

POST 110: Editing 1

Autumn 2021 :: Monday / Wednesday 11:50am to 1:20pm :: 14 E. Jackson, Rm 513



Instructor Info

Ken Hall
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mobile: 630-920-3797

Student Hours: Wed., 1:30pm - 3pm
(or by appointment)
Location: TBD

I welcome you to contact me outside of class and student hours. Generally, I review my DePaul email each morning, so it may take 24 hours to respond to your message. If you have a question or comment that needs a quicker response, please send a text. Phone conversations are available too, though not many students have taken me up on that.



Course Description

POST 110 is an introduction to the Art & Craft of digital video editing. The course will present the creative and technical fundamentals with which an editor needs to be familiar. And even if you're not interested in pursuing a career in editing, the creative concepts we discuss will help you understand the creative process regardless of your preferred field of study. The edit software chosen for this instruction is Adobe Premiere Pro, though from my experience most editing software is similar.



Course Objectives

By the end of this course, my hope is that you will gain the skills listed below. We are all subjected to manipulation through the visual media, these skills will help you to fight back.

- 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

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 online version of this book can be accessed [here](#).

- 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.



Class Format

Each session will cover three learning segments:

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

We'll spend varying amounts of time on each of these segments depending on which topics need to be covered during each class session. Please participate actively in our discussions. I want to hear from you, and so do your classmates. The class is more interesting when you share your experiences and comments. I'll certainly share mine. But you don't want to hear from me for a full 90 minutes.

All class sessions will be recorded via the in-room COL recording system. The video will be posted to the course D2L website within 2 hours after the completion of the class.



Grading Breakdown – 100 Possible Points

1. **Attendance (10 points)** - 1/2 point for attending each class.
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 style project using the creative and technical skills learned in the class. The project has 3 components, the Paper Cut/Radio Cut (10 points), the Rough Cut (15 points), and the Fine Cut (15 points)
4. **Papers (15 points)** - Murch Essay (10 points). Review a narrative film scene for its editing and post-production methods (5 points).
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** – This is a class screening of your Final Project. Attending the screening, on the scheduled Final Exam day, will improve a final score by 3 points.

Grading Scale



A	93 - 100	B+	87 - 89.9	C+	77 - 79.9	D+	67 - 69.9
A-	90 - 92.9	B	83 - 86.9	C	73 - 76.9	D	60 - 66.9
		B-	80 - 82.9	C-	70 - 72.9	F	0 - 59.9

I wish an introductory course like this was simply pass/fail because software can be hard to learn. If you’re not particularly interested in editing, 6 months from now you may have forgotten most of Premiere, unless you use it regularly. Use it or lose it is so true with proficiency using software.

However, grades are necessary, and the scale is as follows based on meeting objectives. The more objectives you meet, the higher your grade. “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

- As you know, the Covid-19 pandemic is still raging among us, and its Deltas variant is highly contagious. If you feel ill, it's ok to stay at home. In fact, please stay at home. With the COL recordings, and class resources found on D2L, keeping up while at home hopefully won't be too difficult. If you need help, I'm available.
- If I feel ill and need to stay at home, I hope to be with you via Zoom. I'll contact you at the appropriate time via your DePaul email address.
- If you miss a class for any reason, remember to go to D2L and watch the COL class recording, review the class presentation slides & incomplete outlines, and screen any videos shown in class. Then if you have questions or need further guidance, I'm more than happy to have a conversation.
- Concerned about your grade or feeling overwhelmed? Let's talk right away. I'll be 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 48 hours late will not be accepted. However, stuff happens right? If an unwelcome event has come upon you, let's talk at least 24 hours before the due date. Chances are I'll be able to give you a little more time to complete the assignment.
- 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. I understand how difficult these situations can be. Also, 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.
- There are no "Extra Credit" assignments given other than the Bonus Points for attending the Final Project Screening during the Final Exam class.



COVID-19 Health and Safety Precautions

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

Keeping our DePaul community safe is of utmost importance during the pandemic. Students, faculty and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, Together. The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not

complying with any requirements should register with DePaul's Center for Student with Disabilities (CSD).



Computer Labs & Internet-Enabled Devices

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

Week 1 (09/08)

- Class 01 - Foundations of Editing, Introductions, Syllabus, and Course Preview. View Online: Premiere Pro Overview (Project Set-Up, Importing, Organizing Media, Editing) - TRT 35:00

Week 2 (09/13 - 09/15)

- Class 02 - Review Editing Tutorial & Hard Drive Organization; Continuity Editing; Pudovkin Theories
- Class 03 - Trimming, Transitions; Editing Best Practices; View Online: Trimming & Transitions-TRT 30:00; Sequence Best Practices - TRT 7:00

Week 3 (09/20 - 09/22)

- Class 04 - Exporting & Uploading; Edit Assignment 1: Continuity Editing (due 09/26, 8pm). View Online: Brand New Day Sequence Set-Up TRT 9:00; Exporting & Uploading - TRT 9:00
- Class 05 - Russians; Motion Effects; Titles and Graphics; View Online: Motion Effects - TRT 11:00 and Working with Titles - TRT 9:00

Week 4 (09/27 - 09/29)

- Class 06 - Audio: music, and SFX; Edit Assignment 1: Screen & critique; View Online: Sound Considerations - TRT 17:00
- Class 07 - Hitchcock Editing Method; Premiere Pro Review; Edit Assignment 2: Sound of Art (due 10/10, 8pm)

Walter Murch Essay Due 10/03

Week 5 (10/04 - 10/06)

- Class 08 - Murch discussion; Review Pudovkin
- Class 09 - Dialog Editing, actions and reactions; Review Continuity Rules; Edit Assignment 3: Narrative Editing (due 10/17, 8pm)

Week 6 (10/11 - 10/13)

- Class 10 - Final Project Assignment; Analysis of Editing Styles; Edit Assignment 2: Screen & Critique; Assignment 4: Review the editing of a feature film scene (due 10/24, 8pm)
- Class 11 - **Editing 1 Exam:** A review of your understanding of Premiere Pro and recognition of Editing Methods. Take this exam in D2L on 10/13 from midnight to 11:59pm

Week 7 (10/18 - 10/20)

- Class 12 - Documentary Style editing; Finding a Story: Reading Transcripts - Assignment: Read/Watch transcripts; Edit Assignment 3: Screen & Critique
- Class 13 - Screening and Logging: Reviewing Footage (B Roll), Assignment: Screen & Log B Roll; View Online: Screening / Logging Tutorial - TRT 24:00

Week 8 (10/25 - 10/27)

- Class 14 - Building a Structure: Assemble the Narrative (A Roll), Assignment: Assemble Radio Cut, due Saturday, October 30, 11:59pm; View Online: Paper Cut and Radio Cut Tutorial - TRT 35:00
- Class 15 - Continue building the Structure: Paper Cut and Radio Cut

Week 9 (11/01 - 11/03)

- Class 16 - The Rough Cut: Intentional visuals: Corroborate/Contrast/Symbolize; View Online: Rough Cut Tutorial - TRT 33:00; Rough Cut due Sat., Nov. 13, 11:59pm
- Class 17 - Basic Color Correction technique; View Online: Basic Color Correction Tutorial - TRT 24:00

Week 10 (11/08 - 11/10)

- Class 18 - Audio Mix, setting correct levels; View Online: Audio Mix Tutorial TRT - 13:00
- Class 19 - Work on Final Project Rough Cut, due Saturday, November 13, 11:59pm

Week 11 (11/15)

- Class 20 - Work on Final Project Fine Cut
Fine Cut Deliverables uploaded to D2L by Saturday, November 20, 11:59pm

Final Exam: Monday, November 22, 11:30am - 1:45pm, Screening of Fine Cuts. There is no final exam
Attend the Screening, receive 3 Bonus Points

Now some important information from the University.



DePaul and CDM Policies

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.

RESPECT FOR DIVERSITY AND INCLUSION AT DEPAUL UNIVERSITY AS ALIGNED WITH OUR VICENTIAN VALUES

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. I encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult

conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time, the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

PREFERRED NAME & GENDER PRONOUNS

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. 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 <http://policies.depaul.edu/policy/policy.aspx?pid=332>

STUDENTS WITH DISABILITIES

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

- Loop Campus (312) 362-8002
- Lincoln Park Campus (773) 325-1677
- Email: csd@depaul.edu

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gregory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.

Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.

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. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

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 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)
- (b) contact the Title IX Coordinator (312-362-8066 or 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). 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 need 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). 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.

ACADEMIC INTEGRITY AND PLAGIARISM

This course will be subject to the university's academic integrity policy. All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

More information can be found at <https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx>.

Posting work on online sites, such as Hero

All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

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.

Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

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 contact the instructor so it can be corrected.