

## COURSE SYLLABUS • DC 320: EDITING II

Course: DC 320-501 W14 • Th 1:30 – 4:45 PM • CDM LOOP Room 632

INSTRUCTOR: Martin Bernstein

Office: CDM 705 • Hours: Thursdays, 11:50 AM to 1:20 PM

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Homepage: <https://d2l.depaul.edu/d2l/home/279162>

### Summary

This class will concentrate on more advanced projects as a means to understanding of advanced editing tools and techniques. This class focuses on AVID Media Composer as an editing tool. Each student will become comfortable with the interface and editing tools of Media Composer 7, including system settings, audio/video settings, capture, media management, picture editing, sound editing, multiple video tracks, special effects, graphics and audio import, titles, and final export. Special attention will be made to media management, encoding, AMA, and timeline navigation.

Additionally, there will be a basic introduction to other Compression and DVD Authoring programs.

### Texts:

Recommended Texts: Media Composer 6: Professional Picture and Sound Editing by Woody Lidstone

ISBN-13: 978-1133601951

OR

AVID Editing 5th Edition • Sam Kauffmann & Ashley Kennedy, Focal Press

ISBN: 9780240818566

Readings TBD

### Grading

In-Class Assignments : 5 points;

Writing Assignments : 5 points;

Project 1 : 20 points;

Project 2 : 20 points;

Project 3 : 20 points;

Final DVD : 5 points;

Final Exam : 5 points;

Class attendance and participation 20 points (10 classes, 2 points each)

A=95, A-=92, B+=88, B=85, B-=82, C+=78, C=75, C-=72, D+=68, D=65, D-=62, F=50.

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

## REQUIRED EQUIPMENT

A FIREWIRE 800 or USB 2.0 external hard drive (the bigger the better),  
8GB minimum USB 2.0 Flash drive,  
3 (minimum) DVD-R

## COURSE POLICIES

In addition to DePaul University course policies (see student handbook), the following special policies will apply to this course:

### ATTENDANCE AND TARDINESS

Attendance is mandatory. An absence is defined as not showing up for class, or showing up 15 minutes or more late without previous communication. Any absences will result in a reduction of the Attendance/Preparation/Participation grade. Arriving later than the 1:30 pm class start time will affect the A/p/p grade as well. If you have more than two absences your grade will be reduced by one full letter grade.

### PREPARATION AND PARTICIPATION

Attendance is key. If you miss more than 2 classes, your grade will be reduced by a letter grade per additional class that you miss. Participation is key. Assignments being completed and turned in on time are key.

### FOOD, DRINKS, AND BREAK

No food, drinks, etc. are allowed in the classroom. Please leave it outside or in your bag. There will be one short break.

### CELL PHONES, TEXT MESSAGING, CHATTING

NO. If you need to use your cell phone or device for any reason, please leave the classroom.

### OUTSIDE READING, WRITING, PAPERWORK, AND EDIT ASSIGNMENTS

Writing assignments are due **at the beginning of class, or before**. Email is fine, but you must send PDF files of your work.

I do NOT accept late assignments. It does nothing to instill professional practice.

### CONTENT CHANGES

Depending on time factors, the assignments projected for the term may require slight alteration or rescheduling.

LAST DAY TO DROP Classes with no penalty ('W' assigned after this date)

January 17th, 2013

## ACADEMIC INTEGRITY AND PLAGIARISM

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>.

The university and school policy on plagiarism can be summarized as follows: Student in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials, be sure to consult the instructor.

## WITHDRAWAL

Students who withdraw from the course do so by using the Campus Connection system (<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.

## RETROACTIVE WITHDRAWAL

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals for CDM students must be submitted online via MYCDM. The deadlines for submitting appeals are as follows:

Autumn Quarter: Last day of the last final exam of the subsequent winter quarter

Winter Quarter: Last day of the last final exam of the subsequent spring quarter

Spring Quarter: Last day of the last final exam of the subsequent autumn quarter

Summer Terms: Last day of the last final exam of the subsequent autumn quarter

## 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 process through the Dean of Students office. The form can be accessed at <http://studentaffairs.depaul.edu/dos/forms.html>. 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. CDM policy requires the student to initiate the request for the 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 exceptions 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.

## 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: Student Center, LPC, Suite #370

Phone number: (773) 325.1677 Fax: (773) 325.3720 TTY: (773) 325.7296

## **SCHOOL POLICIES:**

### Online Teaching Evaluation

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.

## Email

Email is the primary means of communication between faculty and students enrolled in this course outside of class time. Students should be sure their email listed under "demographic information" at CampusConnect is correct.

## Academic Integrity Policy

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>

## Plagiarism

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## Incomplete

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 incomplete 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.

## Resources for Students with Disabilities

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