I. COURSE INFORMATION

COURSE NAME & CRN:
COMM 2342 – Monday/Wednesday - EDUC 102
9:30 am - 12:20 pm - CRN 22523
4:30 pm - 7:20 pm - CRN 21245

TEXTBOOKS:

Required

How to Shoot Video that Doesn't Suck
by Steve Stockman
ISBN# 978-0-7611-6323-7

The Digital Filmmaking Handbook 5th edition
by Barry Braverman

Optional:

Video Production Handbook 4th ed
by Gerald Millerson & Jim Owens
ISBN# 978-0-240-520803

Video Shooter 3rd edition (SECONDARY)
by Barry Braverman

The Bare Bones Camera Course for Film and Video
by Tom Schroeppe1
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

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The use of ANY RECORDING device (Audio or Video) is strictly prohibited.
THE INSTRUCTOR RESERVES THE RIGHT TO MAKE NECESSARY CHANGES IN THE
SCHEDULE/CALENDAR/ASSIGNMENTS DEPENDING ON THE NEEDS OF THE CLASS.
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**DSLR Cinema: Crafting the Film Look with Video**
by Kurt Lancaster 4th 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...
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 progresss 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 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.

LEAVING CLASS DURING LECTURE:
If for ANY reason 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.

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 minutes 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, 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.”

I will take attendance every class period (lecture or Lab) by passing around a sign-in sheet that will be collected after 15 minutes, 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 sign-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. 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. 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.
**COURSE CALENDAR** (Daily)

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Due</th>
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<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon</td>
<td>Jan 18</td>
<td>HOLIDAY - NO CLASS</td>
</tr>
<tr>
<td>Wed</td>
<td>Jan 20</td>
<td>Intro to class &amp; Discuss buying equipment</td>
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<tr>
<td><strong>Week 2</strong></td>
<td></td>
<td></td>
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<tr>
<td>Mon</td>
<td>Jan 25</td>
<td>Contd. lecture on buying equipment, 1080i vs 1080p, pros and cons of camera systems</td>
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<tr>
<td>Wed</td>
<td>Jan 27</td>
<td>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</td>
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<tr>
<td><strong>Week 3</strong></td>
<td></td>
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<tr>
<td>Mon</td>
<td>Feb 1</td>
<td>Finished lecture up to Ch. 3; View Videomaker 180 degree rule</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 3</td>
<td>Meet out side with video cameras to go over features and begin capturing video.</td>
</tr>
<tr>
<td><strong>Week 4</strong></td>
<td></td>
<td>Assignment proposals</td>
</tr>
<tr>
<td>Mon</td>
<td>Feb 8</td>
<td>Lecture on Ch. 4 &amp; View Cinematography: Learn from a Master video.</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 10</td>
<td>Lecture on Ch. 6 &amp; 7; Distribute and discuss assignments</td>
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<tr>
<td><strong>Week 5</strong></td>
<td></td>
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<tr>
<td>Mon</td>
<td>Feb 15</td>
<td>Meet at the Library 3rd floor for Premier Demo &amp; Review</td>
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<tr>
<td>Wed</td>
<td>Feb 17</td>
<td>EXAM 1</td>
</tr>
<tr>
<td><strong>Week 6</strong></td>
<td></td>
<td></td>
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<tr>
<td>Mon</td>
<td>Feb 22</td>
<td>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</td>
</tr>
<tr>
<td>Wed</td>
<td>Feb 24</td>
<td>Outdoor Lighting demo</td>
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<tr>
<td><strong>Week 7</strong></td>
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<tr>
<td>Mon</td>
<td>Feb 29</td>
<td>Sound Design and the art of Foley</td>
</tr>
<tr>
<td>Wed</td>
<td>March 2</td>
<td>Lecture - Green Screen</td>
</tr>
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<thead>
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<tbody>
<tr>
<td><strong>Week 8</strong></td>
<td></td>
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<tr>
<td>Mon</td>
<td>March 7</td>
</tr>
<tr>
<td>Wed</td>
<td>March 9</td>
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**Week 9**

| Mon | March 14 | Review |
| Wed | March 16 | Exam 2 |

**Week 10**

| Mon | March 21 | View "Everything is a Remix" (parts 1, 2, & 3) "Open Lab" |
| Wed | March 23 | Lab – Open |

**Week 11**

| Mon | March 28 | View segment from "The Daytripper" |
| Wed | March 30 | Adobe Premier - Editing Green Screen (Library 3rd floor) |

**Week 12**

| Mon | April 4 | View "Everything is a Remix" (parts 1, 2, & 3) "Open Lab" |
| Wed | April 6 | Lab – Open |

**Week 13**

| Mon | April 11 | Review & how to make the final disk |
| Wed | April 13 | Lab – Open |

**Week 14**

| Mon | April 18 | Exam 3 |
| Wed | April 20 | Lab – Open & Basic Business presentation/talk |

**Week 15**

| Mon | April 25 | Exam 3 |
| Wed | April 27 | Lab – Open & Basic Business presentation/talk |

**Week 16**

| Mon | May 2 | Final Disks DUE |
| Wed | May 4 | Lab Practicum – “Exam” |

**Week 17**

| Due |
| FINALS WEEK May 9 - 13 |
**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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