



Fulton Schools College and Career Academy

Audio/Video Technology and Film Syllabus 2019-2020

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Courses: Audio/Video Technology and Film I - III
(10.51810, 10.51910 and 10.52010)

Room: Virtual and A/V Lab

Course Description:

This three-series course is designed to prepare students for a career in Audio/Video Technology and Film. AVTF I is an introduction into Audio Video Technology and Film. In AVTF I, students will receive foundational skills including terminology, safety, equipment, script writing, programming, production, lighting, editing and ethics. AVTF II builds on those skills and develops students planning, writing, directing, studio/field production, advanced editing, operational set up/ maintenance, graphics and career opportunities. Finally, in AVTF III students will complete projects under the guidance of the instructor. Students work cooperatively and independently in all phases of production. Upon successful completion of all three courses within the AVTF pathway, students will take the End of Pathway Assessment. The current End of Pathway (EOPA) Assessment is the NOCTI Exam.

Materials Needed:

Headphones, 32 GB flash drive, 64 GB SD card, paper, pencils/pens and closed toe shoes.



Textbook:

There is no textbook for this class, but students are required to maintain a digital notebook in OneNote to store all projects, handouts, notes, tests and quizzes.

Course Prerequisites:

None

Course Outlines:

AVTF I – August 17, 2020 – November 2, 2020

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Audio-Video-Technology-Film.pdf>

Employability	Field Production
CTSO (Skills USA)	Recording and Editing Operations
Safety and Procedures	Broadcast Scripts
Trade Terminology	Studio Production
Basic Production Equipment	Career Investigation and Operation

AVTF II – November 3, 2020 – February 15, 2021

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Audio-Video-Technology-and-Film-II.pdf>

Program and Production Formats	Advance Editing Operations
Advanced Studio Productions	Graphics
Basic Electrical Functions	

AVTF III – February 15, 2021 – May 26, 2021

<https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Audio-Video-Technology-and-Film-III.pdf>

Independent Productions	Collaborative Productions
Portfolio and Demo Reel	Media Law

Major Video Projects:

- Talking Head
- Interview
- Montage
- PSA
- Open (Student’s Choice)

EOPA Assessment:

All AVTF students are required to take an End of Pathway Assessment (EOPA) in April. The EOPA that we currently take is the NOCTI Television Production Exam. All students that pass the EOPA will receive a CTAE cord and certificate. Students that score 70% or better are eligible to receive college credit. All students that pass all three classes within the AVTF pathway are considered pathway completers.



Certifications:

Students will earn a ladder safety certification as part of this course.

Progress Reports:

To keep parents abreast of their student’s academic standing, 3 progress reports will be issued each trimester. Deficiency notices will also be issued with the progress reports for students who are performing below average.

Trimester I

- Week of September 10, 2020
- Week of October 8, 2020
- End of Term – November 2, 2020

Trimester II

- Week of December 3, 2019
- Week of January 21, 2020
- End of Term – February 15, 2021

Trimester III

- Week of March 18, 2020
- Week of April 22, 2020
- End of Term – May 26, 2021

Grading Procedures:

Grading Scale	Categories
A = 90 -100 B = 80 – 89 C = 70 – 79 F = Below 70	Summative Assessments = 100% (Tests, Projects and Benchmarks) Formative Assessments (Labs and Classwork) Progress Reports (Quizzes and Project Check Points) Final Exam Homework

Attendance Policy:

Students enrolled in AVTF are expected to follow the same guidelines for attendance as exemplified in the world of work and/or post-secondary educational institutions. Students should notify the instructor via email regarding absences.

Late Work:

It is important that students learn to honor and meet due dates and deadlines for class assignments. Students must adhere to due dates and deadlines assigned by the teacher. If a student misses a due date because of an unexcused absence, his or her grade for that assignment can be reduced at the teacher’s discretion. A student who missed a due date that was previously assigned because of an approved excused absence must submit the assignment the next time he or she reports to class.

Make Up Assignments:



Students who fail to turn in daily assignments due to unexcused absences are not entitled to make up work for credit. Students who miss daily assignments due to excused absences can make up work within three class periods upon his or her return to school. Arrangements for making up tests, classwork or other assignments after absences are the responsibility of the student.

Recovery:

If a student scores lower than 70% on any quiz, test or major assignment he/she will be given the opportunity to complete an error analysis (test corrections), or revise the assignment using the teachers feedback to earn some of the points back.

Conference Availability and Extra Help:

Conferences are held at each progress report with students. If a parent would like to schedule a conference, please email the instructor. Conferences can be held before or after school on Wednesdays or Thursdays from 8:00 am – 8:30 am or after school between 3:00 pm – 4:00 pm. Extra help is also available on Wednesday or Thursdays before or after school at the times mentioned above.

Memberships/Clubs Skills USA:

All students are required to join Skills USA. Skills USA is a student lead organization that helps each student excel and grants more that \$1 million dollars in scholarships annually. Skills USA’s mission is to empower its members to become world-class workers, leaders and responsible American citizens. All members are required to pay \$20 annual dues. Active senior members also receive a graduation cord in May to reflect their commitment to their SkillsUSA chapter (www.skillsusa.org).



Classroom Expectations:

Students enrolled in the AVTF pathway are preparing to compete in the world of work and/or for a post-secondary education. Therefore, all work must exhibit a professional level of competency. Since honesty is expected in the workplace, each student will be responsible for his/her own work; therefore, plagiarism will not be tolerated. In order to provide quality and up-to-date instruction, various types of equipment are necessary. Students must use all equipment as assigned, respecting all property associated with the lab/classroom, as well as the property of other students. Another aspect of preparing students for success in future endeavors is the expectation of appropriate career related attire and appearance. Students are expected to dress appropriately for school, community and business functions.

Videos and Movies:

As part of our curriculum, we will watch and evaluate different video clips and movies that relate to our content. Some of this media maybe rated PG-13. Attached to this syllabus is a form requesting permission for your student to take part in these screenings.



Classroom Procedures:

1. Show respect to yourself and others.
2. Store all cell phones during instructional time.
3. Use professional language in our learning environment.
4. Change tasks quickly and quietly.
5. Turn in assignment to the in-box before class begins.
6. Ask 3, then me.
7. Clean your workspaces before leaving each day.

Laboratory Safety Rules:

1. Leave all food, drinks, gum, book bags & materials unrelated to video production outside of production spaces.
2. Store all cables and wiring when exiting production spaces.
3. Return all equipment and materials to proper location.
4. Exercise calm and professional behavior/dress in production spaces (closed-toe shoes).
5. Detach the camera from the tripod before transporting.
6. Leave your workspace cleaner and in better condition than you found it before exiting.

Discipline Policy:

1. Verbal warning
2. Complete a 200-word written explanation (explaining the inappropriate behavior and how that behavior will be rectified)
3. Student conference and email to parent/guardian
4. Parent/Teacher conference
5. Referral to the office

Internet Use Policy:

Use of the internet must be in support of education and research and consistent with the educational objectives of Fulton County Schools. The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Any student user not complying with Fulton County Schools Internet Acceptable Use Agreement shall lose internet privileges for a designated period.

Cell Phone Policy:

Cell phones usage during class is only allowed when directed by the instructor. All cell phones, ear buds and electronic devices should be out of sight (backpack, pocket, etc.) prior to the start of class.



Universal Remote Learning (URL):

During URL students are expected to attend class daily via Teams. This course is interactive, so you will be required to turn on your cameras daily. Therefore, please dress accordingly. Please use headphones to reduce background noise. I will also communicate regularly through Remind. See below to sign up (students and parents). **If you experience any technology issues, call the Remote Learning Hotline at 470-254-2300 for assistance.**

Remind.com

A Day – Text @2020avad to 81010

B Day – Text @dek8ke to 81010

Class Schedule

AM Wave

- 8:20 – 8:50 am Bell Ringer
- 8:50 – 10:00 am Direct Instruction (Synchronous)
- 10:00 – 11:00 am Asynchronous Instruction

PM Wave

- 12:10 – 12:40 pm Bell Ringer
- 12:40 – 1:50 pm Direct Instruction (Synchronous)
- 1:50 – 2:50 pm Asynchronous Instruction

Office Hours:

- 2:50 – 3:50 pm Monday thru Thursday

Norms:

- Arrive on time
- Be respectful of others
- Raise your hand to speak
- Use chat to ask questions and provide feedback



Acknowledgement of Receipt:

(A copy of this document will be kept on file by the teacher of this course.)

I have read the course syllabus and understand the information contained therein.

Student's Name (Print)

Student's Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



Parent/Guardian Contact Information:

Cell: _____

Home: _____

Work: _____

Email: _____

Mailing Address: _____

Street Name

City

State

Zip Code

Comment/concerns that I should be aware of about your student:

If you are employed in any aspect of television or film production and would like to be a guest speaker, please indicate your desire.

Parent/Guardian Signature

Date

Video and Film Permission

I, _____ give _____
Parent's Name Student's Name

permission to view curriculum related PG-13 videos and films during class. If you do not want your student to participate in these assignments, please let me know by writing a brief note below.

Parent Signature _____ Date _____