sickness, I authorize the calling of a doctor or the providing of other medical services.

It is understood that no child will be allowed to participate in any activity until this form is signed by his/her parent/guardian.

Signed in _____ Texas, this _____ day of _____ 2017.

Name of Parent/Guardian (print)

Signature of Parent/Guardian

Driving / Riding Restrictions:

Video Production
Syllabus Acknowledgement Form
2010-2020

I have read, understand, and agreed to the Principles of Arts/AV syllabus distributed for the school year, 2019-2020.

- Syllabus
- Scope and Sequence
- Media Tech Code of Conduct

Parent signature

Parent name (printed)

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

Student signature

Student name (printed)

Student Email Address