

# POST 110 Syllabus

## Instructor

**Instructor:** Ken Hall  
**Office:** Zoom  
**Phone:** 630-920-3797  
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**Hours:** TU 4pm - 5:30pm  
Or by appointment

## Course

**Name:** EDITING I  
**Course #:** POST 110 - 701  
**Quarter:** Autumn 2020  
**Time:** TU 5:45pm - 9pm  
**Campus:** Zoom  
**Room:**  
<https://depaul.zoom.us/my/post110.s701>  
**System:** D2L

## Course Summary

POST 110 is an introduction to the Art & Craft of digital video editing. The course will focus on the creative and technical fundamentals with which an editor needs to be familiar. These concepts are universal and can be applied when editing any project on any edit application. This course is a combination of discussions, demonstrations, readings, and hands-on editing. The edit software chosen for this instruction is Adobe Premiere Pro CC.

## Course Objectives

- Knowledge of the creative and technical basics of digital video editing
- Proficiency in the use of Adobe Premiere Pro CC
- Familiarity with editing styles and techniques

## Prerequisites

ANI 101 or ANI 201 or DC 110 or DC 205 or TV 110 (FORMERLY DC 220)

## Textbook

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

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

## **Required Supplies**

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

1 USB flash drive for project data file backup.

Headphones or Earbuds for use when editing in class.

All class exercises and home assignments deal with projects and media stored on a hard drive. All hard drives fail! Hardware problems are not acceptable as an excuse for late submissions so back up all projects & all media on a secondary hard drive.

Do not leave your projects on the lab computer.

## **Class Format**

Each session will cover three learning segments:

- Discussions and presentations about the art and craft of editing
- Instructions and demonstrations with Premiere Pro CC
- Working on editing assignments/projects

The amount of time devoted to each segment will be varied, based on what topics need to be covered during each class session.

## **Grading**

100 Possible Points

Participation – 20 Points (Attendance-10, Murch Essay & Discussion-10)

Editing Assignments – 25 Points (3 assignments)

Final Editing Project – 40 Points (Structure 10, Rough Cut 15, Fine Cut 15)

Editing Analysis Paper – 5 Points

Mid-Term Exam – 10 Points

Over The Edge Quiz – 2 Points (Opportunity to move up a letter grade)

A = 100-90, B = 89-80, C = 79-70, D = 69-60, F = 59 or less.

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

## **Deadlines**

Assignments for this course must be turned in by the posted deadline and in the manner requested. Missed deadlines will result in a reduced score or zero score. A Final Project missed deadline will result in a grade of zero for that assignment. No excuses will be accepted for missed deadlines.

## Course Schedule

### **Week 1 (09/15)**

- Class 01 - Foundations of Editing, Introductions, Syllabus, and Course Preview.
- Class 02 - Continuity Editing; Pudovkin Theories; Hard drive organization. View Offline: Editing (Premiere Overview, Project Set-Up, Importing, and Organizing Media, Editing)

### **Week 2 (09/22)**

- Class 03 - Trimming, Transitions, Best Practices, Exporting & Uploading; Edit Assignment 1: Continuity Editing (due 09/28, 7pm).
- Class 04 - View Offline: Trimming & Transitions; Sequence Best Practices; Brand New Day Sequence Set-Up; Exporting & Uploading

### **Week 3 (09/29)**

- Class 05 - Russians; Motion Effects; Codecs; Edit Assignment 1: Screen & critique
- Class 06 - Audio: music, and SFX; Edit Assignment 2: Sound of Art (due 10/12, 7pm), View Offline: Motion Effects; Sound Considerations

### **Week 4 (10/06)**

- Class 07 - Walter Murch discussion (essay due 10/05, 7pm); Selling Emotion; Hitchcock Method
- Class 08 - Titles and Graphics; Review Pudovkin; Review Continuity Rules; View Offline: Working with Titles

### **Week 5 (10/13)**

- Class 09 - Dialog Editing, actions and reactions; Edit Assignment 3: Narrative Editing (due 10/19, 7pm)
- Class 10 - Analysis of Editing Styles; Assignment 4: Review the editing of a feature film scene (due 10/26, 7pm)  
Edit Assignment 2: Screen & critique

### **Week 6 (10/20)**

- Class 11 - Premiere Pro Skills Review; Final Project Assignment; Edit Assignment 3: Screen & critique
- Class 12 - Editing 1 Exam: a review of your understanding of Premiere Pro and recognition of Editing Styles

### **Week 7 (10/27)**

- Class 13 - Documentary Style editing; Finding a Story: Reading Transcripts - Assignment: Read/Watch transcripts
- Class 14 - Building a structure: Assemble the Narrative (A Roll)  
Assignment: Assemble Radio Cut (due 10/31, 11:59pm)

### **Week 8 (11/03) Election Day**

- Class 15 - Screening and Logging: Reviewing Footage (B Roll) - Assignment: Screen & Log B Roll
- Class 16 - Intentional visuals: Corroborate/Contrast/Symbolize - Begin Final Project Rough Cut Assembly

### **Week 9 (11/10)**

- Class 17 - Basic Color Correction technique; Audio Mix, setting correct levels;
- Class 18 - Work on Final Project Rough Cut - Deadline Sat., Nov 14, 11:59pm

### **Week 10 (11/17)**

- Class 19 - Over the Edge Quiz
- Class 20 - Work on Final Project Fine Cut - Deliverables uploaded to D2L by Saturday Nov 21, 11:59pm

**Final Exam:** Tuesday, Nov. 24 – Screening of Fine Cuts. There is no final exam,

## **Course Policies**

### **ZOOM**

This class will use Zoom, a video conferencing tool, for instruction and/or collaboration. Students should follow general guidelines and meet participation expectations for Zoom meetings.

#### **General Guidelines**

- Use your given or preferred name as your display name.
- Don't use distracting or inappropriate profile photos or virtual backgrounds.
- Don't share meeting links, passwords, screenshots, recordings, or other meeting information with people outside the class.
- Mute your microphone when you're not speaking to minimize background noise.
- If connectivity issues impact your audio/video quality, try turning off your camera.

Contact DePaul's Technology Support Center at 312.362.8765 if you need assistance during a video call.

#### **Participation Expectations**

- Be on time or notify your instructor if you will be late or unable to attend.
- Minimize distractions, such as televisions and cell phones, when possible.
- Don't engage in other activities during sessions (driving, cooking, cleaning, etc.)
- Try to put your device at eye level on a solid surface. Holding your device or placing it in your lap can add movement to your video, which can be distracting.
- If you think you might have trouble actively participating in meetings, let your instructor know in advance, if possible.

Please note: Students should report any incidents of behavioral misconduct (including harassment) in video conference meetings to their instructor. Any incident of harassment and/or behavioral misconduct that impedes the teaching & learning environment may be reported to the Dean of Students Office for referral to the student conduct process. This includes sharing meeting links, passwords, screenshots, recordings, or other meeting information in a way that could facilitate harassment or misconduct by others.

#### ***Changes to Syllabus***

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

#### ***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: [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**

### ***Preferred Name & Gender Pronouns***

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first

name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

### ***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 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 the professor at the start of the course.