

Course: **DC 220 – Editing I**  
Section: **501 – Summer 2016**  
Class Number: 41002  
Meeting Time: M-W 1:30 PM – 4:45 PM  
Location: 14 East Jackson, Room 513 – Loop Campus

Syllabus Date: **07-15-2016**

Instructor: **Michael Flores**  
Email: mflore70@cdm.depaul.edu  
Office: 14 East Jackson 200B (desk 5) – Loop Campus  
Office Hours: Monday & Wednesday – 12:45 PM to 1:30 PM (or by appointment)

## **DC 220: Editing I**

### **Course Description:**

DC 220 is an introduction to editing using Adobe Premiere Pro. Utilizing a workshop atmosphere in combination with lectures, demonstrations, readings, and projects, students will take their first steps toward a technical mastery of the art and craft of cinema editing.

**Prerequisites:** None

**Software:** **Adobe Premiere Pro Creative Cloud (Required)**  
*\*Classrooms and labs have these programs on their computers.*

### **Required Materials/Equipment:**

A Thunderbolt or USB 3.0 external hard drive with a minimum of 100 GB

*\*It is very important that you have your own external hard drive, so that you can save your personal projects and media on it. If you save your work to the classroom computers, it might possibly get deleted. **NO exceptions for missed work due to data loss from classroom computers will be granted.***

**Textbooks:** **NO TEXTBOOKS ARE REQUIRED FOR THIS CLASS. HOWEVER, IF YOU ARE INTERESTED IN EDITING, THE FOLLOWING BOOKS ARE RECOMMENDED.**

*In the Blink of an Eye, by Walter Murch (Suggested)*  
*Grammar of the Edit, by Christopher J. Bowen & Roy Thompson (Suggested)*  
*Adobe Premiere Pro CC: Classroom in a Book (with DVD) (Suggested)*

### **Course Management System:**

D2L <https://d2l.depaul.edu>  
COLTube Recordings <http://coltube.cdm.depaul.edu/ColTube/Video/SearchVideo>

## Drop Dates:

- July 22, 2016 – Last day to **drop classes** with no penalty
- July 23, 2016 – Grades of “W” assigned for classes dropped on or after this day
- Aug. 10, 2016 – Last day to **withdraw** from SUII2016 classes

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

## Course Schedule:

### Week 1 (July 18 & 20 – **Editing Exercise 1**)

- Monday: Class overview. Watch **THE CUTTING EDGE: THE MAGIC OF MOVIE EDITING**.
- Wednesday: Intro to Adobe Premiere Pro, Editing Basics, Understanding Editing Terms & Topics  
Assign Project 1  
Do Editing Exercise 1

### Week 2 (July 25 & 27 11 – **Editing Exercise 2**)

- Monday: Advanced Editing, Working with Audio, and Using Transitions  
Do Editing Exercise 2
- Wednesday: Creating Titles, Working with Effects and Color Correction, and Exporting Videos  
How to Approach a Music Video  
Workshop Project 1

### Week 3 (Aug. 1 – **Quiz 1 – Multiple-Choice** & Aug. 3 – **Screen Project 1**)

- Monday: Understanding When to Cut and Why, and Using Media Encoder  
How to Approach a Narrative Film  
Workshop Project 1  
Take Quiz 1
- Wednesday: Key Take-Aways for New Editors and Working as an Assistant Editor  
Screen Project 1  
Assign Project 2

### Week 4 (Aug. 8 & 10 – **Quiz 2 – In-Class Editing**)

- Monday: How to Approach a Documentary  
Take Quiz 2
- Wednesday: Workshop Project 2

### Week 5 (Aug. 15 & 17 – **Screen Project 2**)

- Monday: Workshop Project 2
- Wednesday: Screen Project 2

### Grading:

Projects 40%

Quizzes 20%

Editing Exercises 20%

Attendance/Participation 20%

<b>A</b> = 93-100	<b>A-</b> = 90-92	
<b>B+</b> = 87-89	<b>B</b> = 83-86	<b>B-</b> = 80-82
<b>C+</b> = 77-79	<b>C</b> = 73-76	<b>C-</b> = 70-72
<b>D+</b> = 67-69	<b>D</b> = 60-66	
<b>F</b> = 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:

Professional editors must adhere to strict deadlines. Students are expected to turn in all assignments by the established deadlines. *Back up your work and do not leave your work until the last second!* This is your warning. You will submit all of your assignments to the D2L Dropbox. The organization of your editing projects is a significant part of your grade. **LATE PROJECTS** will be marked down a full letter grade for every day past the due date.

### Quizzes:

You should arrive to class on time and be prepared to take all quizzes. Quizzes that are missed as the result of an unexcused absence cannot be made up.

### Editing Exercises:

Editing exercises can be made up and turned in again for more points; however, **NO resubmissions will be accepted after Friday, August 5<sup>th</sup>, at 5 PM**. If an editing exercise is missed, it is the responsibility of the student to watch the missed lecture on D2L. For your convenience, all lectures are recorded and saved on D2L.

### Attendance/Participation:

You are expected to be on time and stay for the entire class. If you plan on missing or being late to a class, you are expected to notify the instructor **BEFORE** that class begins. The instructor reserves the right to determine whether an absence or tardy is "excused." ***You will be allowed 1 excused absence for the quarter.*** Unexcused absences or tardiness will negatively affect your grade. **All unexcused absences will result in a reduction of the attendance/participation grade by 7 points.** NOTE: A 7-point reduction in the attendance/participation grade will result in a 7-percent reduction in your overall grade. **Excessive tardiness (more than 10 minutes late) and leaving class early will result in a reduction of the attendance/participation grade by 3 points.**

### Phones, Texting, Social Media, Email:

Phones should be set to silent or vibrate. Should you need to answer a call during class, please leave the room in an undistruptive manner. Emailing, texting, and social media are not allowed. If you must use a cell phone or electronic device for any reason, please leave the classroom.

## University Policies

### 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.

### Academic Integrity and Plagiarism:

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

### 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 enrollment, withdrawal, grading and incompletes can be found at: [cdm.depaul.edu/enrollment](http://cdm.depaul.edu/enrollment).

### 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](mailto: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

TTY: (773) 325-7296