**Syllabus: COMM 4892/7892 Film & Video Production**

**Description:**

In this advanced production workshop, class members will use Avid Media Composer software to edit short videos made for the Department of Communication and Film and non-profit organizations in the community. Students also will be asked to write, produce, direct, or assume crew responsibilities on projects outside class time on various filming locations on and off campus.

**Objectives:**

1. Students will gain experience conceiving and creating audio-video presentations that require collaboration with fellow producers and with clients in the community.

2. Students will learn about the particular needs of non-profit organizations that desire to communicate their messages to the larger community.

3. Students will learn about employment opportunities in the film and video industry.

4. Students will achieve a working knowledge of the industry’s predominate film and video editing software, Avid Media Composer.

**Required Text:**

*Avid Agility: Working Faster and More Intuitively with Avid Media Composer*, Third Edition, by Steve Cohen.

**Exams:**

A missed Mid-Term or Final Exam may not be taken later without written documentation, such as letters from physicians or officers of the court.

**Due Dates Are Firm:**

Finished projects must be available for viewing on the dates they are due. Those submitted late will not be given full credit.

**Grade Components:**

Produced Projects (70%)

Mid-Term Exam (10%)

Final Exam (10%)

Participation (10%)

**Participation:**

Participation in the course means not only producing programs that entertain and inform, it also means providing constructive criticism that will assist your classmates in becoming better producers. Your analyses of finished programs and works-in-progress are important in developing standards for critical listening.

**Additional Requirements for Graduate Students:**

Graduate students enrolled in this course (COMM 6892) will be required, in addition to produced assignments, to write and deliver a presentation to the class demonstrating a high level of research and analysis. Each graduate student also will be required to schedule additional meetings with the instructor to discuss issues encountered in the student’s projects and to explore further the subjects raised in classroom discussions.

**Academic Integrity and Student Conduct:**

All produced projects and exam papers must be your original work and yours alone. Original work includes your words and ideas as the author of your productions and papers as well as the properly quoted or cited words and ideas of others. Any case of work copied from a source without proper documentation constitutes plagiarism, which will result in a failing grade and can lead to expulsion from the university. Expectations for academic integrity and student conduct are described on the website of the Office of Student Judicial and Ethical Affairs (<http://saweb.memphis.edu/judicialaffairs>), particularly in the sections entitled “Academic Dishonesty,” “Student Code of Conduct and Responsibilities,” and “Disruptive Behaviors.” The instructor for this course will expect students to be aware of these guidelines and to conduct themselves accordingly.

**Audio Lab Rules:**

The two two-microphone audio recording laboratories (ACB 109A & 109B) are used to produce audio that will then be edited in the larger main editing lab (ACB 150). The smaller rooms, 109 A&B, are very much in demand. You may sign up for a maximum of one two-hour block of time per day in one of those rooms. Check the posted schedule on the lab doors to determine the available hours. **Do not sign up unless you are certain you will be able to use the time.** If you can not keep a lab appointment, inform the equipment room staff as early as possible to make the time available for someone else. (William Johnson, Media Specialist, 901-678-3178)

Keep the labs clean. No food or drink is allowed in the audio labs at any time.

Learn the procedures for borrowing recorders, microphones, etc. from the film and video equipment room in the west hallway of the basement of the Theater Building. The equipment room is operated by Mr. Johnson and graduate assistants.

Learn how to operate the field equipment properly so that you can return it in the condition in which you found it. Department policy is: “If you break it, you pay for it.”

**Additional Costs:**

Students must purchase their own portable hard drives (Firewire, USB2, or Thunderbolt) for backing up editing projects in the labs. For maximum safety, the drives should be dedicated to use in this course alone. Never end an editing session without copying your entire folder of work to your own hard drive. A capacity of 500GB should be sufficient for the course.

**Special Needs:**

If you require physical assistance to participate in this course, please contact the Office of Students with Disabilities (Scates Hall 215). The Office coordinates a variety of support services designed to ensure educational access to facilities and to enhance individual development of students with disabilities.

**Class Schedule:**

Three hours are set aside for this course on Friday mornings. This time often will be used for editing in ACB 150. But we may meet at other times and places, depending upon the nature of the projects we undertake and what stages those productions are in at any given time. The schedule will be updated and filled in as the semester progresses, and those details will be emailed to you. When dates and locations change, the instructor will strive to give at least one week’s notice.

Fri – January 17 – course introduction, Avid basics, TC G25

Fri – January 24 –

Fri – January 31 –

Fri – February 7–

Fri – February 14 –

Fri – February 21 –

Fri – February 28 – Mid-Term Exam

Fri – March 7 –

SPRING BREAK

Fri – March 21 –

Fri – March 28 –

Fri – April 4 –

Fri – April 11–

Fri – April 18 –

Fri – April 25 –

Fri – May 2 – Final Exam 10:30 AM – 12:30 PM