

**SCHOOL OF CINEMA AND INTERACTIVE MEDIA**  
**WINTER QUARTER - 2014-2015**  
**DC 220 – EDITING I**

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<b>INSTRUCTOR:</b>	Brian Zahm	<b>SECTION:</b>	503
<b>OFFICE HOURS:</b>	TH 12:30-5:00	<b>CLASS #:</b>	20361
<b>OFFICE LOCATION:</b>	CDM 455	<b>CLASS TIMES:</b>	TU/TH 10:10-11:40 AM
<b>E-MAIL:</b>	bzahm@cdm.depaul.edu	<b>CLASS LOCATION:</b>	CDM 922

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**COURSE DESCRIPTION & OBJECTIVES**

DC 220 is an introduction to editing with Adobe Premiere Pro CC. In this class, you will learn how to use the NLE “tool” along with basic editing concepts. Through the textbook tutorial and varied editing assignments, upon completion of this course you will feel confident working with the program, achieving broadcast standards, approaching future editing projects, and acquire some work for your all-important demo reels.

**PREREQUISITES**

There are no prerequisites for this course.

**REQUIRED TEXT**

- » **ADOBE PREMIERE PRO CS6: CLASSROOM IN A BOOK** by Adobe Press (ISBN 13: 978-0-321-82247-5 or ISBN 10: 0-321-82247-1) This Adobe Certified book is a tremendous learning resource because it contains a series of step-by-step tutorials that will acclimate you to the software. Upon completion, you will know how to navigate the Adobe Premiere Pro landscape and confidently use it for your editing projects. (REQUIRED!)
- » **IN THE BLINK OF AN EYE** by WALTER MURCH (ISBN: 1-879505-62-2) Walter Murch, the legendary filmmaker, dispenses practical wisdom on editing approaches in this must-read book for any filmmaker.
- » **DESIRE2LEARN (D2L):** Some additional readings will be posted on D2L. (under CONTENT)

**REQUIRED SUPPLIES**

- » **EXTERNAL HARD DRIVE:** You will need some form of external drive to store your project files on. You will need at least 500gb of free space. The classroom computers have USB & Thunderbolt ports, so your drive must be compliant. I would recommend a Thunderbolt connection, a Firewire 800 to Thunderbolt connection via adapter, and/or USB 3.0. A USB 2.0 connection will likely not be fast enough to edit the files in this class. If it is an HDD drive, I would recommend it being 7200 rpms. You will use this drive for this class and beyond. *Also, please note, you are responsible for backing up all of your work!*
- » **HEADPHONES:** When working in any of the computer labs, you should use some form of headphones (earbuds are fine for this class, but I would recommend professional “closed-back” headphones) to monitor the sound when you are working. Listening to your project sound through the computer speakers is distracting and disrespectful to your fellow classmates when working in the lab. *And know, although not necessary for this class, when doing final audio mixes you should work through professional audio speaker monitors.*

## CLASSROOM PROCEDURE

When working in the computer lab, you should always use headphones and **work from your external hard-drive!** *Not working/saving to your external hard drives can result in lost work!*

## ASSIGNMENTS/GRADING

### » ATTENDANCE & PARTICIPATION: 10%

You are required to attend class and participate in the day's activities. This active engagement will ensure you get the most from the course. Your tutorial progress will also count toward this grade. Before moving on to the next lesson, the tutorial from your previous lesson should be completed and you should be able to answer all the LESSON REVIEW questions! I will be going around each class asking you questions about the day's lessons.

### » WRITTEN EXAM: 30%

This test will help reinforce the key elements presented in the lecturers, book tutorials and D2L Readings.

### » "MONTAGE" PROJECT: 30%

This project will help you understand and experience physical cutting rhythms through the art of cinematic montage. Each student will edit a 2-4 minute "found" footage piece assembled via classic match-cuts to music of your choosing. Your montage should be centered around a strong theme and/or mood, and embody one (or more) of the classic montage forms (Metric, Rhythmic, Tonal, Overtonal or Intellectual).

### » "DECOUPAGE" PROJECT: 30%

This project will help you understand and experience classic continuity-oriented film editing. To be successful, you will need equal consideration for both sound design and overall picture assembly. Your film's form should embody physical, emotional and event editing rhythms to tell a meaningful story.

A = 100-93, A- = 92.9-90, B+ = 89.9-87, B = 86.9-83, B- = 82.9-80, C+ = 79.9-77, C = 76.9-73, C- = 72.9-70, D+ = 69.9-67, D = 66.9-63, D- = 62.9-60, F = 59.9+Below.

"A" indicates Excellence, "B" indicates Very Good, "C" indicates Satisfactory, "D" indicates Poor, "F" indicates the student has NOT accomplished the objectives of the course.

## GRADING POLICY

Professional editors must adhere to strict deadlines. Students are expected to turn in all assignments by the established deadlines. LATE WORK WILL NOT BE ACCEPTED. I will not accept the excuse of technological failure or absent-mindedness (you all have phones...set alarms for due dates!). ***Back up your work and do not leave your work until the last second!*** This is your warning. All grades will be kept current on D2L.

## ATTENDANCE POLICY

You are expected to be on time, and if you plan on missing or being late to a class are expected to notify the instructor BEFORE that particular class. The instructor reserves the right to determine whether an absence or tardy is "excused." *Unexcused absences or tardiness will negatively affect your grade. Please see **Course Policies as Suggested by the Dean of Students Office** at the end of the syllabus to see how your grade will be affected.* Attendance will be kept current on D2L. If you want to question a recorded absence or tardiness, it must be done within a week of the recorded occurrence. DO NOT COMPLAIN about your final grade if you have skipped/been tardy to class and your final grade was reduced. This is your warning!

## COMPUTER/CELLPHONE/I-PAD ELECTRONIC DEVICE POLICY

If you are using any personal or school electronic equipment during class for anything other than class-related work, you will be asked to leave and will be counted as absent for that class.

## E-MAIL POLICY

You are expected to read all e-mails from the class instructor because you are responsible to know the information they contain. *So, you should check your e-mail at least once every 24 hours!*

Type **DC 220 EDITING I** in the subject of all e-mails to the instructor about this class. Please **DO NOT JUST REPLY** to my all-class e-mails because your response might get lost in the shuffle—*Send me an individual e-mail. I will do my best to get back to you in short order, but please allow up to 24hrs for the instructor to respond.*

## PROJECT FILE LABELING + FORMAT POLICY

Label all Files as Such (ex. Student is WALTER MURCH and he is submitting the “MONTAGE” PROJECT): **MURCH\_MONTAGE**

*All Projects should be submitted in H.264.mov format! **Projects NOT labeled properly or submitted in the proper format WILL NOT BE ACCEPTED. This is your warning!!!***

## ASSIGNMENT SUBMISSION POLICY

All work submitted for this class should be original work made specifically for this class. If you are found to be submitting work you have made for another class you will receive zero credit for that particular assignment.

I will grade the first project file that is submitted. Check and double-check the work you are submitting. Do not submit the wrong file, an incomplete file, a corrupted file, etc. Submit the correct project file by each deadline. Most work will be submitted through D2L Dropbox. Do not leave this until the last second—upload several hours before the deadline to be safe! *Again, no late work is accepted!*

## EXCUSES (i.e. LACK OF PROFESSIONALISM)

My classes are designed to teach professional conduct and particular skill-sets. Time management skills are essential for all endeavors. The wonders of modern technology make it easy and simple to stay organized, on time and on task. Please remember, an excuse is just that—*an excuse*. Here are just a few examples of excuses for not meeting class obligations that I won't accept (and do not add to this list):

- a. I have a life...
- b. I forgot...
- c. I didn't realize...
- d. I mixed up the dates...
- e. I don't "do" books...
- f. My alarm didn't go off...
- g. I was busy working on other projects...
- h. My job called me in so I had to work and couldn't do my assignment...
- i. I would have made the deadline if the deadline wasn't when it was...
- j. It's just easier to do it my way, so I did it my way...
- k. Other classes don't have me do it this way, so I did it their way...
- l. I was not aware of class policy...
- m. I didn't read the e-mail you sent out, so I didn't know...
- n. The cage checked me out bad equipment, so I couldn't...
- o. My hard-drive crashed and I didn't back up my work...
- p. The internet was slow when I tried to turn in my project...
- q. I accidentally submitted the wrong project file, but it was on time...
- r. I didn't do the assignment as you asked, but don't worry, I got it all worked on in my head...
- s. I have to go on vacation...
- t. I was at a bar and...
- u. I didn't look on the syllabus...

## DC 220: COURSE SCHEDULE

All assigned readings/tutorial lessons are to be completed by the following class. All assignments have strict **DUE** deadlines noted in the schedule.

### CLASS 01\_January 6<sup>th</sup>

IN CLASS: Syllabus Review/Adobe Premiere Overview  
BEFORE NEXT CLASS: Get Your Books/Hard-drives/Headphones

### CLASS 02\_January 8<sup>th</sup>

IN CLASS: Lecture\_Setting Up a Project+Importing Media/CIAB-Lessons 01+02  
BEFORE NEXT CLASS: CIAB-Lesson 03

### CLASS 03\_January 13<sup>th</sup>

IN CLASS: Lecture\_Organization+The Interface/CIAB-Lessons 04+05

### CLASS 04\_January 15<sup>th</sup>

IN CLASS: Lecture\_Working w/ Clips+Transitions/CIAB-Lessons 06+07  
BEFORE NEXT CLASS: CIAB-Lesson 08  
In the Blink of an Eye-Pages 01-22

### CLASS 05\_January 20<sup>th</sup>

IN CLASS: Lecture\_Keyframes+Audio Mixing/CIAB-Lessons 09+11

### CLASS 06\_January 22<sup>nd</sup>

IN CLASS: Lecture\_Video Effects+Color-Correction/CIAB-Lessons 12+13  
BEFORE NEXT CLASS: CIAB-Lesson 14  
In the Blink of an Eye-Pages 23-56

### CLASS 07\_January 27<sup>th</sup>

IN CLASS: Lecture\_Graphics/CIAB-Lesson 16

### CLASS 08\_January 29<sup>th</sup>

IN CLASS: Lecture\_Managing Media+Exporting/CIAB-Lessons 17+18  
BEFORE NEXT CLASS: D2L-Matchcuts PDF  
In the Blink of an Eye-Pages 57-72

### CLASS 09\_February 3<sup>rd</sup>

IN CLASS: Lecture\_Introduction to *The Art of Editing*

### CLASS 10\_February 5<sup>th</sup>

IN CLASS: **WRITTEN EXAM**  
BEFORE NEXT CLASS: Start to Gather Montage Media (Audio/Video)

### CLASS 11\_February 10<sup>th</sup>

IN CLASS: Lecture: Editing Montage

### CLASS 12\_February 12<sup>th</sup>

IN CLASS: "Montage" Project (Music+Images Selected)

### CLASS 13\_February 17<sup>th</sup>

IN CLASS: "Montage" Project (Rough Cuts)

### CLASS 14\_February 19<sup>th</sup>

IN CLASS: "Montage" Project (Fine Cuts)

**February 23<sup>rd</sup> by 5PM - DUE:** "Montage" Project Link (Vimeo or YouTube) E-mailed to Instructor  
(THIS IS THE OFFICIAL DEADLINE!!!)

### CLASS 15\_February 24<sup>th</sup>

**DUE:** "Montage" H.264 Quicktime Movie File Brought to Class  
Printed/Filled Out Montage Grade Sheet  
IN CLASS: Critique\_"Montage" Project (Day 01)  
Gather "Decoupage" Media

**CLASS 16\_February 26<sup>th</sup>**

IN CLASS: Critique\_ "Montage" Project (Day 02)  
"Decoupage" Project Assigned  
Gather "Decoupage" Media

**CLASS 17\_March 3<sup>rd</sup>**

IN CLASS: Lecture\_Classic Continuity Editing Tricks of the Trade

**CLASS 18\_March 5<sup>th</sup>**

IN CLASS: "Decoupage" Project (Assembly Cut)

**CLASS 19\_March 10<sup>th</sup>**

IN CLASS: "Decoupage" Project (Rough Cut)

**WEEK 20\_March 12<sup>th</sup>**

IN CLASS: "Decoupage" Project (Fine Cut)

**DUE:** Printed Decoupage Grade Sheet with Your Name on It

**March 14<sup>th</sup> by 7PM - DUE:** Properly Labeled H.264 Decoupage Project turned into  
"DECOUPAGE PROJECT" D2L DROPBOX.

***NO LATE WORK IS ACCEPTED!!!***

**FINALS\_March 17<sup>th</sup> (8:45am-11am)**

IN CLASS: Critique\_"Decoupage" Project  
Returned Grade Sheets

**Note On Requirements (and the Syllabus in General)**

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, and posted on D2L. AS A MEMBER OF THIS CLASS, YOU ARE REQUIRED TO KNOW AND FOLLOW THE GUIDELINES SET FORTH ON THE TOTALITY OF THIS SYLLABUS. These guidelines are established to ensure all students know what is expected of them, and so all students are treated equally by being held to the same standards.

**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:  
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 Attendance & Participation drops one-third after any absence (33pts). 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 papers. 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.