Moberly Area Community College
Common Syllabus
ART136 Introduction to Video
Current Term

Instructor:
Office number:
Office hours:
Contact information
Classroom number:
Class days and time:

Catalog Description: ART136 Introduction to Video (2-4-3)
This course introduces basic Digital Video technology, production, and editing. It teaches students to plan, shoot, and edit video projects, with emphasis on themes and the creative process. Basic knowledge of Mac computers is recommended. (IN)

Prerequisite/Co-requisite: None

Text(s):
Title: Adobe Premiere Pro CC Classroom in a Book (2018 Release)
Author: Jago
Edition: 1st Edition
Publisher: Adobe Press

Other Required Materials:
Students will supply their own cameras. A DV Camcorder is preferred, but not necessary.
Mini DV tapes
Video tapes
Zip disk
Do not come to class unprepared.

Purpose of Course: This course introduces basic Digital Video technology, production, and editing. It teaches students to plan, shoot, and edit video projects using Digital Video, with emphasis on themes and the creative process.

Course Objectives: The course will be broken up into four main sections, project planning, image capture & acquisition, editing & post production, and output and presentation. You will gain proficiency in using a digital video camera, understand the editing process, and learn to output your final product.

Upon successful completion of this course, students will be able to:
1. Demonstrate control in taping subjects’ matter.
2. Demonstrate a basic knowledge editing terms, and techniques.
3. Demonstrate basic skills in critical thinking, and visual expression.
4. Communicate orally at college level standards.

Course Content:
1. Issues and themes
2. Capturing and storing footage
3. Previewing and editing
4. Post production
5. Presentation

Assessment of Student Learning:

| In class work ethic | 40% |
| Projects & individual Assignments | 60% |

This is a studio class, and you will be graded primarily on the amount of work you do, and the quality and care in which you take in completing your projects. You will also be graded on participation in mandatory group critiques which we will have throughout the semester. Projects will be assigned on a weekly basis and you will have specific due dates for each one. You will need to be self motivated in order to get your work done. Most of your work for the class will be done time outside of the regular class period.

It is important to remember that just doing an assignment is average work, or a “C”. Additional time, concentration and thought both inside and outside of class is required for a better grade and higher levels of achievement. I grade on hard work, and participation, so if you are looking for an “A” come to every class, use your time wisely, be willing to follow instruction, and do your homework well, and on time. An overall grade will be measured through work on individual prints and contact sheets, participation in critiques, and work ethic. Below is a list of requirements to achieve a specific grade:

**Students receiving an “A” will:**
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Work diligently during the class period.
3. Take initiative when completed with a particular assignment.
4. Make extra effort on all assignments.
5. Hand in work on time.
6. Put a great deal of care and time in your assignments.
7. Listen to and follow instructions.
8. Actively participate in critiques.
9. Do more then the minimum work required for the class.
10. Show improvement over the course of the semester.
11. Have an excellent portfolio of work to show at the end of the semester.

**Students receiving a “B” will:**
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Work diligently during the class period.
3. Hand in work on time.
4. Make extra effort on all assignments.
5. Listen to and follow instructions.
6. Actively participate in critiques.
7. Do more then the minimum work required for the class.
8. Show improvement over the course of the semester.
9. Have a good portfolio of work to show at the end of the semester.

Students receiving a “C” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Work diligently during the class period.
3. Do the minimum of work required for the class.
4. Hand in work on time.
5. Listen to and follow instructions.
6. Actively participate in critiques.
7. Show improvement over the course of the semester.
8. Have a fair portfolio of work to show at the end of the semester.

Students receiving a “D” will:
1. Arrive on time for class on a regular basis and stay for the duration of the class.
2. Do the minimum of work required for the class.
3. Listen to and follow instructions.
4. Have a fair portfolio of work to show at the end of the semester.

Grading Scale:
A – 90-100%
B – 80-89%
C – 70-79%
D – 60-69%
F – 0-59%

Expected Study Time Commitments: Students should expect to spend approximately 2 to 4 hours per week studying, reading, and working on assignments for each registered credit hour. For example, 6 to 12 study hours per week may be expected for a 3 credit hour class.

Description of Major Assignment(s)/Project(s): TBA Assignments will be given on a weekly basis.

Schedule of Student Assignments/Activities: Individual assignments will be given during the semester. You will have ample time in class to work on your projects. Specific assignments TBA.
**Statement to Connect Course with General Education Outcomes:** In compliance with MACC's General Education outcomes, the student who successfully completes this course will be able to:

- **Higher Order Thinking:** Students will demonstrate the ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and to reflect upon and refine those problem-solving skills. This outcome involves creative thinking, critical thinking, and quantitative literacy.

- **Communication:** Students will demonstrate the ability to communicate effectively through oral, written, or digital channels using the English language or quantitative or other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message.

- **Managing Information:** Students will demonstrate the ability to discern when there is a need for information; and to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.

- **Valuing:** Students will demonstrate the ability to understand the moral and ethical values of a diverse society; and to appreciate the values of diversity, equity, and sustainability.

**College / Instructor Policies:**

**Academic Dishonesty:** MACC board policy is as follows: “Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook M.010*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Attendance Policy:** Students are expected to attend all class sessions for which they are enrolled. The College reserves the right to drop or withdraw students from courses due to lack of attendance.

Students need to be aware that dropping/being dropped from a course and their last date of attendance in the course may impact their financial aid.

MACC faculty are required to track attendance and report lack of attendance. An instructor must complete the appropriate steps to drop a student within one week following the student’s violation of the attendance policy. Additionally, a student’s attendance rate will be calculated based upon the first day the academic session begins (not the student’s date of enrollment in the course). If a student does not attend a course as defined below, the student will be dropped as “Never Attended.”
Term Length Drop Calculations

16-week: Any student who misses two (2) consecutive weeks of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

8-week: Any student who misses one (1) consecutive week of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

4-week: Any student who misses two (2) consecutive days of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Intersession: Any student who misses one (1) day of class will be dropped from the course by the instructor unless acceptable justification is provided by the student and the student still has the opportunity to be successful in the course.

Acceptable justification may include, but is not limited to, family emergencies, illness or injury, college-approved co-curricular and extra-curricular activities, and religious holidays.

Definition of Course Attendance

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<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<tbody>
<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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<tr>
<td>Hybrid Course</td>
<td>Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:</td>
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<td>• Completion of quizzes or exams during class meetings and online</td>
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<td></td>
<td>• Submission of assignments during class meetings and online</td>
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<tr>
<td></td>
<td>• Participation in discussions during class meetings and online</td>
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<tr>
<td>Online Course</td>
<td>Active participation in an online course includes the following:</td>
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<tr>
<td></td>
<td>• Completion of quizzes or exams</td>
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<tr>
<td></td>
<td>• Submission of assignments</td>
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<td>• Participation in threaded discussions</td>
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Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook*, I.090 & M.095)

Class attendance is important as I will be giving demonstrations, and lectures that will not be repeated. Students are responsible for dropping themselves if they no longer wish to attend the class. Any student who stops attending class and fails to file the proper form with Student Services could receive a failing grade for the class.

You are allowed one unexcused absence, use it wisely. Attendance factors into your participation grade, excessive absences and tardiness will effect that grade and your final grade will be affected as follows:

- 2 absences subtract 5 points from final grade
- 3 absences subtract 10
- 4 absences subtract 15
- 5 absences subtract 20

**Tardiness:** Students arriving late, and/or leaving early on a frequent basis will be marked as absent.

**Make-up and late work:** All assignments will be penalized for each day they are late. Students having problems keeping up with assignments will need to communicate with the Instructor on any make-up work.

**Extra-credit work:** Additional projects may be done for extra credit in the class, only after assigned work is completed. See instructor for details.

**Student Email:** MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:** Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](http://www.macc.edu/index.php/services/access-office).

**Title IX Statement:** MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support
resources, please see http://www.macc.edu/sexual-misconduct-policy (links to an external site) or contact Ms. Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.