# JOUR 3300 Intro to Visual Communication for News

Senior Lecturer, Carolyn Brown

 Spring 2018

 Section 001 M 9am-11:50 GAB 101

 Section 002 M 9am-11:50 GAB 101

 Section 003 W 9am-11:50 GAB 101

 Section 004 W 9am-11:50 GAB 101

Carolyn Brown’s Office: GAB 101B

Office Hours: Monday: 1:30-3:00pm

 Wednesday: 1:30-3:00pm

 Tuesday by appointment

Phone: Office: (940) 565-4469 – do not leave messages at this number

 Cell: (551) 208-7949 – use this number for messages, and text messages (please identify yourself in any text messages)

Email: carolyn.brown2@unt.edu

\*Please identify yourself, with first and last name in your email, as I can’t always tell who it is by the email itself.

COURSE DESCRIPTION:

This portion of the class is designed to introduce newsgathering and visual reporting skills to journalism students, including those in Broadcast, Print, and Photography, and to develop understanding of visual storytelling for the journalist. You will learn how to capture and edit video for news stories, and to understand television news standards and visual storytelling concepts.

This section of the course focuses on using video effectively to tell a journalistic story. This is an overview of the fundamentals of video production, shooting, editing, and writing. Students will be introduced to the basics of shooting high definition digital video and professional non-linear editing.

Students will learn how video can be used to tell a compelling story. The focus will be both on the editorial and technical skills involved in video storytelling. This class is not designed to be an exhaustive examination of video editing or video photography but an introduction to get you started on video storytelling, with and without voiceover narration.

Half of the semester the Video portion of the class will be with with Carolyn Brown in GAB 101. You will take the digital still photography portion with Bryan Lochhead. Your final grade will be determined from work performed for both the video and the stills portions of this course.

Students will “switch” sections after 8 weeks. The exact dates will be announced in class.

**JOURNALISM REQUIREMENTS & GUIDELINES**

**JOURNALISM COURSE REGISTRATION**

* Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
* By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven’t taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.
* A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

**RE-TAKING FAILED JOURNALISM CLASSES**

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

**TEXTBOOK POLICY**

The Mayborn School of Journalism doesn’t require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

**FIRST CLASS DAY ATTENDANCE**

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

**OFFICE HOURS**

Monday: 1:30-3 & by appointment

Wednesday: 1:30-3 & by appointment

**ATTENDANCE**

Attendance is vital. Students are required to attend each class, and participate in class discussion. Punctual attendance is expected. Showing up late without a legitimate pre-approved excuse will be counted as an absence, as attendance will be taken at the beginning of every class. Leaving class early will also be counted as an absence. Attendance and participation in class discussion will affect your grade.

Make-up assignments & quizzes will be accepted only in situations involving personal illness with a doctor's written excuse and unavoidable personal problems (such as a family death). Assignments and quizzes will result in a grade of zero if the absences are not excused. Assignment will not be accepted late. If you miss a quiz because of tardiness you will not be allowed to make it up. Even if you have an excused absence, assignments are still due on the day of class. Excused absences will be granted only if the Professor is given several hours of notice. Students must discuss the absence with the Professor prior to class for it to be considered an excused absence.

**For every class missed (excused or unexcused) students will lose 20 points. If students have an excused absence, you WILL be able to make up these 20 points, with another assignment. If you have an unexcused absence you WILL NOT be allowed to make up the 20 points. Assignments will be explained only in class, so if you are absent please ask a fellow class member for the assignment.**

**FINAL EXAM**

There is no final exam for this course, but there is a final project.

**Financial Aid Satisfactory Academic Progress (SAP) Undergraduates**

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

**If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility**. Please visit *http://financial aid.unt.edu/satisfactory-academic progress-requirements* for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

**ACADEMIC ADVISING**

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

* It is imperative that students have paid for all enrolled classes**. Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.**  Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student’s responsibility to ensure all payments have been made.

**Spring 2018 Important Deadlines**

|  |  |  |  |
| --- | --- | --- | --- |
| **Deadline** | **Regular Academic Session** | **8W1** | **8W2** |
| Martin Luther King Day. | Jan 15 | Jan 15 | N/A |
| Classes Begin. | Jan 16 | Jan 16 | Mar 19 |
| Census. | Jan 29 | Jan 23 | Mar 26 |
| Beginning this date a student who wishes to drop a course must first receive written consent of the instructor. | Jan 30 | Jan 24 | Mar 27 |
| Last day for student to receive automatic grade of W for nonattendance.Last day for change in pass/no pass status.Last day to drop a course or withdraw from the semester with a grade of W for courses that the student is not passing. After this date, a grade of WF may be recorded. | Feb 23 | Feb 2 | Apr 6 |
| Beginning this date instructors may drop students with a grade of WF for nonattendance. | Feb 24 | Feb 3 | Apr 7 |
| Spring Break. | Mar 12 - 18 | N/A | N/A |
| Last day to drop with either W or WF.Last day for a student to drop a course with consent of the instructor. | Apr 2 | Feb 19 | Apr 23 |
| Beginning this date, a student who qualifies may request an Incomplete, with a grade of I. | Apr 9 | Feb 19 | Apr 23 |
| Last day to Withdraw (drop all classes).Last day for an instructor to drop a student with a grade of WF for nonattendance. | Apr 20 | Mar 2 | May 4 |
| Pre-Finals Days. | May 2 - 3 | N/A | N/A |
| Last Class Day. | May 3 | Mar 8 | May 10 |
| Reading Day (no classes). | May 4 | N/A | May 4 |
| [Final Exams](http://registrar.unt.edu/exams/final-exam-schedule/spring). | May 5 - 11 | Mar 9 | May 11 |
| End of term. | May 11 | May 11 | May 11 |

Top of Form

**ACADEMIC ORGANIZATIONAL STRUCTURE**

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:

|  |
| --- |
| Individual Faculty Member/AdvisorDirector, Mayborn School of JournalismDean, Mayborn School of Journalism |

**OFFICE OF DISABILITY ACCOMMODATIONS**

The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.  For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

**COURSE SAFETY STATEMENTS**

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

**ACADEMIC DISHONESTY**

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook.

Specific to this class, it is a violation to manufacture information, such as scripting quotes for an interview subject to say, making up names or other information or staging videotape scenes to represent any news event. **No reenactments are allowed.** Other potential violations include, but are not limited to: 1) Typing another student’s basic script into proper television format. 2) Editing another student’s piece and using it as your own 3) Using material taped by professional photographers who may be friends or former colleagues and presenting it as your own work

All work for JOURN 3300 must be original and must be completed specifically for this class during this semester. No duplicate work (work previously done for other classes) will be accepted. Students turning in duplicate work will receive a zero for that assignment and will be subject to sanctions for cheating. If there is a question about duplicate work students are encouraged to discuss it with the Professor before turning anything in. Students will NOT be able to get a grade for work done in their other Journalism courses.

You may not do a story that you are doing for an internship or job. All videos must be original for this class. This means, for example, if you are shooting an entire or even part of a story for your internship at the Dallas NBC station, you may not do that story, or use ANY of that video for your assignments and packages for JOUR 3300.

**MSOJ ACADEMIC INTEGRITY POLICY**

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school’s policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

**FINAL EXAM POLICY**

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

**ACCESS TO INFORMATION**

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site  [www.my.unt.edu](http://www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please so do, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

**Courses in a Box**

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

# Important Notice for F-1 Students taking Distance Education Courses

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

**Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email** **international@unt.edu****) to get clarification before the one-week deadline.**

**DROPPING AN ONLINE COURSE**

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course.*

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar’s office before the deadline to make sure you have been dropped from the course with a “W”.**  If you are taking only online courses and your instructor approves the drop, please contact the MSOJ head advisor for instructions.

**EMERGENCY NOTIFICATION & PROCEDURES**

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence).  The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students.  Please make certain to update your phone numbers at [www.my.unt.edu](http://www.my.unt.edu).  Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

**STUDENT PERCEPTIONS OF TEACHING (SPOT)**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available to provide you with an opportunity to evaluate how this course is taught. For the fall 2016 semester you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox.  Simply click on the link and complete your survey.  Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at [www.spot.unt.edu](http://www.spot.unt.edu) or email spot@unt.edu. Spots survey dates:

* Regular session April 16 – May 3
* 8W1 session February 26 – March 8
* 8W2 session April 30 – May 10

***Acceptable Student Behavior:***

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct.  The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.  The Code of Student Conduct can be found at [www.deanofstudents.unt.edu](http://www.deanofstudents.unt.edu)

**SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT**

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.

UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: <http://deanofstudents.unt.edu/resources_0>.  Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at [SurvivorAdvocate@unt.edu](http://SurvivorAdvocate@unt.edu) or by calling the Dean of Students’ office.

**STATEMENTS OF STUDENT LEARNING OUTCOMES**

* Understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances
* Demonstrate an understanding of the history and role of professionals and institutions in shaping communications
* Demonstrate an understanding of diversity in domestic society in relation to mass communications
* Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
* Understand concepts and apply theories in the use and presentation of images and information
* Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity
* Think critically, creatively and independently
* Conduct research and evaluate information by methods appropriate to the communications professions in which they work
* Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve
* Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness
* Apply basic numerical and statistical concepts
* Apply tools and technologies appropriate for the communications professions in which they work

EQUIPMENT: For this portion of the class, you will be able to check out specific equipment through the Journalism Equipment Room in GAB 111G.  You must follow all rules for equipment checkout. You must have completed a Gold Card and have it on file. You may receive a gold card at equipment checkout.

Cameras that are checked out must be used for assignments in this class only. In other words, you may not check out these cameras for use in another class or for personal use.

You may also use your own equipment, but it must meet certain requirements. Before using your own gear, I will need to see and approve it.  If I approve your equipment, you must bring it to class with you every day.

Whether you’re using Journalism school equipment or your own, make sure it’s in working order. Dead batteries are no excuse for missing an assignment.

Treat the equipment carefully. It’s a very important tool in your work for this class. If you break any equipment, you will have to pay for it. If you return it late, you will lose your ability to check it out.  Read and follow all rules!

**Equipment Checkout Hours                          Mac Lab                                              GAB 101**

Mon-Thur 9am-10pm                                        Mon-Thur 8am-10pm                        Mon 3pm-10pm

Fri 9am-6pm                                                        Fri 1pm-6pm                                        Tues 5pm-10pm

Sat & Sun Noon-6pm                                         Sat & Sun 1pm-8pm                           Wed 3pm – 10pm

                                                                                                                                                Thur 5pm-10pm

                                                                                                                                                Fri 9am-6pm

                                                                                                                                 Sat & Sun Noon-6pm

For your convenience, equipment checkout is for 24 hours. Returning sooner is always welcome, but we understand that 24 hours is sometimes needed.

A late return policy will be enforced if the equipment is returned after 24 hours from check out time.

1st offense – 1 week ban from equipment check out.

2nd offense – 3 week ban from equipment checkout.

3rd offense – Semester ban from equipment checkout.

\*All bans start once the equipment is returned.

\*\*Extremely late or broken equipment may result in additional bans and fines determined by equipment value and Mayborn Staff.

If you are going to be late or have a problem please email Adam Scott at adam.scott@unt.edu of call him at 940 – 565 – 3580.

REQUIRED COURSE MATERIAL:

1) There is no textbook for this course, however **you will be assigned to view Lynda tutorials** instead of a text for this class. You can access Lynda with your UNT login here:[**http://it.unt.edu/lynda**](http://it.unt.edu/lynda)

2) Students must purchase their own SD cards (16-32GB) (class 10 or higher). I suggest purchasing at least 2 cards. I also suggest purchasing a SD card hard case.

3) You will need an external hard-drive to save work, and avoid losing video. I suggest a 1TB external hard drive. It’s important to make sure that your hard-drive is **FORMATTED for a PC/the type of computers we have in this classroom.**

**Format for PC under my computer> choose NTFS (from drop down window)**

VALIDATION: Once you are given back a graded assignment, it is your responsibility to keep that paper (hard copy and digital versions). If there is any question regarding your final grade in class, you will be asked to produce your papers for proof of submission and grade. You are asked to keep a notebook with all returned assignments.

FOOD AND DRINK: No food and drink of any kind will be allowed in class, per School policy. Spills and crumbs will ruin the new computers and editing equipment.

CELL PHONES/TEXT MESSAGING: Cell phones must be turned off during class. If your cell phone rings or you are caught text messaging, the professor will ask you to leave the class and not return. You will then be counted as absent, and will be unable to make up any class work.

PROFESSIONAL STANDARDS: Students are expected to act in a professional manner, meeting deadlines, solving problems, cooperating with classmates and generally contributing in a positive was to the class. Students will be evaluated on their professional demeanor in the classroom. As such, students should not disrupt class sessions with personal conversations, or by accepting cell phone calls or text messaging (see above). Do not use our class time to do homework for other classes, send emails or the like.

**FREE ONLINE TUTORIAL:**

**FREE LYNDA.COM Tutorials:** <http://it.unt.edu/lynda>

BLACKBOARD: The course Blackboard site will be used primarily for the instructor to post updates to assignments as well as grades. You are expected to be knowledgeable of Blackboard’s functions.

EMAIL: Be sure that you have an UNT email account-that is how I will communicate with you and how our Blackboard site is set up. On any email to me, you MUST put your

Name in the subject line of the email and use you’re UNT account. All students MUST check for class-related email at least once a day. Assignments will often be sent out via email later in the week, or posted on blackboard later in the week.

FACEBOOK: The class will have a Facebook group. Announcements for class will be made on this Facebook group wall. You will be expected to check the Facebook group every day.

GRADES: Grades will be based on the following point system (subject to change at any time):

First Interview transferred & labeled…………….....100 points

Second Interviews for Final Video Story…………..100 points

Rough Cut…………………………………………..200 points

Final Project………………………………………...400 points

Professionalism/Participation/Attendance…………200 points

GRADING SCALE:

90-100= A

80-89= B

70-79= C

60-69= D

69 or less= F

GRADING CRITERIA:

A: Superior to above-average work. This work requires few changes, if any, to meet superior standards.

B: Good to average work. This work may have some problems, but generally it could be corrected with a moderate amount of rewriting or re-editing.

C: Satisfactory to below average work. This work may contain problems with accuracy, or the writing may be difficult to understand. Major rewriting or re-editing would be required.

D: Poor work. Usually reserved for exceptionally damaging problems with accuracy, writing, format, style or the flow of ideas.

F: Failure. This grade is usually reserved for assignments that do not make a deadline or work that breaks the ethical codes.

Most grades will reflect the quality of the content of what you write, produce or assemble. Likewise, in production assignments, you want your sound to be crisp and clear. Hazy or muddy sound that makes someone strain to listen also reflects on the quality of your work. Likewise, video should be well shot and edited. The content is of central importance, but how you frame your video work is also important.

I will NOT discuss grades via e-mail or phone, given the insecurity of those communication methods. If you wish to discuss a grade with me, it should be done with me in person and in private. That is out of respect for your privacy.

**SCHEDULE OF COURSE TOPICS AND ACTIVITIES (subject to change at any time, quizzes, readings and assignments may be added):**

**Week 1 (Jan 15-19)**

Syllabus review, get your hands on the camera, using the camera, framing, watch video stories

**Week 2 (Jan 22-26)**

setting up hard drive, transferring video into Adobe Premiere Pro (APP), editing 1

interviewing techniques

**DUE: Bring SD Cards & Hard drive// story idea pitch in class// Intro, Ch 1, 2, 3- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 3 (Jan 29- Feb 2)**

lighting, audio-editing, in-class editing

**DUE: 1st interview for final project transferred// Ch 4, 5, 6, 7, 8, 9 Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 4 (Feb 5-9)**

Color correction & audio-editing

**DUE: 10, 11- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 5 (Feb 12-16)**

using graphics, writing non-narrative stories, writing voice-over stories, scripting

**DUE: 2nd interview for final project transferred//12, 13, Conclusion- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 6 (Feb 19-Feb 23)**

Screening of rough cuts & feedback

**DUE: ROUGH CUT**

**Week 7 (Feb 26-March 2)**

in class editing final videos, more on graphics (motion)

**Week 8 (March 5-9)**

in class screening of final videos

**DUE: FINAL PROJECT**

**March 12-16 Spring Break**

**Switch class date: March 19**

**Week 1 (March 19-23**)

Syllabus review, get your hands on the camera, using the camera, framing, watch video stories

**Week 2 (March 26-30)**

setting up hard drive, transferring video into Adobe Premiere Pro (APP), editing 1

interviewing techniques

**DUE: Bring SD Cards & Hard drive// story idea pitch in class// Intro, Ch 1, 2, 3- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 3 (April 2-6)**

lighting, audio-editing, in-class editing

**DUE: 1st interview for final project transferred// Ch 4, 5, 6, 7, 8, 9 Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 4 (April 9-13)**

writing non-narrative stories, writing voice-over stories, scripting

**DUE: 2nd interview for final project transferred// 10, 11- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 5 (April 16-20)**

using graphics, screening of rough cuts & feedback

**DUE: ROUGH CUT// 12, 13, Conclusion- Lynda Tutorial- Premiere Pro CC 2017 Essential Training: The Basics, with Ashley Kennedy**

**Week 6 (April 23-27)**

Feedback & in class editing of final project

**Week 7 (April 30-May 4)**

in class screening of final videos

**DUE: FINAL PROJECT**

**Last Day of Classes is May 3**