POST 303-403 (formerly DC 340-440) – Editing III/Advanced Editing

Syllabus Date: 3-25-2020
Section: **601 – Spring 2020**
Class Number: 30164 (undergrad) / 30165 (grad)
Meeting Time: Thursday **1:30 PM – 4:45 PM**
Location: REMOTE

Instructor: **Michael Flores**
Email: mflore70@depaul.edu
Website: www.michaelxflores.com
Office: Online via Zoom
Phone: 312-362-1284
Office Hours: Thursdays – **1:30 PM – 6:15 PM** (Email Professor to schedule a Zoom meeting)

Course Description:
This course provides an advanced workshop for students to edit their own narrative or documentary projects. Students will be expected to bring in their own footage, and will take their projects from logging, through rough cut, to picture lock. Post-production workflow, and basic sound design and color correction for picture editors will be emphasized.

Learning Goals:
Upon successful completion of this course, students will be expected to:
- Apply advanced editing workflows and techniques
- Demonstrate a thorough knowledge of Avid Media Composer
- Create a film trailer, various rough cuts, and a fine cut
- Understand and create deliverables for finishing

Prerequisites: POST 300 or POST 400 (formerly DC 320 or DC 420)

Software: Avid Media Composer
*Avid will be providing students with a free license for Spring Quarter 2020

Required Materials/Equipment:
An external hard drive with a minimum of 500 GB

Recommended Textbooks: **AVID EDITING** – Author: KAUFFMANN

LinkedIn Learning (formerly Lynda.com): Subscription is included with tuition

Changes to Syllabus:
This syllabus is subject to change as necessary during the quarter

Drop Dates:
April 13, 2020 – Last day to drop classes with no penalty
April 14, 2020 – Grades of "W" assigned for classes dropped on or after this day
May 15, 2020 – Last day to withdraw from classes

Course Schedule:

WEEK 1 (April 2nd)
    Lecture: **Zoom** class meeting to discuss Class and Assignments
        Introduction to Avid Media Composer
        Setting Up and Organizing Your Project
        Exporting QuickTimes
        Career Day
    Assign: Editing Exercise 1 (Due Week 2)
    Assign: Project – Organization (Due Week 3)
    Assign: Project – Assembly (Due Week 5)
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 1-3***

Week 2 (April 9th) – DUE: Editing Exercise 1 by 1 PM
    Lecture: Sound Editing and Design
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 4-5***

Week 3 (April 16th) – DUE: Organized Avid Project by 1 PM
    Lecture: **Zoom** individual meetings to discuss **Editing Exercise 1**
        Working with Effects, Transitions, and Color Correction
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 8-10***

Week 4 (April 23rd) – DUE: Editing Exercise 2 by 1 PM
    Lecture: Editing Trailers
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 11-12***

Week 5 (April 30th) – DUE: Assembly by 1 PM
    Lecture: **Zoom** individual meetings to discuss **Editing Exercise 2**
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 110, Section 7***

Week 6 (May 7th) – DUE: Trailer by 1 PM
    Lecture: The Trim Tool
    Watch: ***Trailers***

Week 7 (May 14th) – DUE: Feedback for Trailer 1 by 1 PM
    Lecture: **Zoom** individual meetings to discuss **Trailer**
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 110, Sections 8-9***

Week 8 (May 21th) – DUE: Rough Cut by 1 PM
    Watch: ***Rough Cuts***

Week 9 (May 28th) – DUE: Feedback for Rough Cut by 1 PM
    Lecture: **Zoom** individual meetings to discuss **Rough Cut**
    Watch: ***Lynda.com – Media Composer 8.7 Essential Training: 110, Sections 5-6***

Week 10 (June 4th) – DUE: Fine Cut by 1 PM
    Lecture: Preparing and Delivering Your Deliverables
    Watch: ***Fine Cuts***

Finals Week (Thurs, June 11th) – DUE: Feedback for Fine Cut by 1 PM
    Lecture: **Zoom** individual meetings to discuss **Fine Cut**
    Thursday June 11th – 11:30 AM to 1:45 PM

Grading:

Editing **Exercise 1**   5% (Due: April 9th by 1 PM)
Project **Organization**   5% (Due: April 16th by 1 PM)
Editing **Exercise 2**   5% (Due: April 23rd by 1 PM)
Project **Assembly**   10% (Due: April 30th by 1 PM)
Project **Trailer**   15% (Due: May 7th by 1 PM)
Feedback for **Trailers**   5% (Due: May 14th by 1 PM)
Project **Rough Cut**   15% (Due: May 21st by 1 PM)
Feedback for **Rough Cuts**   5% (Due: May 28th by 1 PM)
Project **Fine Cut**   20% (Due: June 4th by 1 PM)
Feedback for **Fine Cuts**   5% (Due: June 11th by 1 PM)
Attendance/Participation   10%

A = 93-100	**A-** = 90-92	
B+ = 87-89	**B** = 83-86	**B-** = 80-82
C+ = 77-79	**C** = 73-76	**C-** = 70-72
D+ = 67-69	**D** = 60-66	
F = 0-59		

A indicates excellence, **B** indicates good work, **C** indicates satisfactory work,
D work is unsatisfactory in some respect, **F** is substantially unsatisfactory work.

Assignments:

Students are expected to turn in all assignments by the established deadlines. With the exception of your Editing Exercises, you will upload all of your videos to Frame.io; however, your Avid project folders will still be uploaded to the D2L Submissions folder. The organization of your editing projects is a significant part of your grade. **LATE PROJECTS** will lose points.

Editing Exercises:

These assignments must be uploaded to the D2L Submissions folder by the assigned due date. Editing Exercises that are turned in on time can be made up and turned in again for more points; however, all resubmissions must be turned in within two weeks of the due date. Missed Editing Exercises can be turned in within one week of the due date; however, your grade on the assignment will be reduced by 1 letter grade and no resubmissions will be accepted. *Note: Resubmissions ONLY apply to the Editing Exercises.*

Attendance:

You will be allowed **1 excused absence** for the quarter. Unexcused absences and/or tardiness will negatively affect your grade. If you plan on missing a scheduled meeting, you should notify the instructor BEFORE the meeting begins. All unexcused absences will result in a reduction of your Attendance/Participation grade by **3 points**. Excessive tardiness (more than 10 minutes late) and leaving early will result in a reduction of your Attendance/Participation grade by 1 point. **Missing more than 3 meetings will result in an F for the class.**

School Policies

Online Instructor Evaluation:
Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over two weeks. Students do not receive reminders once they complete the evaluation.

Email:
Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at http://campusconnect.depaul.edu is correct.

Academic Integrity Policy:
This course will be subject to the academic integrity policy passed by faculty. More information can be found at http://academicintegrity.depaul.edu/

Plagiarism:
The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment, which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

Incomplete:
An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final, and approved by the Dean of the College of Computing and Digital Media. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.

Students with Disabilities:
Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: csd@depaul.edu.

Center for Students with Disabilities (CSD)
Lewis Center 1420
25 East Jackson Blvd.
Phone number: (312) 362-8002
Fax: (312) 362-6544
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