

## Multimedia 210 Syllabus

### Course information

- Digital Editing
- Multimedia 210 - Section Number 1532
- Fall 2014
- FA 304

### Instructor / Contact Information

- Brian Olson & Naomi Duckworth
- FA 304 - Office
- Please email me for in person appointments
- [olsonbj@wlac.edu](mailto:olsonbj@wlac.edu) or [duckwon@wlac.edu](mailto:duckwon@wlac.edu)
- <http://www.wlac.us>

### Course Catalog Description

Video editing is a beginning course that focuses on current digital video and sound editing using the current industry standard computer programs and design techniques.

### Class Schedule Course Description

This course introduces the student to computer applications for the digital editing of video and sound. Emphasis is placed on non-linear post-production tools.

### Course Prerequisites and Advisories

There are no prerequisites. Apple Macintosh experience is recommended.

### Required Textbooks and Materials

Final Cut Pro 7: Visual QuickPro Guide

## Student Learning Outcomes (SLOs)

STUDENT LEARNING OUTCOMES		HOW WILL THESE STUDENT LEARNING OUTCOMES BE ASSESSED
<p>A. Critical thinking. F, Technical competence. I, Aesthetics.</p>		<p>1) Students will understand the tools and methods of editing video in the imovie program.</p> <p>2) Students will gain a clear understanding of basic media software functions of Final Cut Pro and engage in producing a consistent sequence of scenes assembled into a movie format.</p> <p>3) Students will be skilled in manipulating the tools, menus and pallets in the Final Cut Pro program including rendering, video compression, inserting video footage, sound tracks, and graphic introductions and credits.</p>

### Course Objectives

This course will provide a foundation for a career in video editing.

### Instructional Methods

This course is taught using a variety of instructional methods include lecture, class discussion, small group work, project creation, electronic discussion, and group presentations.

### Student Responsibilities

- Participation
- Homework
- Online discussions
- Projects
- Group work – include information on productive group processes
- Exams / quizzes
- Portfolios
- Critiques

### **Course Resources**

- Labs and learning centers
- Study groups
- Tutors, office hours and location
- Library resources

### **Course Content and Outline**

Please visit <http://www.wlac.us> for course content and outline.

### **Attendance and Tardy Policy**

Students are expected to attend all classes for which they are registered, to be prompt and to remain in class/lab for the entire time. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may drop a student from a class whenever a student is absent more hours than the number of hours the class meets per week. Withdrawal from class can affect eligibility for federal financial aid.

- Policy for late work: Late work may be submitted up until finals week.
- Policy for missed exams and quizzes: May be submitted up until finals week.
- Policy for extra credit: Extra credit assignments will be available as needed.
- Skipping or late to a critiques will result in a drop of one letter grade.
- Lectures and content of this class have copyrights. No recordings or redistribution w/out consent.

### **Grade Tracker**

Please visit <http://www.wlac.us> for Grade Tracking

### **Grading Rubric**

Please visit <http://www.wlac.us> for Grading Rubric

**Syllabus Change Policy** – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

### **Grading Methods and Scale**

Grading will be based on completion of 1 test and 3 projects each worth 25% of the students grade. Students are required to attend 3 critiques. Missing a critique will drop your grade by one letter grade. 3 or more unexcused absences will drop your grade by one letter grade. Please visit [www.wlac.us](http://www.wlac.us) for additional info.

### **Course Schedule**

Please visit <http://www.wlac.us> for Course Schedule.

### **Cell Phones and Lap Tops**

Cell phones must be on vibrate, as a courtesy to your classmates and your professor. It is not acceptable to take phone calls or text in class. . If you have to answer an emergency phone call, please step out of the classroom. You may take notes in class on your laptop, but do not let that be a distraction to participating in class.

### **Electronic Mail**

E-mail is the official method of communicating with you. Every WLAC student has an e-mail address.

Check your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), and click on the Student Email button. To log in use your student ID # and your birthday and month. Your [Student.LACCD@Edu](mailto:Student.LACCD@Edu) email can be forwarded to any other personal email account.

### **Disabled Student Services**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in HLRC 121 at (310) 287-4450. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me. Tape recording of lectures and discussions will not be permitted without my consent.

### **Dropping the course**

According to college policy, you will be excluded for excessive absences or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so at the Admissions and Business Offices and keep your receipt. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is Tuesday, February 21, 2012. The last day to drop without a "W" is Friday, March 2, 2012. The last day to drop with a "W" is Friday, May 4, 2012.

### **Academic Integrity**

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

### **Forms of Behavior which Violate Academic Integrity:**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

### **Standards of Student Conduct**

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Spring 2012 Schedule of Classes pages 117-118.)

- Warning - A verbal or written notice, given to the student by the instructor.
- Removal by the Instructor - An instructor may remove a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class from which he or she was removed without the permission of the Vice President of Student Services.

### **Classroom and Campus Cleanliness**

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

### **Electronic Mail**

Electronic mail is the official method of communication for delivery of college information. Please check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), click on the Student Email button. To log in use your student ID# and your birthday and month. Your Student.LACCD@EDU email can be forwarded to any other personal email account.

### **Instructional Support and Monitoring**

- Monitor your academic progress online at [www.wlac.edu](http://www.wlac.edu) click "Counseling, Assessment and Orientation," then on the DegreeWorks icon, or visit the Counseling Office.
- For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.

### **Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, and observance of religious holidays.

Special needs or circumstances: