

# POST 110: Editing 1

Winter 2021 :: Monday / Wednesday 11:50am to 1:20pm :: Online



## Instructor Info

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Ken Hall  
[khall43@depaul.edu](mailto:khall43@depaul.edu)  
mobile: 630-920-3797

Office Hours: Wednesdays, 1:30 - 3pm  
(or by appointment)  
Location: Zoom

An email will get a response generally within 24 hours. A text message will receive a response much more quickly. Phone conversations are also available.



## Course Description

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POST 110 is an introduction to the Art & Craft of digital video editing. The course will focus on the creative and technical fundamentals with which an editor needs to be familiar. These concepts are universal and can be applied when editing any project on any edit application. This course is a combination of discussions, demonstrations, readings, and hands-on editing. The edit software chosen for this instruction is Adobe Premiere Pro.

Prerequisites for this course are ANI 101 or ANI 201 or FILM 101



## Course Objectives

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By the end of this course, students will...

- Learn the creative and technical basics of digital video editing
- Be proficient in the use of Adobe Premiere Pro
- Recognize certain editing methods and techniques



## Textbook, Software, & Supplies

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In the Blink of an Eye (Revised 2nd Edition)

- Author: Walter Murch
- Publisher: Silman-James Pr; 2 Revised edition (August 1, 2001)
- ISBN: 978-1879505629
  
- An external hard drive with a capacity of at least 500GB with USB3 and/or Thunderbolt ports for storing project data files and media assets.
- A USB flash drive with a capacity of at least 4GB or more for project data file backup.
- Headphones or Earbuds.

Students will access Premiere Pro through the DePaul University Adobe Cloud Enterprise Subscription. Use this link for instructions to install Adobe Cloud:

[Adobe Cloud Install Instructions](#)



## Class Format

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Each session will cover three learning segments:

- Discussions and presentations about the art and craft of editing
- Instructions and demonstrations with Premiere Pro
- Working on editing assignments/projects

The amount of time devoted to each segment will be varied, based on what topics need to be covered during each class session.

This class will be conducted via Zoom. Discussions and presentations about the art and craft of editing will be synchronous. Instructions and demonstrations with Premiere Pro will consist of asynchronous sessions that require viewing online tutorials.

Students who are comfortable with participating with their computer cameras turned on are encouraged to do so. Camera participation is not required and will not affect grading.

All Zoom classes will be recorded and posted to the course D2L website within 48 hours after the completion of the class.



## Grading Breakdown – 100 Possible Points

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1. **Participation (20 points)** - A combination of scores for Attendance (1/2 point for attending each class) and the Walter Murch Essay (10 points)
2. **Editing Assignments (25 points)** - 3 editing assignments provide hands-on practice with Premiere Pro. Each assignment has certain learning objectives to be met.
3. **Final Editing Project (40 points)** - Edit a documentary project using the creative and technical skills learned in the class. The project has 3 components, the Structure (10 points), the Rough Cut (15 points), and the Fine Cut (15 points)
4. **Editing Analysis Paper (5 points)** - Review a narrative film scene for its editing and post-production methods.
5. **Editing 1 Exam (10 points)** - Measuring the comprehension and use of Premiere Pro's concepts and tools as well as various editing methods.
6. **Final Exam (4 Bonus Points)** - This is a class screening of the Final Project. Attending the screening, on the scheduled Final Exam day, will improve a final score by 4 points.

## Grading Scale

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A = 100-90, B = 89-80, C = 79-70, D = 69-60, F = 59 or less.

“A” indicates Very Good, “B” indicates Good, “C” indicates Satisfactory, “D” indicates Poor, “F” indicates the student has NOT accomplished the objectives of the course.



## Late Work, Absences, Make-Ups, and Extra Credit

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- Concerned about your grade or feeling overwhelmed? Let's talk right away. Help is available. Most students can do well in this course by doing the work on time, meeting assignment objectives, and proactively asking for assistance. Don't wait until it's too late to seek help!
- One objective of all Assignments is submitting by a deadline. Missing a deadline will incur the loss of points for that objective. Assignments more than 1 week late will not be accepted.
- If you miss a class, before contacting me, go to D2L and watch the zoom class recording, review the class presentation slides, and screen any videos shown in class. Then if a further conversation is desired please contact me.
- For medical issues, a death in the family, or other hardships that are beyond your control and may cause you to miss multiple classes or fall significantly behind, please talk to me as soon as you can. You may need to apply for an excused absence using the process outlined in the “Excused Absence” section under the DePaul and CDM Policies section below.



## COVID-19 Updates

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For the latest news and resources regarding DePaul's response to COVID-19, [please click here](#).



## Computer Labs & Internet-Enabled Devices

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Need access to a computer? View this list of [computer labs on campus](#) for more information. Your DePaul ID is required to access the lab. [Intelliprint](#) systems are available in computer labs and at other locations on campus for printing.



## Course Schedule

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### Week 1 (01/04 - 01/06)

- Class 01 - Foundations of Editing, Introductions, Syllabus, and Course Preview.
- Class 02 - Continuity Editing; Pudovkin Theories. View Offline: Hard drive organization & Premiere Pro (Overview, Project Set-Up, Importing, Organizing Media, Editing) - TRT 45:00

### Week 2 (01/11 - 01/13)

- Class 03 - Trimming, Transitions; Editing Best Practices  
View Offline: Trimming & Transitions; Sequence Best Practices - TRT 37:00
- Class 04 - Exporting & Uploading; Edit Assignment 1: Continuity Editing (due 01/19, 7pm).  
View Offline: Brand New Day Sequence Set-Up; Exporting & Uploading - TRT 18:00

### Week 3 (01/18 - 01/20)

- Class 05 - Martin Luther King Day - No Class
- Class 06 - Audio: music, and SFX; Edit Assignment 2: Sound of Art (due 02/02, 7pm),  
Edit Assignment 1: Screen & critique; View Offline: Sound Considerations - TRT 17:00

### Walter Murch Essay Due 01/26

### Week 4 (01/25 - 01/27)

- Class 07 - Russians; Motion Effects; Titles and Graphics; View Offline: Motion Effects and Working with Titles - TRT 20:00
- Class 08 - Review Pudovkin; Hitchcock Editing Method; Murch discussion

### Week 5 (02/01 - 02/03)

- Class 09 - Final Project Assignment; Dialog Editing, actions and reactions; Edit Assignment 3: Narrative Editing (due 02/09, 7pm)
- Class 10 - Review Continuity Rules; Analysis of Editing Styles; Assignment 4: Review the editing of a feature film scene (due 02/16, 7pm); Edit Assignment 2: Screen & Critique

### Editing 1 Exam: Available from Sunday 02/07 at 9am until Saturday 02/13 at 11:59pm.

A review of your understanding of Premiere Pro and recognition of Editing Methods.

**Week 6 (02/08 - 02/10)**

- Class 11 - Student Meetings (first half of the class)
- Class 12 - Documentary Style editing; Finding a Story: Reading Transcripts  
Assignment: Read/Watch transcripts; Edit Assignment 3: Screen & critique

**Week 7 (02/15 - 02/17)**

- Class 13 - Building a Structure: Assemble the Narrative (A Roll), Assignment: Assemble Radio Cut (due 02/20, 11:59pm); View Offline: Paper Cut and Radio Cut Tutorial - TRT 35:00
- Class 14 - Student Meetings (second half of the class)

**Week 8 (02/22 - 02/24)**

- Class 15 - Screening and Logging: Reviewing Footage (B Roll), Assignment: Screen & Log B Roll;  
View Offline: Screening / Logging Tutorial - TRT 24:00
- Class 16 - The Rough Cut: Intentional visuals: Corroborate/Contrast/Symbolize;  
View Offline: Rough Cut Tutorial - TRT 33:00; Rough Cut due Sat., Mar. 6, 11:59pm

**Week 9 (03/01 - 03/03)**

- Class 17 - Basic Color Correction technique;  
View Offline: Basic Color Correction Tutorial - TRT 24:00
- Class 18 - Audio Mix, setting correct levels; View offline: Audio Mix Tutorial TRT - 13:00

**Week 10 (03/08 - 03/10)**

- Class 19 - Work on Final Project Fine Cut, private review available
- Class 20 - Work on Final Project Fine Cut, private review available  
Fine Cut Deliverables uploaded to D2L by Saturday, March 13, 11:59pm

**Final Exam:** Monday, March 15, 11:30am - 1:45pm: Screening of Fine Cuts. There is no final exam  
Attend the Screening, receive 4 Bonus Points

**Academic Integrity**

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DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit Academic Integrity at DePaul University (<http://academicintegrity.depaul.edu>) for further details.



## DePaul and CDM Policies

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If you've already taken a course in CDM, you may have seen some of these policies before. Please make sure to review them if you're not already familiar with them.

### **PREFERRED NAME & GENDER PRONOUNS**

A student has a right to be referenced by their gender pronoun and their preferred name. If your name and pronoun in Campus Connect don't reflect what you'd like to use, please advise me of your preference for an alternate name or gender pronoun.

Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at [policies.depaul.edu/policy/policy.aspx?pid=332](https://policies.depaul.edu/policy/policy.aspx?pid=332)

### **RESOURCES FOR 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) by emailing [csd@depaul.edu](mailto:csd@depaul.edu) and/or visiting one of the locations below.

#### **COVID-19 Virtual Office**

During the temporary closure of our physical offices due to Covid-19, Center for Students with Disabilities is accessible for live questions, referrals, and assistance via a virtual office using Zoom. The virtual office will be staffed Monday-Friday from 9:00 a.m. to 5 p.m. (CST).

Virtual Office: [www.tinyurl.com/CSDVirtualOffices](https://www.tinyurl.com/CSDVirtualOffices)

### **ONLINE COURSE EVALUATIONS**

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 three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in [campusconnect.depaul.edu](https://campusconnect.depaul.edu).

## **SEXUAL AND RELATIONSHIP VIOLENCE**

Academic relationships are based on communication, trust and respect, and as a DePaul community, we share a commitment to take care of one another. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence or other trauma. In other instances, students may reach out to faculty as a potential source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul's Title IX Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not, in itself, constitute a formal report to the University and will not begin the process of DePaul providing a response.

Those seeking to report an incident of sexual or relationship violence to DePaul should:

- (a) use the attached link to do so [here](https://cm.maxient.com/reportingform.php?DePaulUniv&layout_id=4) ([https://cm.maxient.com/reportingform.php?DePaulUniv&layout\\_id=4](https://cm.maxient.com/reportingform.php?DePaulUniv&layout_id=4))
- (b) contact the Title IX Coordinator (312-362-8066 or [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu)) or
- (c) contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400)

Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773-325-7129 or [hpw@depaul.edu](mailto:hpw@depaul.edu)). More information is available at <http://studentaffairs.depaul.edu/hpw/shvp.html>. Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may be in need of support.

## **ENROLLMENT/WITHDRAWAL AND OTHER ACADEMIC POLICIES**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on registration policies can be found at [DePaul Central](#).

### **WITHDRAWAL**

Students who withdraw from the course do so by using the Campus Connection system ([campusconnect.depaul.edu](http://campusconnect.depaul.edu)). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

### **ADMINISTRATIVE WITHDRAWAL**

Administrative Withdrawal Appeals are submitted to and processed by the Dean of Students Office, and allow students to be retroactively withdrawn from classes for medical,

mental health or personal crises even after the term has ended. More information is available on the [Division of Student Affairs](#) website.

### **EXCUSED ABSENCE**

In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the [Absence Notification form](#) through the [Dean of Students office](#). Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

### **INCOMPLETE**

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course.

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 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.

CDM policy requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process in MyCDM. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptional cases will receive such approval.

If approved, students are required to complete all remaining course requirement independently in consultation with the instructor by the deadline indicated on the incomplete request form.

By default, an incomplete grade will automatically change to a grade of "F" after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor. An incomplete grade does not grant the student permission to attend the same course in a future quarter.

### **SYLLABUS CHANGES AND ERRORS**

The instructor may make changes and updates to the course syllabus and schedule as needed. Students will be notified of any changes. If there are any broken links, outdated information, or other content that just seems "off" somehow, please tell me so it can be corrected.