



**UTEP Syllabus – Introduction to Video Systems  
COMM 2342 – Monday/Wednesday - EDUC 102**

9:30 am - 12:20 pm - CRN 22523

4:30 pm - 7:20 pm - CRN 21245

**I. COURSE INFORMATION**

**SEMESTER & YEAR:** Spring 2016 – Jan 19, 2016 - May 05, 2016

**COURSE NAME & CRN:**

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**TEXTBOOKS:**

**Required**

**How to Shoot Video that Doesn't Suck**

**by Steve Stockman**

**ISBN# 978-0-7611-6323-7**

**The Digital Filmmaking Handbook 5<sup>th</sup> edition**

**by Barry Braverman**

**ISBN# 978-0-240-82517-5**

**Optional:**

**Video Production Handbook 4th ed**

**by Gerald Millerson & Jim Owens**

**ISBN# 978-0-240-520803**

**Video Shooter 3<sup>rd</sup> edition (SECONDARY)**

**by Barry Braverman**

**ISBN# 978-0-240-82517-5**

**The Bare Bones Camera Course for Film and Video**

**by Tom Schroepfel**

**ISBN# 9-780960-371815**

**Final Cut Pro 6: Professional Editing in Final Cut Studio 2**

**Apple Pro Training Series**

**by Diana Weynand**

**ISBN# 978-0-321-50265-0**

**\*\*\* DO NOT USE OR INCLUDE YOUR STUDENT ID ON ANYTHING! \*\*\***

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### DSLR Cinema: Crafting the Film Look with Video

by Kurt Lancaster 4<sup>th</sup> ed.

ISBN# 978-0240815510

### **MATERIALS:**

- A video camera (*Due to the wide range of cameras and price points, I'll make specific recommendations once I can establish both an individual's budget and their interests*)
- External HD (size that fits your budget)
- 5 - 6 CD's or DVD's for your final projects OR a USB (that will not be returned)
- Tripod
- Over the ear headphones, not ear buds

### INSTRUCTOR INFORMATION

**NAME:** Steve Lama

#### **OFFICE LOCATION & HOURS:**

Mon/Wed 9:00 - 9:20 a.m., 1:00 - 2:50 p.m. - EDUC 102

Tues./Thurs. 11:00 a.m. - 12:00 p.m. - COTT 104/KTEP Studios

AND BY APPOINTMENT

**PHONE:** (915) 747-5129 (Communication office and leave me a message)

**EMAIL:** slama@utep.edu (ONLY!!!)

**WEBPAGE:** stevelama.com

### COURSE CONTENT

#### **COURSE DESCRIPTION:**

COMM 2342: Introduction to Video Systems

An introduction to the history, theory, technology, and production of visual communication from cameras to computers.

#### **COURSE OBJECTIVES:**

This class will introduce the student to the basics of Video Production. We will cover basic camera techniques, basic lighting techniques (both indoor and

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outdoor), basics of audio, basic editing, and elements of storytelling. The students will be given a variety of projects to help them develop these skills that will help them enter into the workforce of video production.

**LEARNING OUTCOMES:**

Upon successful completion of this course, the student will be able to:

- Define terms commonly used in Video Production
- Identify the trouble areas in Video Production
- Learn how to organize Video Production
- Learn the importance of Audio in Video Production
- Learn the importance of compositional elements
- Become familiar with the camera, the camera's controls, and camera accessories
- Understand basic image editing and manipulation techniques

**ASSIGNED READINGS:**

To be assigned as we proceed through the semester

*Please see calendar of events/topics for specific details*

**ASSIGNMENTS:** Below are the assignments, specific details to follow:

Any assignment you submit may be used in this class or any future class for critique, discussion, or as an example to help discuss and clarify assignment requirements!

1. Training/Tutorial video
2. Moments of Nature
3. Commercial/PSA
4. How-to/Tour
5. Interview
6. News/Nat Package

**DUE DATE: ALL FINAL projects due the last week of the semester on CD/DVD or USB.**

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**Evaluation:**

**Attendance: (15%) 150 points**  
**Exams/Quizzes: (15%) 150 points**  
**Lab practicum exercise assignment: (15%) 150 points**  
**Assignments: (55%) 550 points**

900 – 1,000	A
800 – 899	B
700 – 799	C
600 – 699	D
0 – 599	F

**I = Incomplete:**

**Because this is a case by case situation, based on the reason for receiving an Incomplete (I) your final grade will require additional coursework. If this option is taken, it will be totally up to the individual to stay on top of completing what needs to be completed. I will NOT process ANY previous "Incompletes" during the final 3-4 weeks of the current semester; in other words, your "crisis" to complete your incomplete does NOT become my crisis as time draws near to the deadline. The exact details will be discussed and agreed upon if we need to cross this bridge.**

**Concerning grades, I DO NOT email grades or scores... so don't ask.**

A final word about grades...if you are concerned about your grade, DO NOT wait until the last week of the semester and express concern. At that point your "crisis" does not become my crisis. As for asking about extra credit, if I give ANY extra credit, it will ONLY make-up for a missed day or two. Extra credit will NOT replace missing assignments or low exam grades.

**Attendance/Class Participation: (15%) 150 points**

Class participation is primarily based on your attendance and submission of progress assignments as requested. Un announced pop-quizzes may be given if overall attendance begins to drop and those scores will be averaged into your attendance score.

**Drop policy:** It is the responsibility of students to drop themselves if they desire to receive a "W" in the course (**DEALINE:** \_\_\_\_\_ ). If a student's name remains on the final roster, a letter grade must be assigned based on the work received by the instructor for the semester.

Students, who are not progressing satisfactory and wish to drop the class, must follow the official college guidelines in obtaining a "W" for their final grade. If you end up taking an Incomplete (I) for the class, it is YOUR RESPONSIBILITY to prepare all the proper paperwork as well as complete the material required and file any remaining paperwork. I will not track you down and finish what you did not complete. If you fail to take care of the proper material, an Incomplete (I) will eventually default to the grade earned based on the work completed to that point.

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### **Exams/Quizzes: (15%) 150 points**

Exams/Quizzes will cover class lecture and the textbook. They will be a mix of multiple choice, True/False, fill in the blank, and on occasion short answer

NO make-up exams/quizzes will be given! If you miss the FINAL EXAM/QUIZZ, you will receive a “0” on that exam/quiz which will NOT be dropped or adjusted and CAN NOT be made-up! The use of Cellular phones (or any other digital communication device) WILL NOT be permitted during ANY EXAM/QUIZ.

### **Lab practicum exercise assignment: (15%) 150 points**

This practicum will test your ability to apply what you have learned this semester through an exercise assignment that will be given at the end of the semester. Unlike the assignments where you had basically the semester, you will have a limited time frame to complete your task to simulate a real-life crunch deadline scenario.

### **Assignments: (55%) 550 points**

These are graded as pass or fail, provided they meet the assignment descriptions & course expectations. Weight distribution will be evenly distributed over the number of assignments assigned. Any assignment you submit may be listened to in this class for group critique or used as an example in any future classes.

You will be required to submit weekly progress reports/assignments; these may be either one-page progress reports or “rough drafts” of your actual assignments.

You will be given ONE (1) freebee concerning weekly “progress” assignments. After that one exception, late assignments will fall under the late work policy described below.

***By submitting you assignments (final projects or progress assignments) you understand and are giving your consent/permission that they may be “shared” (viewed/listened to/etc.) in a classroom environment for evaluation or critique during the current or future semesters. In other words, if you don't want it seen/heard in class, DO NOT turn it in for critique!***

### **WEEKLY/BI-WEEKLY DUE DATES:**

Once a due date/time has been set and announced (with a minimum of one week's notice) it will be a HARD date/time. ANYTHING submitted AFTER that set date/time will be penalized a minimum of one full letter grade for each "class" period it is late...NO EXCEPTIONS! If you submit your projects and they cannot be read/viewed/played/etc. or are NOT in the specified format as outlined in the assignment details they too will be penalized one full letter grade.

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### RULES & CLASS POLICIES

#### CELL PHONE AND TECHNOLOGY CLASS POLICIES:

I have a zero “0” tolerance for technology, especially/specifically cell phones, in class! For the exceptions of special pre-approved circumstances and during those times we are working with those “tools” in class, the use of technology will NOT be allowed during lecture or any other class presentations. If I see or even suspect<sup>1</sup> someone is using their phone, I will call “you” out and the second notice, to ANYONE, will result in a class pop-quiz on ANY material of my choice from the textbook, lecture, notes, etc....NO curves, NO adjustments, NO dropping of that grade, NO exceptions! After the first POP-Quiz, any future occurrences will result in no warnings, just another pop-quiz! **recording of lectures (audio or video) is strictly prohibited by anyone other than myself without prior permission; and No, you MAY not photograph presentation material as that too is considered “recording” of lectures.**

<sup>1</sup>*Suspect is defined as repeatedly looking down at your hands in your lap; ANY backpack, purse, bag, pencil bag, stack of books, etc. that is on your desk and can be considered or seen as a way of hiding or concealing something.*

#### LEAVING CLASS DURING LECTURE:

If for ANY reason<sup>2</sup> you need to leave class before class is dismissed, you will need to gather your personal belongings and excuse yourself. I will stop class lecture as you gather your belongings and be on your way.

<sup>2</sup>*Reasons include but are not limited to any personal or family related emergency, the perceived need to take that phone call or respond to a text, to take care of any natural needs, etc.*

#### ATTENDANCE POLICY:

Attendance will be taken everyday (lecture or lab) and it is your responsibility to sign-in to receive credit for that day; I will pick-up the sign-sheet 15 minuets into class and you will NOT be allowed to sign-in after that time. Please be on time as it is disruptive to the class if you enter late. If, for some reason<sup>3</sup>, you find making it to class on time is difficult, please meet with me so we can discuss why and if there might be any options to help you attend on time. Attendance is your class participation. You MUST be in attendance a minimum of 85% in order to be eligible for an “A” in the class. If you do not “attend/participate” a minimum of 85%, it will then be at my discretion to award you, provided you fulfill all the other parts of the course requirements, with a final grade of an “A.”

<sup>3</sup>*Reasons may include work/school conflicts, bridge crossing delays, etc.*

I will take attendance every class period (lecture or Lab) by passing around a sign-in sheet that will be collected after 15 minuets, so arrive on-time if you want to receive credit for that day. Day's designated as "Open Lab" days will not count as your attendance but I will have a sing-sheet for my own information of who was present on those days.

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### **EXAM POLICY:**

Exams will be distributed within the first 15 minutes of class; once anyone completes the exam and leaves, that exam is considered “closed.” If you arrive late (after that first person leaves), you will **NOT** be allowed to take the exam...no exceptions! Please take care of any personal matters **BEFORE** we begin the exam, if for any reason you need to leave, you will be asked to turn in your exam and it will be accepted as finished. If you bring a bag, backpack, coats, etc. you may be asked to leave it at the front of the room (where they can be seen by all) and collected **AFTER** you complete your exam. You are not allowed to have **ANYTHING** other than a pencil, pen, or eraser out on your desk during the exam...no pen/pencil bags will be allowed. **DO NOT** pick-up, put away, etc. anything until you have turned in your exam. I will ask/remind **EVERYONE** to turn off his or her phone before we begin, if you cannot follow that simple instruction, I will collect your exam and it will be considered finished at that point if I hear your phone ring or even vibrate. Lastly, individuals may be asked to move around to different desks to evenly distribute the class based on the number of seats available.

**NO MAKE-UP EXAMS** will be offered. If you miss an exam, the **FINAL EXAM** will then count as two and that grade will replace the missed exam...**NO EXCEPTIONS!**

### **DROP POLICY:**

I will **NOT** drop you for any reason...period! If you need to drop the class it is **YOUR** responsibility to determine that and do so before the final drop date. Once the drop date has passed, I will **ONLY** drop you from the class if you can provide me with reasoning and justification in writing that will then be presented to the either the department chair, college dean, or both for their approval.

### **ACADEMIC MISCONDUCT:**

The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

### **PLAGIARISM:**

All students are expected to turn in original work. Writing assignments are part of the final grade criteria. Plagiarism and other forms of cheating are unprofessional and will not be tolerated. Evidence of such activity will be turned over to administration for review to appropriate office(s).

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### **CASS POLICY:**

(1) If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu). Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

(2) As per Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, if a student needs an accommodation then the Office of Disabled Student Services located at UTEP needs to be contacted. If you have a condition, which may affect your ability to perform successfully in this course, you are encouraged to discuss this in confidence with the instructor and/or the director of the Center for Accommodations and Support Services. You may call 915-747-5148 for general information about the Americans with Disabilities Act (ADA) and the rights that you have as a UTEP student with a disability.

Individuals with disabilities have the right to equal access and opportunity. It is the student's responsibility to contact the instructor and The Center for Accommodations and Support Services Office (CASS) at The University of Texas at El Paso.

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**COURSE CALENDAR (Daily)**

Day	Date		
<b>Week 1</b>			<b>Due</b>
Mon	Jan 18	HOLIDAY - NO CLASS	
Wed	Jan 20	Intro to class & Discuss buying equipment	
<b>Week 2</b>			<b>Due</b>
Mon	Jan 25	Contd. lecture on buying equipment, 1080i vs 1080p, pros and cons of camera systems	
Wed	Jan 27	Cover basic camera shots, camera moves, and introduced lecture on lenses; Viewed Best camera trick ever, Video camera super trick, and Lecture on Ch. 1	
<b>Week 3</b>			<b>Due</b>
Mon	Feb 1	Finished lecture up to Ch. 3; View Videomaker 180 degree rule	
Wed	Feb 3	Meet out side with video cameras to go over features and begin capturing video.	
<b>Week 4</b>			<b>Due</b>
Mon	Feb 8	Lecture on Ch. 4 & View Cinematography: Learn from a Master video.	
Wed	Feb 10	Lecture on Ch. 6 & 7; Distribute and discuss assignments	Assignment proposals
<b>Week 5</b>			<b>Due</b>
Mon	Feb 15	Meet at the Library 3rd floor for Premier Demo & Review	
Wed	Feb 17	EXAM 1	
<b>Week 6</b>			<b>Due</b>
Mon	Feb 22	Lighting lecture (6-qualities), simple in-class demo, viewed videos on: 3-point lighting, Photography lighting lesson, B-Roll examples, Nat package examples, and News package examples	
Wed	Feb 24	Outdoor Lighting demo	Progress reports
<b>Week 7</b>			<b>Due</b>
Mon	Feb 29	Sound Design and the art of Foley	
Wed	March 2	Lecture - Green Screen	

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<b>Week 8</b>			<b>Due</b>
Mon	March 7	Video on Microphone polar patterns, Microphone buyers guide (pros perspective).	
Wed	March 9	Meet at KTEP (Inside COTT Memorial) for tour/introduction to recording in the station for projects	Progress reports
<b>Week 9</b>			<b>Due</b>
Mon	March 14	Review	
Wed	March 16	Exam 2	
<b>Week 10</b>			<b>Due</b>
Mon	March 21	View "Everything is a Remix" (parts 1, 2, & 3) "Open Lab"	
Wed	March 23	Lab – Open	Progress reports
<b>Week 11</b>			<b>Due</b>
Mon	March 28	View segment from "The Daytripper"	
Wed	March 30	Adobe Premier - Editing Green Screen (Library 3rd floor)	
<b>Week 12</b>			<b>Due</b>
Mon	April 4	View "Everything is a Remix" (parts 1, 2, & 3) "Open Lab"	
Wed	April 6	Lab – Open	Progress reports
<b>Week 13</b>			<b>Due</b>
Mon	April 11	Review & how to make the final disk	
Wed	April 13	Lab – Open	
<b>Week 14</b>			<b>Due</b>
Mon	April 18	Exam 3	
Wed	April 20	Lab – Open & Basic Business presentation/talk	
<b>Week 15</b>			<b>Due</b>
Mon	April 25	Exam 3	
Wed	April 27	Lab – Open & Basic Business presentation/talk	
<b>Week 16</b>			<b>Due</b>
Mon	May 2	Final Disks DUE	FINAL DISKS
Wed	May 4	Lab Practicum – “Exam”	Lab Practicum
<b>Week 17</b>		<b>FINALS WEEK May 9 - 13</b>	

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**Student profile sheet**

Name: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Have you taken any class like this before? \_\_\_\_\_

If yes, BRIEFLY describe the class to me: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently employed in any segment of the "Communication" profession? \_\_\_\_\_

If yes, where, in what capacity, etc.? \_\_\_\_\_

\_\_\_\_\_

What do you expect to LEARN from this class? What are your expectations?  
 What are your goals for a career after school?

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Using the back of this paper if necessary, what photo manipulation/enhancement, audio/video editing, or other programs you are familiar with and or currently use? On a scale of 1-10 (with 1 being the lowest and 10 the highest), rate your perceived knowledge of the programs you've listed. What type of gear (DSLR, video camera, audio recorders, computers, software, etc.) do you own? What is your goal for a grade in this class? What do you want to be (as the old expression asks) when you "grow-up?"

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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