

COMM 1337 (3:3:3)

Syllabus for TV Production II
Video Editing

Radio, Television and Film Program

Communications Department

Division of Arts & Sciences

South Plains College

Levelland Campus

Fall 2017

Instructor:

Jay A. Hoes

COURSE SYLLABUS

COURSE TITLE: COMM 1337 - TV Production II (Video Editing)
INSTRUCTOR: Jay Hoes
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OFFICE HOURS: Posted at CM 157, other times by appointment

GENERAL COURSE INFORMATION

Course Description: A comprehensive study of Adobe Premiere Pro non-linear video editing system used the television and motion picture industries.

Course Learning Outcomes: This class is designed to prepare students for immediate work in the television, and commercial video industries. At the conclusion of the class, students will have demonstrated a thorough knowledge of the following:

- Working with Photoshop
- Setting up a Project
- Importing and Organizing Media
- Basic Editing
- Transitions
- Editing and Mixing Audio
- Using Video Effects
- Creating Titles
- Advanced Editing Techniques
- Exporting Finished Projects

This class contains elements that will teach 5 of the 6 Core Objectives outlined by the Undergraduate Education Advisory Committee of the Texas Higher Education Coordinating Board, including:

Communication Skills

Critical Thinking Skills

Teamwork Skills

Social Responsibility

Personal Responsibility

Academic Integrity: As stated in the General Catalog - "As it is the aim of the faculty of South Plains College to foster a spirit of complete *honesty* and a high standard of *integrity*. The attempt of any student to present as his or her own work which he or she has not *honestly* performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Cheating: Dishonesty of any kind on examinations or written assignments, illegal possession of examinations, the use of unauthorized notes during the examination, obtaining information during an examination from a textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Plagiarism: Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, and student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from themes, reports or other writings of a fellow student, is guilty of plagiarism.

SPECIFIC COURSE/INSTRUCTOR REQUIREMENTS

A. Materials: There is a textbook for this class. The title is “Adobe Premiere Pro: Classroom in a Book”. Handouts for each project and other written materials will be supplied to you as needed. Also bring paper and pens for taking notes; digital voice recorders also work well. The majority of the information covered will be presented to you while demonstrating on a computer system. It will be your responsibility to take adequate notes.

B. Attendance Policy: Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in

which the student did attend/participate and the student will owe any balance resulting from the adjustment.

A student may be dropped after 6 total unexcused absences. For an absence to be excused, you must present a note from your doctor or another instructor on appropriate stationery or letterhead. There will be no exceptions. **Attendance may determine whether you are required to take the final exam.** If you finish the semester with an A average and no more than one unexcused absence, you will be exempt from the final. If you have a B average and no unexcused absences, you will be exempt from the final. Please attend class and finish your projects.

C. Classroom Policy: While in class, you are expected to adhere to acceptable behaviors. In the computer lab, **no cell phones** will be allowed, unless they are being used to record audio of lectures. Phones should be set to silent and be kept out of sight. Please be respectful of others' learning environment.

As of August 1, 2017, it is legal for anyone with a valid concealed carry permit to carry a firearm on all South Plains College campuses. The firearm must be kept on your person or in a purse or backpack and must be concealed at all times. Any violation will be reported to campus police.

D. Assignment Policy: We will cover most of the lessons and exercises in the textbook. We will also have projects outside the textbook as practical examples. Your work on each exercise and project will be graded.

D. Grading Policy/Procedure and/or methods of evaluation: Each project will be graded as it is completed. Points will be taken off for being late.

Instructor evaluation of attendance, punctuality, preparedness, attitude, and participation in classroom activities, discussions, and participation in projects will also be considered in your final grade. Instructor evaluation is worth up to 100 points on your final grade.

The following grade breakdown represents a typical semester:

Project 1	100
Project 2	100
Project 3	100
Project 4	100
Project 5	100
Project 6	100
Project 7	100
Exam 1	200
Exam 2	200
Instructor Evaluation-	<u>100</u>
Total	1,200 points

Exam and final grades may be curved at the discretion of the instructor.

Final grades are based on the following scale:

90% and up	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
59% and below	=	F

ACCOMMODATIONS: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office through the Guidance and Counseling Centers at Reese Center (Building 8) 806-716-4606, or Levelland (Student Services Building) 806-716-2577.