

## **COURSE SYLLABUS**

**Course #: POST 110-506 Name: Editing I (25601)**

Quarter: Winter Tues 1:30- 4:45 PM

Location: DePaul Center Room C106C

Instructor: Susanne Suffredin Office: CDM 459

Phone: 312-362-1305

Office Hours: M, T 5-6PM, W 5-6:30PM

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

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

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

### **Course Summary:**

POST 110 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](#)

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

**Week 1 1/7****Introduction to Course, Editing and Post Production**

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  
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:****Have Media for Theft Unexpected downloaded to your drive for 1/14 class****Week 2 1/14****Dialogue Editing / Classic Dialogue****MUST HAVE EXTERNAL HARD DRIVES THIS CLASS**

Introduce:

**Assignment 1: Theft Unexpected**

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

**Lab Time**

Reading assignment: In The Blink Of An Eye  
Pg. 1-20 Due: 1/21

**Week 3 1/21****Refining the Edit**

Review:

In The Blink of An Eye  
Premiere Pro Questions  
Sequence audio  
Dialogue cutting continued: Pacing and POV  
More Keystroke shortcuts

Due:

Assignment 1 Theft Unexpected Rough Cut EOD Tuesday uploaded to D2I by  
midnight 1/21

**Week 4 1/28****Midterm / Montage**

To Cover:

Review for Midterm in Class  
Premiere Pro Questions  
Working with Music/audio SFX

Introduce:

Theory of Montage  
Types of Montage  
Cutting technique used  
**Assignment 2: Montage**

**Week 5 2/4**                      **Effects and Exporting / Montage and Midterm**

To Cover:                      Midterm  
Lab Time                      work on Montage Assignment  
Premiere Pro Questions  
Transition and Effects functions in PP  
Working with Music/audio SFX  
Introduce:                      Lumetri Color in PP  
Exporting from PP  
Titles  
Due:                              Assignment 2: Montage  
Exported file uploaded to D2L by **midnight 2/9**

**Week 6 2/11**                      **Commercial Editing: Bully Commercial**

Screen Montages in class  
Review Midterm  
Have Media downloaded onto your drive for class  
Introduce:                      **Assignments 3-5 Bully commercial**  
**Assignment 3: Organizing Your Project: Media organized into Bins**

**Week 7 2/18**                      **Shaping The Story**

To Cover:                      Making Assemblies  
Lab Time                      Assembly to first rough cut  
Due:                              Assignment 3 Premiere Pro Project File  
Post to D2L Assignment 3 by **midnight 2/23**

**Week 8 2/25**                      **Rough Cuts**

To Cover:                      Building audio, adding graphics / adding personality  
Work on cuts in class  
Post Production Work Flows  
Working with SFX  
Lab Time                      Rough Cuts  
Screen:                          Rough Cuts  
Due:                              Assignment 4 Exported File Uploaded to D2L by **midnight 3/1**

**Week 9 3/3**                      **Rough Cut to Fine Cut**

To Cover:                      Adding Bars and Tone, Countdown and changing start time  
Rough Cut to Fine Cut  
Lab Time

**Week 10 3/10**                      **Getting to a Fine Cut**

Lab Time  
Due:                              Assignment 5 Fine Cut, upload exported Fine Cut to D2L by midnight 3/10  
**Review for final**

**Your final exam is on 3/17 2:30Pm-4:45PM same classroom**

**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 Theft Unexpected	15%
Assignment 2 Montage	15%
Midterm	10%
Assignment 3 Bully Project set up and first Assembly	10%
Assignment 4 Bully Rough Cut	10%
Assignment 5 Bully Fine Cut	10%
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.