



UTEP Syllabus – Spring 2018 Video Editing – COMM 3343

COURSE INFORMATION

SEMESTER & YEAR: Spring 2018 - Jan 16, 2018 - May 03, 2018

COURSE NAME & CRN: *(Although not officially a hybrid course, I will be incorporating Blackboard into the course as well as using Remind.com to communicate with the class)*

Video Editing – COMM 3343 – CRN 22560 – MW 7:30 am – 8:50 am – LART 411

TEXTBOOK(s):

Required:

- **In The Blink of an Eye 2nd edition**
by Walter Murch – ISBN# 978-1879505629

Optional:

- **The Art of the Cut**
by Greg Keast – ISBN# 9781514272077
- **The Technique of Film and Video Editing: History, Theory, and Practice 4th edition**
by Ken Dancyger – ISBN# 978-0240813974
- **Adobe Premier Pro CC Classroom in a Book**
by Maxim Jago – ISBN# 978-0134309989
- **The Invisible Cut: How editors make movie magic**
by Bobbie O'Steen – 978-1932907537
- **Video Editing and Post-production 4th edition**
by Gary H. Anderson – 978-0240803371
- **The Conversations: Walter Murch and the art of editing film**
by Michael Ondaatje – 978-0375709821

MATERIALS: You will need a portable HD or USB and a video camera & an External HD (size that fits your budget); 2 – 3 CD's or DVD's for your final projects OR a USB ***(that will not be returned)***; Over the ear headphones, not ear buds.

INSTRUCTOR INFORMATION

NAME: Steve Lama

OFFICE LOCATION & HOURS:

Mon - Thurs 10:30 – 11:00 COTT Memorial (KTEP Studio)
AND BY APPOINTMENT

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

EMAIL: slama@utep.edu (ONLY!)

WEBPAGE: stevelama.com

DO NOT USE OR INCLUDE YOUR STUDENT ID ON ANYTHING!

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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COURSE CONTENT/DESCRIPTION:

COMM 3343 - Video Editing

This class offers "hands-on" experience using digital, non-linear editing software systems, including Apple Final Cut Pro & Adobe Premier Pro. Working on Macintosh computers, students will complete a series of editing projects in which they will capture video as necessary, design and edit the video, audio, and graphics components, and then output programs to digital video or DVD. The course will also include lecture on the history, theory and aesthetics of film editing, which will incorporate screenings of exemplary films and videos, and class discussion and analysis of the concepts presented.

LEARNING OBJECTIVES & OUTCOMES:

- Competence in editing video using non-linear editing systems (we will primarily be editing with Adobe™ Premier Pro)
- Knowledge of the historical progression of video editing.
- Making in-class presentations per established guidelines.
- Meeting deadlines.

I begin each class/semester using a Teacher-centered teaching approach and transition into a more Student-centered teaching approach, shifting the focus of activity from the teacher to the learners. By offering "open lab" hours beginning mid-semester, this allows students to use class time to work on assignments and provides opportunities for me to offer more individualized or small group one-on-one critiques and evaluations. I can then focus on specific questions and not tie up class time covering questions that may not apply to all students; for example, I can repeat basic concepts and ideas for those who need that while allowing me to move into more complex topics for those who are already at a more intermediate or advanced level with the course subject matter. This time also allows me to give specific feedback on the progress of the assignments before they are due, because at the end of the semester, it's too late to correct or fix any problems that may have arisen.

VIDEO EDITING ASSIGNMENTS: Specific details will be given later

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!

ASSIGNMENTS WILL BE GRADED USING THE FOLLOWING CRITERIA:

- Does the final project fit or address the assignment?
- Technical elements (effective use of editing techniques)
- Saved and labeled correctly
- On-time

FINAL ASSIGNMENTS DUE DATE:

ALL FINAL projects are due the last week of the semester; this LAST week of the semester will also be used to complete the Lab Practicum for the class.

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

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.

Final Exam/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

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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!

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COURSE CALENDAR (Daily)

Video Editing – COMM 3343			
Week 1	Monday	15-Jan	Holiday
	Wednesday	17-Jan	Intro to class
Week 2	Monday	22-Jan	Distributed group filming assignments
	Wednesday	24-Jan	"open lab" to film assignments
Week 3	Monday	29-Jan	Collect & distribute footage
	Wednesday	31-Jan	Introduced Premier Pro and began basic editing
Week 4	Monday	5-Feb	Continued Premier Pro and basic editing
	Wednesday	7-Feb	Continued Premier Pro and basic editing
Week 5	Monday	12-Feb	View history of Editing from Lynda.com
	Wednesday	14-Feb	Contd. viewing history of Editing from Lynda.com
Week 6	Monday	19-Feb	Distributed assignment clips
	Wednesday	21-Feb	"Open Lab" to work on project
Week 7	Monday	26-Feb	Reviewed last weeks assignment
	Wednesday	28-Feb	Open Lab
Week 8	Monday	5-Mar	Collect projects and discuss last weeks projects
	Wednesday	7-Mar	Collect projects and discuss last weeks projects
Week 9	Monday	12-Mar	SPRING BREAK
	Wednesday	14-Mar	SPRING BREAK
Week 10	Monday	19-Mar	
	Wednesday	21-Mar	
Week 11	Monday	26-Mar	
	Wednesday	28-Mar	
Week 12	Monday	2-Apr	
	Wednesday	4-Apr	
Week 13	Monday	9-Apr	
	Wednesday	11-Apr	
Week 14	Monday	16-Apr	
	Wednesday	18-Apr	
Week 15	Monday	23-Apr	
	Wednesday	25-Apr	
Week 16	Monday	30-Apr	
	Wednesday	2-May	FINAL "PORTFOLIO" DISK/USB DUE
	FINALS	May 7-11	DATE/TIME/LOCATION - TBD

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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 suspect¹ 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.**

¹Suspect 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 reason² 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.

²Reasons 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 reason³, 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.”

³Reasons 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.

EXAM POLICY:

Exams will be distributed within the first 15 minuets 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 and remove any smart watches and place them inside your bag before we begin, if you cannot follow that simple instruction, I will collect your exam and it will be considered finished at that point. I DO NOT want to 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 available seats.

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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!

THERE WILL BE A COMPREHENSIVE FINAL EXAM **DATE & TIME – TBD WHEN THE SCHEDULE IS AVAILABLE**

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).

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.

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