

## **COURSE SYLLABUS**

**Course #: DC 220-402 Name: Editing I (14713)**

Location: 14 E Jackson Room 210

Phone: 312-362-1305

Email: [ssuffre1@depaul.edu](mailto:ssuffre1@depaul.edu) (best way to reach me)

Email will be answered within 24 hours; Saturday emails by Monday

Quarter: Autumn Mon Wed 10:10-11:40 AM

Instructor: Susanne Suffredin Office: CDM 459

Office Hours: Wednesday 1-4 PM

**Course Management System:** D2L <https://d2l.depaul.edu>

### **Course Summary:**

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 editing.

### **Learning goals**

- Understanding the role of the editor in a post-production workflow
- Learning and practicing basic editing workflows and techniques
- Mastery of the basics of Adobe Premiere Pro

**Attendance is mandatory.** An absence is defined as not showing up for class, or showing up 15 minutes or later without notice. Any unexcused absences, late arrivals or early departures will result in a reduction of the attendance/participation grade.

**Software: Adobe Premiere Pro Creative Cloud (Required) \*Classrooms and labs have these programs on their computers. If you are using your own Adobe software please check with me about which version you're using.**

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

1 500GB or 1 TB external hard drive with USB3 and/or Thunderbolt ports for storing project data files and media assets

Recommended: Notebook and binder, 1 USB flash drive for project data file backup, **headphones** for use when working in the lab

### **TEXTBOOK**

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

- Author: Walter Murch
- Publisher: Silman-James Pr; 2 Revised edition (August 1, 2001)
- ISBN-10: 1879505622
- ISBN-13: 978-1879505629

### **Recommended BUT NOT REQUIRED**

Adobe Premiere Pro CC Classroom in a Book (Latest Version)

- Publisher: Adobe Press; Published Sep 3, 2014
- ISBN-10: 0-13-392705-9
- ISBN-13: 978-0-13-392705-4

### **Changes to Syllabus**

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

**If a change occurs, it will be addressed during class or posted under Announcements in D2L.**

In addition, students have access to Lynda.com, where you can find Premiere Pro tutorials for all levels. To connect to Lynda.com, follow the link and log in with your Campus Connect ID: [Lynda.com Login](#)

**NOTE: Additional audio SFX are available on school computers or through EditStock or on drive in cage.**

**Tutors:** <http://www.cdm.depaul.edu/Current%20Students/Pages/TutoringProgram.aspx?area=306>

**Week 1 9/5**                      **Introduction to Course, Editing and Post Production**

Wednesday

To Cover:                      Review Syllabus, Assignments, Hard Drives  
PP Overview  
Turning in work on time and correctly  
Needing help  
Using a later version of Premiere  
Working on a PC

**Week 2 9/10-12**                      **Sound & Dialogue Editing / Classic Dialogue**

Monday

**Premiere Pro Basics**  
**MUST HAVE EXTERNAL HARD DRIVES THIS CLASS**

To Cover:

Formatting Drives  
Organizing Media on your Drive  
Types of Media  
Importing Media  
Logging clips  
Starting A Project  
Organization in Project  
Naming conventions

Introduce:

Dialogue Cutting/Genres  
**Assignment 1: Reverse Storyboard a favorite dialogue scene**

Wednesday

Due:                      **Assignment 1:** Dialogue reverse storyboards  
Post to D2L Tuesday by midnight to receive credit

To Cover:

Present reverse storyboards in class

Introduce:

**Assignment 2: Theft Unexpected**  
Reading assignment: In The Blink Of An Eye  
Pg. 1-20 Due: Monday 9/17

**Week 3 9/17-19**                      **Refining the Edit**

Monday

To Cover:                      Information about imported clips  
Sequence settings/ setting a specific Codec  
Dialogue cutting continued  
Basic Editing  
3-point editing, trimming  
Keystroke shortcuts  
L and J cuts

Review:                      In The Blink of An Eye

Wednesday

Premiere Pro Questions  
Sequence audio  
Dialogue cutting continued: Pacing and POV  
More Keystroke shortcuts  
Reading assignment: In The Blink Of An Eye  
Pg. 75- 146 Due: Monday

**Week 4 9/24-26**      **Transitions & Effects / Montage**

Monday

Due:                      Assignment 2 Theft Unexpected Rough Cut Due  
Post PP project to D2L Sunday by midnight  
Review Cuts in class  
finish up with dialogue cutting

Review:                In The Blink of An Eye

Wednesday

Introduce:            Theory of Montage  
Assignment 3: Montage Analysis  
Types of Montage  
Cutting technique used

**Week 5 10/1-3**      **Transitions & Effects / Montage and Midterm**

Monday

Transition and Effects functions in PP  
Working with Music/audio SFX

Due:                      Assignment 3  
Post to D2L Sunday by midnight

To Cover:              Present Montage Analysis in class

Wednesday

To Cover:              Review for Midterm in Class  
Premiere Pro Questions

Introduce:

**Assignment 4 Montage**

Lumetri Color in PP  
Exporting from PP  
Titles

**Week 6 10/8-10**      **Montage**

Monday

Midterm/ work on Montage

Wednesday

Due:                      Montage Export Posted to Box by Tuesday midnight  
Review Midterm  
Screen Montages in class

**Week 7 10/15-17**      **Commercial Editing: Bully Commercial**

**Those looking for more of a challenge can choose Stranger at the Door**

Monday

Screen any Montages in class not screened on Wednesday  
Introduce next Assignment

Wednesday

Introduce:            Have Media from Box downloaded onto your drive for class  
**Assignments 5-7 Bully commercial or Stranger At The Door**

To Cover:              **Assignment 5: Organizing Your Project: Media organized into Bins**

**Week 8 10/22-24**      **Shaping The Story**

Monday

To Cover:              Work on cuts in class  
Making Assemblies, working with Multicam function

Due: Assignment 5 Premiere Pro Project File  
Post to Drop Box in D2L Assignment 5 by Sunday at midnight

Wednesday

To Cover: Assembly to Rough Cut  
Building audio, adding graphics / adding personality

**Week 9 10/29-10/31      Refining Your Edit/ Premiere Pro Review**

Monday

To Cover: Post Production Work Flows  
Work on cuts in class/ view rough cuts

Due: Assignment 6 Exported File Uploaded to Box by midnight Sunday  
Folder: Bully Rough Cut or SATD Rough Cut

Wednesday

To Cover: Audio, titles and SFX  
Rough Cut to Fine Cut/ work in class on cuts  
Adding Bars and Tone, Countdown and changing start time

Screen: Rough Cuts

**Week 10 11/5      Review**

Monday

Due: Assignment 7 Fine Cut, upload exported Fine Cut to Box by midnight Sunday  
Folder: Bully Fine Cut or SATD Fine Cut

To Cover: Review for Final Exam and screen Bully and SATD Fine Cuts

**Your final exam is on Wednesday 11/14 8:30-10:45AM**

**Grading Scale**

A = 100-93, A- = 92-90, B+ = 89-87, B = 86-83, B- = 82- 80, C+ = 79-77, C = 76- 73, C- = 72-70, D+ = 69-67, D = 66-63, D- = 62-60, F = 59-0.

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

**Grading**

**Please note that late assignments will not be accepted. You must submit on time, even if you are not able to come to class on that day.**

**Assignment 1 Dialogue Reverse Storyboard: 5%**

**Assignment 2 Theft Unexpected: 10%**

**Assignment 3 Montage Analysis: 5%**

**Assignment 4 Montage Export: 10%**

**Midterm: 5%**

**Assignment 5 Bully Assemblies: 10%**

**Assignment 6 Bully Rough Cut: 10%**

**Assignment 7 Bully Fine Cut: 15%**

**Participation, Attendance, and Reading: 20%**

**Final Exam 10%**

**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).

Lewis Center 1420, 25 East Jackson Blvd. Phone number: (312) 362-8002 Fax: (312) 362-6544 TTY: (773) 325.7296

**Course Policies as Suggested by the Dean of Students Office**

**Attendance:** Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student. The overall grade for participation drops one-third after any absence. Three absences for any reason, whether excused or not, may constitute failure for the course.

**Class Discussion:** Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice when grading assignments. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

**Attitude:** A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

**Civil Discourse:** DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

**Cell Phones/On Call:** If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undistruptive manner. Out of respect to fellow students and the professor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course.