POST 303-403 (formerly DC 340-440) – Editing III/Advanced Editing

Syllabus Date: 12-29-2019
Section: 801 – Winter 2020
Class Number: 25629 / 25628
Meeting Time: Thursdays 5:45 PM – 9:00 PM
Location: CDM 922 – Loop Campus

Instructor: **Michael Flores**
Email: mflore70@depaul.edu
Office: CDM 458 – Loop Campus
Phone: 312-362-1284
Office Hours: Mondays – **9:45 AM – 11:45 AM**
                 Thursdays – **4:45 PM – 5:45 PM**

Course Description:
This course provides an advanced workshop for students to edit their own narrative or documentary projects. Students will be expected to bring in their own footage, and will take their projects from logging, through rough cut, to picture lock. Post-production workflow, and basic sound design and color correction for picture editors will be emphasized.

Learning Goals:
Upon successful completion of this course, students will be expected to:
- Apply advanced editing workflows and techniques
- Demonstrate a thorough knowledge of Avid Media Composer
- Create a film trailer, various rough cuts, and a fine cut
- Understand and create deliverables for finishing

Prerequisites: POST 300 or POST 400 (formerly DC 320 or DC 420)

Software: Avid Media Composer
Certain classrooms and labs have Avid. Students can purchase a perpetual license for $295.

Required Materials/Equipment:
An external hard drive with a minimum of 150 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. Please be advised that if you save your work to the classroom computers, it is possible that it might get deleted. **Exceptions for missed work due to data loss from the classroom computers will not be granted.***

Recommended Textbooks: **ON FILM EDITING** – Author: DMYTRYK
                              AVID EDITING – Author: KAUFFMANN

LinkedIn Learning (formerly Lynda.com):   Subscription is included with tuition.

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

Drop Dates:
January 17, 2020 – Last day to drop classes with no penalty.
January 18, 2020 – Grades of "W" assigned for classes dropped on or after this day.
February 21, 2020 – Last day to withdraw from WQ2020 classes.

Course Schedule:

WEEK 1 (January 9th)
    Lecture: Introduction to Avid Media Composer
           Setting Up and Organizing Your Project
    Assign Project Organization
    Assign Project Trailer
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 1-3*

Week 2 (January 16th) – DUE: Editing Exercise 1
    Lecture: Sound Editing and Design
           Exporting QuickTimes
    Do Editing Exercise 1
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 4-5*

Week 3 (January 23rd) – DUE: Organized Avid Project
    Lecture: Editing Trailers
    Workshop Project
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 8-10*

Week 4 (January 30th) – DUE: Editing Exercise 2
    Lecture: Working with Effects, Transitions, and Color Correction
    Do Editing Exercise 2
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 101, Sections 11-12*

Week 5 (February 6th) – DUE: Project Trailer
    Screen Project Trailers
    Workshop Project
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 110, Section 7*

Week 6 (February 13th) – DUE: Project Rough Cut 1
    Workshop Project
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 110, Sections 8-9*

Week 7 (February 20th)
    Lecture: The Trim Tool
    Watch at Home: *Lynda.com – Media Composer 8.7 Essential Training: 110, Sections 5-6*

Week 8 (February 27th) – DUE: Project Rough Cut 2
    Screen Project Rough Cuts

Week 9 (March 5th)
    Lecture: Preparing and Delivering Your Deliverables

Week 10 (March 12th) – DUE: Project Fine Cut
    Screen Project Fine Cuts

Finals Week (Thurs, March 19th) – NO CLASS – DUE: Project Deliverables
    Upload Project Deliverables to the D2L Dropbox by 9:00 PM on Thursday, March 19th

Grading:

Project **Organization**	10%
Project **Trailer**	10%
Project **Rough Cut 1**	10%
Project **Rough Cut 2**	15%
Project **Fine Cut**	20%
Project **Deliverables**	10%
Editing Exercises	15%
Attendance/Participation	10%

A = 93-100   **A-** = 90-92
B+ = 87-89   **B** = 83-86   **B-** = 80-82
C+ = 77-79   **C** = 73-76   **C-** = 70-72
D+ = 67-69   **D** = 60-66
F = 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:
You will submit all of your assignments to the D2L Submissions folder. 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.

Editing Exercises:
Editing exercises will be completed during class time. Editing exercises that are turned in on time can be made up and turned in again for more points; however, **all resubmissions must be turned in within two weeks of the due date**. Missed editing exercises can be made up and turned in before the start of the following class. If an editing exercise is missed, it is the responsibility of the student to watch the missed lecture on D2L and turn in their makeup assignment before the start of the following class. For your convenience, all lectures are recorded and saved on D2L.

Attendance:
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 your grade for the class by **3 percent**. Excessive tardiness (more than 10 minutes late) and leaving class early will result in a reduction of your grade for the class by **1 percent**. Missing more than 3 classes will result in an F for the class.

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 undisruptive 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.

School Policies

Online Instructor 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 two weeks. Students do not receive reminders once they complete the evaluation.

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 http://campusconnect.depaul.edu 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:
The university and school policy on plagiarism can be summarized as follows: Students 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.

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.

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.

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