



Com260
Video Production - Basics
Course Syllabus
Spring 2018

Meeting Times	M, W 10:00am – 11:00am
Location	
Instructor	McIntyre, Kevin
Office Location	
Office hours	
Contact Information	kevinscottmcintyre@gmail.com , 6145715085

Course Description

This course is

Credit	
Prerequisites	Com 202

Course Learning Outcomes:

Students will be able to:

1	Produce Pre-Production materials including call sheets, shot lists, and interview questions
2	Execute video camera controls
3	Assemble and construct a digital video in a non-linear editing system
4	Demonstrate dynamic vs continuity editing
5	Demonstrate static vs dynamic shooting
6	
7	

Required Books and Resource Materials

Textbook: An Editor's Guide to Adobe Premiere Pro – by Richard Harrington, Robbie Carman, Jeff L. Greenberg

Recommended Supplemental Text(s):

Required Supplemental Materials and Technologies:

Recommended Supplemental Materials and Technologies: DSLR Camera with Video Option

Communication Policy

It is expected that students should plan to communicate with the professor and with other classmates regularly throughout the course. Students are responsible for reading their Urbana email account on a daily basis. The only way faculty can communicate with you is via this e-mail account. Please use this account to email all faculty.

Academic Assessment

To assure Urbana’s commitment to providing students with a quality education, the University assesses student learning on an ongoing basis. Academic programs and general education assess student learning and use the results to make changes, as part of the University’s goal of continuous quality improvement.

The University measures outcomes specified within each program, as well as University-wide general education

outcomes. As part of this commitment, assignments will be collected and analyzed. Student names are removed from all work that is analyzed. Program analysis will consist of aggregate results and no reference will be made to individual students.

Attendance Policy

Regular class attendance and punctuality are expected. In the event that you must be absent from class, please contact the instructor prior to the class that you will miss. Attendance is required; points are deducted from the final grade for each unexcused absence (excused absences require written evidence) and/or tardy. More than one unexcused absences will result in a drop of one letter grade. *Excessive absences will result in course failure! The professor reserves the right to lower your grade after two absences.*

Grading scale

A = 1000 – 900 points	(100%-90%)
B = 899 - 800 points	(89%-80%)
C = 799 - 700 points	(79%-70%)
D = 699 – 600 points	(69%-60%)
F = 599 or below	(59% or below)

Grades will be determined according to the following points:

Grading Breakdown:

Class Participation – 10%

Assignments – 40%

Final Project – 25%

Exams -

Midterm – 10

Final - 15%

Participation

Participation is an important component of this class. If you chose not to be an active participant in this class, your grade will be lowered.

Late Assignment Policy

Class assignments are due on the date assigned unless other arrangements are made in advance. *Five points per day after the due date will be deducted from the total points earned for the assignment.* Assignments are considered late if not turned in during the class period on due date. *Assignments turned in more than 7 days later will receive a zero.* A grade or points are earned, not given, by submitting quality work that shows effort and creativity as determined by the professional judgment of the instructor. All work must be the original work of each student in the class for this semester. Credit must be given to sources cited when appropriate – failure to adhere to this policy can result in failure of the class (cheating of any kind will result in failure of that assignment or class).

Testing Policy and Procedures (Per Instructor)

TBD by instructor

Use of College Level Writing Skills

All assignments must be typed. *Points will be deducted for errors in spelling, grammar, sentence structure, lack of coherence, etc.* A student must be able to communicate appropriately in speech and in writing. Papers/projects submitted to the instructor are considered to be in the final form. Make sure that you understand all assignments before you hand them in to be evaluated. If you have questions, see the instructor or get assistance through the Student Success Center. Assignments must include your name, course, section & date and *APA or MLA citation style must be used to reference all quoted and paraphrased material.* The following web link has citation formatting guidelines. <http://owl.english.purdue.edu/owl/resource/560/01/>

Academic Misconduct

It is contrary to the purpose of every course at Urbana University for any student to represent another's work as his or her own. This is known as plagiarism. Academic misconduct includes using disallowed materials in quizzes, tests, or exams; letting someone else write his or her papers, homework exercises, or other work; copying another's test during a testing period; or failing to acknowledge the source of one's ideas or wording in papers. A student cannot submit a duplicate paper for two or more different classes unless a professor has given permission. Students who engage in any form of academic misconduct may not withdraw from the course. All cases of misconduct are to be reported in writing to the College Dean.

Educational Support Services

Students are responsible for informing the University at the beginning of the term of any instructional accommodations or special learning needs they may have. Free tutoring services are available for all Urbana University students by contacting the Student Success Center, 937-772-9368.

Library services

Swedenborg Memorial Library provides many services besides lending books and journals for your research/paper writing assignments. Please check the library website for information on help sessions.

Academic Grievance Policy

Concerns of an academic nature should be discussed with the particular instructor. If the difficulty has not been resolved, the matter may be brought to the attention of the College Dean. If the College Dean does not resolve the difficulty, the student may appeal to the Provost for review. Please refer to the Academic Catalog for additional information.

Disabilities Statement

If you have a documented disability, certain accommodations are available through a process outlined under Disability Services on the Urbana University website, <http://www.urbana.edu/student-life/student-services/disability-services>. For assistance, paperwork and accommodation please contact the Office of Disability Services via email disabilityservices@urbana.edu.

Title IX Policy

Urbana University is an intentional learning community emphasizing mutual respect for all members and guests while valuing the dignity and worth that, each brings to the community. Each community participant has a right to be free from discrimination, harassment, and sexual misconduct in the learning environment and work setting. Therefore, these and other conduct that diminishes dignity and worth of members of and guests to the University community, regardless of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status, is prohibited. Such conduct by students, staff, faculty, administrators, trustees, volunteers, visitors, contractors, and vendors is disruptive to the educational environment and work setting. Any complaint by a member or guest of the University community will be investigated and addressed under the Community of Respect policy.

Urbana University prohibits discrimination on the basis of age, religion, race, ethnicity, color, national origin, ancestry, immigration status, sex, sexual orientation, gender identity or expression, marital or familial status, disability, or veteran or military status in student admission, financial aid, educational or athletic programs, or employment as required by federal, state, and local laws. The following person has been designated to handle inquiries regarding the Community of Respect policies and procedures at:

Nick Christian
Blackmer Hall, Suite 5
937-772-9284
Nick.christian@urbana.edu
www.urbana.edu/title-ix

Course Schedule

Course assignments, due dates and other requirements may be subject to change.

WEEK	Lecture Topic	Lab Work	Lab Assignment Due
1			
2			

3			
4			
5			
6			
7			
8			
9	Introduction to Course & Pre Production (shot list, research, questions, call sheets)	Shoot Book (Call Sheet, Shot List, Questions)	Research Topics & Interview Examples
10	Editing Workflow Basics – Ingesting footage, basic editing theory	Basic Video Cutting	Revised Shoot Book
11	Shooting Basics – Static vs Dynamic, stable shots, camera controls	Video Shooting	Dynamic Vs Continuity Samples
12	Editing Transitions & Rendering – Types of transitions, effects, video speed, frame size, frame rate, exporting	Interviews (Class will help each student perform an interview)	Static Vs Dynamic Video Samples
13	Shooting Compositions – Framing subjects	Editing / Shooting Lab	Transition Examples
14	Shooting Style – Camera Moves, DOF, Frame Rate	Editing Lab	Framing Samples
15	Editing Style – Filters, Effects	Editing Lab	Creative Camera Examples
16	Editing Lab / Final Exam	Final Project Critique	