

# Course Syllabus

ITLS 5220/6220 Digital Capture and Production II | Spring 2020

## Course Description

Advanced theories and practice in design and development for camera and computer-based audio and video production, including recording, editing, and digitizing audio and video segments for education and training applications. To receive graduate-level credit, students must fulfill additional requirements.

### **Prerequisite**

ITLS 5215 or equivalent video production course required.

### **6220 Requirements**

2 page summary paper on the advantages or disadvantages of using video in education and/or communication. To be turned in with the Final Project.

## **CONTACT INFORMATION**

- Shane Thomas
- 435-797-0525
- Shane.Thomas@usu.edu

Office Hours - By appointment - Distance Education Building Room 101b

### **Required Materials**

Portable hard drive to store all of your projects and related media on, so you can work on your projects on your own and in the class lab. Access to a digital camcorder or camera capable of recording high definition video and audio. If you do not have your own, cameras, mics, and tripods are available for checkout through the ITLS department at the Logan, Utah campus only.

### **Editng Software**

You are free to learn to edit using whatever software you would prefer. The MAC classroom/labs we are working in have Final Cut Pro X, Adobe Premiere CS6, iMovie and Adobe Premier Elements installed on them. You are free to choose any editor you prefer, but I highly recommend choosing one that we have in the classroom, as the classroom demonstrations will be much more useful to you. There are other labs on campus with programs such as Vegas Video and Windows Movie Maker. **Click here** for a list of computer labs on campus.

### **Camera Checkout**

Deidri Nielson is the contact for camera/mic/tripod checkout.

- Education 215
- (435) 797-2694

- deidri.nielson@usu.edu
- Camera equipment is available for checked out Monday - Friday from 8am - 4pm and are due back within 24hrs
- Weekend check outs must be returned by 9am on Monday - No checkout available over holiday weekends

### **Computer/Editing Labs**

Education 280 (25 iMacs with Final Cut Pro X, iMovie, Premier Pro, and Adobe Elements)

UR Graphics Lab (North of Fine Arts Building) Final Cut Pro X, Adobe Premier Pro

[Click here](#) for a full list of USU campus labs

### **Assignments**

Montage and Color Correction

#### **Produce a 2-3 minute video with music**

- Shoot 30 - 40 minutes of raw footage
- Compose shots using the rule of thirds
- Include: Low/high Angles, Pans, Tilts, Zooms, Static shots (let the action happen within the screen) wide, medium, close-up, extreme close up
- Be aware of natural light, color, shadows, foreground and background elements
- **USE A TRIPOD**

Pick your best shots and edit into your montage. Your montage should include the following:

- Dissolve up from black
- Title slide
- Music
- Choose shots that are stable, with good composition. Include at least one of each shooting technique
- Fade to black
- Master to mp4
- Turn in assignment to Canvas and Upload high-res version to the Class Server (See instructions below)
- [Turning in an Assignment to Canvas how to video](#)

### **Part 2**

Color correct each scene

### **Part 3**

Present both videos in class

Be ready to show your settings you used to color correct the scene's.

#### **Commercial**

Produce a 30 - 60 sec. commercial of your choice

- Dissolve up from black
- Music
- Graphics
- Voice Over and/or On Camera Talent
- Use b-roll to cover edits
- Script
- Pay attention to exposure, composition and sound levels
- Title w/music
- Master to QuickTime or mp4

#### **Video Technique Presentation**

Pick a video related subject and teach us something about it or lead the class in a discussion about video's you like or dislike. (15 min)

#### **Final**

Produce a 4-6 minute documentary style video. (A movie or a television or radio program that provides a factual and non-factual record or report.)

- Script
- Shot List
- EDL
- Use proper lighting technics
- Pay attention to exposure, composition and sound levels
- Dissolve up from black
- Title w/music
- Name supers
- Addition graphics if needed
- LOTS of b-roll
- Dissolve to black
- Master to QuickTime

100 - Montage and Color Correction

100 - Commercial

100 - Student Presentation

100 - Critique - 10 in total

60 - Pre-Production Papers  
500 - Final  
100 - 6220 - Paper

### **COURSE POLICIES**

#### Syllabus Changes

This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE.**

### **GRADES**

Your grade is based on the following:

#### Grading Scheme

A	100% to 93%
A-	< 93% to 90%
B+	< 90% to 87%
B	< 87% to 83%
B-	< 83% to 80%
C+	< 80% to 77%
C	< 77% to 73%
C-	< 73% to 70%
D	< 70% to 64%
F	< 64% to 0%

### **UNIVERSITY POLICIES & PROCEDURES**

#### Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are

entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [Faculty Code Policy #403 \(Links to an external site.\)](#) further defines academic freedom and professional responsibilities.

## Academic Integrity – "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

[The Honor Pledge \(Links to an external site.\)](#): To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

*"I pledge, on my honor, to conduct myself with the foremost level of academic integrity."*

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

## Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University's Student Code. Acts of academic dishonesty include but are not limited to:

- **Cheating:** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually;"
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
  - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
  - Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
  - Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.

- **Falsification:** altering or fabricating any information or citation in an academic exercise or activity.
- **Plagiarism:** representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

## Sexual Harassment

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

## Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

## Students with Disabilities

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC). Please contact the DRC prior to or as early in the semester as possible. Alternate formats for course content are available with advanced notice.

Contacting the Disability Resource Center (DRC):

- On Campus: Room 101 of the University Inn
- Phone: 435-797-2444
- Website: <http://www.usu.edu/drc/> (Links to an external site.)

Disability related resources for current students:

- [DRC Student Handbook](#) (Links to an external site.)
- [Deaf and Hard of Hearing Student Handbook](#) (Links to an external site.)
- [Disability Related Scholarships](#) (Links to an external site.)
- [Campus Resources](#) (Links to an external site.)

- [Documentation Guidelines](#) (Links to an external site.)
- [Online Resources for Students with Disabilities](#) (Links to an external site.)

## Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Michelle Bogdan, Director of Access and Diversity Center:  
(435) 797-1728, [michelle.bogdan@usu.edu](mailto:michelle.bogdan@usu.edu)
- James Morales, Vice President of Student Services:  
(435) 797- 1712, [james.morales@usu.edu](mailto:james.morales@usu.edu)
- Brooke Lambert, LGBTQA Program Coordinator, Access and Diversity Center:  
(435) 797-1164, [brooke.lambert@usu.edu](mailto:brooke.lambert@usu.edu)
- Daryn Frischknecht, Student Advocate:  
(435) 797-7460

You can learn more about your student rights by visiting <http://www.usu.edu/student-services/studentcode> (Links to an external site.).

## Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: [Article VII. Grievances](#) (Links to an external site.).

Full details for USU Academic Policies and Procedures can be found at:

- [Student Conduct](#) (Links to an external site.)
- [Student Code](#) (Links to an external site.)
- [Academic Integrity](#)
- [USU Selected Academic Policies and Procedures](#) (Links to an external site.)
- [USU Academic Policies and Procedures](#) (Links to an external site.)
- [Academic Freedom and Professional Responsibility Policy](#) (Links to an external site.)

## Emergency Procedures

In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.