



POST 200 – Editing II, Section 601

Spring 2024

Loop Campus: Jarvis CDM Bldg., 243 S. Wabash Ave.
Room 922, Mon. 1:30pm – 4:45pm

Instructor Info

Instructor: Ken Hall
Phone: 630-920-3797
Email: khall43@depaul.edu
Visiting Hours: After Class (or by Appointment)
Office: TBD



Communication: I welcome you to contact me outside of class. For time-sensitive questions, text messages are best. For all other questions and general correspondence, email is appropriate. Generally, I review my DePaul email each morning, so it may take 24 hours to respond to your message.

Course Description



This course is the practical application and expansion of skills, techniques and concepts learned in Editing I (POST 110). Work on more advanced projects is integrated into the class as a means of mastering advanced editing tools and techniques.

Required Textbook & Supplies

Art of the Cut (1st Edition)

- Author: Steve Hullfish
- Routledge; 1st edition (March 3, 2017)
- ISBN: 9781315297125

- An external hard drive with a capacity of at least 500GB with USB3 and/or Thunderbolt 3 (USB-C) ports for storing project data files and media assets.
- A USB flash drive with a capacity of at least 4GB or more for project data file backup.
- Headphones or Earbuds.



The edit software chosen for this instruction is Adobe Premiere Pro, though from my experience most editing software is similar.

You will access Premiere Pro through the DePaul University Adobe Cloud Enterprise Subscription. In order to use this software, you must use your **@depaul.edu** email address. More information can be found here:

https://depaul.service-now.com/sp?id=kb_article_view&sysparm_article=KB0010764

To Grab Clips from Internet Video Platforms:

- <https://www.4kdownload.com>
- <https://clipgrab.org>

Linkedin Learning:

- Premiere Pro 2022 Essential Training - Ashley Kennedy
- How Do I Do That - Richard Harrington

Free Video & Audio Assets:

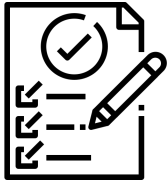
- freeforvideo.com
- premiumbeat.com/blog
- mixkit.co

Learning Outcomes

Upon successful completion of this course, students will be expected to:

- Know and apply various editing workflows and methods
 - Analyze edited scenes to recognize various storytelling styles
 - Understand the significance of editorial decisions
 - Employ overlooked settings and techniques in Adobe Premiere Pro
-

Class Policies



A Zone of Creativity

You are encouraged to arrive to class on time, leave your mobile devices out-of-sight, and turn off all notifications. By doing so, you can begin to build for yourself a zone of creativity. This zone helps you to focus on the task at hand yet frees your mind to conceive imaginative possibilities. The best editors frequently inhabit their zone of creativity.



Attendance

Attendance is also very much encouraged particularly since we have only one class meeting per week. Missing a class and its instructions and discussions may cause you to fall behind. If you miss a class for any reason, remember to go to D2L and watch the class COL or class screen recordings. Review the class presentation slides. Watch any videos shown in class. Then if you have questions or need further guidance, I'm more than happy to have a conversation.

For medical issues, a death in the family, or other hardships that are beyond your control and may cause you to miss multiple classes or fall significantly behind, please talk to me as soon as you can. I understand how difficult these situations can be. Also, you may need to apply for an excused absence using the process outlined in the "Excused Absence" section under the University Policies and Resources section noted later in this document.



Late Work

Meeting Assignment deadlines is required. Missing a deadline will incur the loss of points for that assignment and lead to a lower score. Assignments more than 48 hours late will not be accepted. However, if an unwelcome event has come upon you, let's talk at least 24 hours before the due date. Chances are you'll receive a little more time to complete the assignment.



If you need assistance

Concerned about your grade or feeling overwhelmed? Let's talk right away. I'll be available. **Most students can do well in this course by**

doing the work on time, meeting assignment objectives, and proactively asking for assistance. Don't wait until it's too late to seek help.

Assignments & Grading

1. **Attendance (15 points)** - 1/2 point for attending each class, 10 points total. Plus 5 points for attending the Fine Cut Screening on Final Exam Day.
 2. **Weekly Quiz (30 points)** - Each week, three questions regarding the day's class will require a short written answer.
Example questions...
 - What editing information discussed today was either new to you or a review for you?
 - What's the difference between the Ripple Trim and Roll Trim tools?
 - How are you pushing yourself to learn video editing skills ?
 3. **Online Forum (12 points)** - Discussions with classmates regarding the weekly reading assignments for "Art of the Cut". The project has 2 components:
 - Your Initial Thread (1 point)
 - Responses to your classmates threads (2 required, 1/2 point each)
 4. **Post-Production Analysis (8 points)** - Work in teams of two to review a narrative film scene or scenes for its post-production methods, including scene objective, editing style, sound, color, and VFX (if appropriate). The project has 2 components:
 - Written Report (4 points)
 - Class Presentation (4 points)
 5. **Final Editing Project (35 points)** - Edit a project of your choice (narrative, documentary, promotional video, video essay, PSA, or other) using the creative and technical skills learned in the class. The project has 3 components:
 - Written Essay & Rough Cut v1 (10 points)
 - Rough Cut v2 (15 points)
 - Fine Cut (10 points)
 6. **Final Exam** - This is a class screening of your Final Project, Fine Cut. Attendance is highly encouraged.
-

Grading Scale

A	93-100	C+	77-79
A-	90-92	C	73-76
B+	87-89	C-	70-72
B	83-86	D	66-69
B-	80-82	F	0-65

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

Course Schedule

Week 1 (04/01)

- Visual Language
- Organization
- Editing and Screening
- Introductions, Syllabus and Course Overview
- Assignment: Art of the Cut: read and online discussion Chapter 1 Organization & Chapter 2 Approach, due Monday, 04/08, 12:30pm

Week 2 (04/08)

- Intuition and Intensity
- Editing Best Practices: Screening, Logging, Metadata, Sub-Clips, Markers,
- Editing and Screening
- Assignment - Art of the Cut: read and online discussion: Chapter 3 Rhythm & Pace and Chapter 4 Structure, due Monday, 04/15, 12:30pm

Week 3 (04/15)

- Shaping of Rhythm
- Dialog Editing
- Editing and Screening
- Assignment - Art of the Cut: read and online discussion: Chapter 7 Sound Design and Chapter 8 Music, due Monday, 04/22, 12:30pm

Week 4 (04/22)

- Editing Styles
- Working the Timeline: Trimming and Editing Tools; Delivery: Codecs, Exports
- Editing and Screening

Week 5 (04/29)

- Effects Editing: Compositing & Video Effects
- Editing and Screening
- Assignment - Art of the Cut: read and online discussion: Chapter 5 Storytelling, due Monday. 05/06, 12:30pm

Week 6 (05/06)

- Detailed discussion of Final Project idea
- Final Project - Essay and Rough Cut v1 due Saturday, May 25, 11:59pm
- Editing and Screening
- Assignment - Art of the Cut: read and online discussion: Chapter 6 Performance, Monday, 05/13, 12:30pm
- Analysis Presentation, Teams 1 through 5

Week 7 (05/13)

- Audio Mix Tools & Option - Timeline, Track Mixer, Clip Mixer, Essential Sound panel, plug-ins, levels, clip audio vs timeline audio
- Editing and Screening
- Assignment - Art of the Cut: read and online discussion: Chapter 9 Collaboration and Chapter 10 Documentary, due Monday, 05/20, 12:30pm
- Analysis Presentation, Teams 6 through 11

Week 8 (05/20)

- Color Correction, Color Grading - Lumetri Panel, LUTs
- Editing: Final Project - Report & Rough Cut v1, Deadline Saturday, May 25, 11:59pm

Week 9 (05/27)

- Memorial Day, No Class
- Final Project - Rough Cut v2, Deadline Saturday, June 1, 11:59pm

Week 10 (06/03)

- Editing: Final Project - Fine Cut, Deadline Saturday, June 8, 11:59pm

Final Exam – Monday, June 10, 2:30pm - 4:45pm

University Policies & Resources

Academic Integrity

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit Academic Integrity at DePaul University (<http://academicintegrity.depaul.edu>) for further details.

Diversity & Inclusion

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. I encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time, the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

Center for Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations:

Loop Campus - Lewis Center #1420 - (312) 362-8002

Lincoln Park Campus - Student Center #370 - (773) 325-1677

Students can also email the office at csd@depaul.edu. Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.

University Counseling & Psychological Services

[University Counseling & Psychological Services](#) (UCAPS) helps remove barriers to learning and support academic success by providing free, goal-focused, collaborative, short-term, confidential, individual, and group counseling services for DePaul's students. UCAPS has a diverse multi-disciplinary staff that includes licensed mental health professionals in psychology, counseling, and social work.

Students* can talk to a therapist or schedule a brief screening and consultation appointment in the following ways:

- To speak directly to a therapist 24 hours a day, 7 days a week, students should call 773-325-CARE (2273) and Press "1" when prompted.
- To schedule a brief screening and consultation (BSC) appointment, students should call 773-325-CARE (2273) during regular business hours and Press "2" when prompted.
- Students can visit go.depaul.edu/ucaps and click the '[Schedule a Consultation](#)' button to use online scheduling for a Brief Screening & Consultation (BSC) appointment. Online scheduling is available Monday through Friday from 8:00 am to 4:30 pm. *All BSCs scheduled online are for phone appointments. To schedule an in-person or telehealth BSC, please call 773-325-CARE (2273) and Press "2" when prompted.*

*Services are provided based on student eligibility. For full eligibility details please visit go.depaul.edu/ucaps.

The Writing Center

I strongly recommend you make use of the Writing Center throughout your time at DePaul. The Writing Center provides free peer writing tutoring for DePaul students, faculty, staff, and alumni. Writing Center tutors work with writers at all stages of the writing process, from invention to revision, and they are trained to identify recurring issues in your writing as well as address any specific questions or areas that you want to talk about.

Visit www.depaul.edu/writing for more information.

Name & Pronouns

I will gladly address you by the name and pronouns that you indicate. Please advise me of your name and/or your pronouns early in the quarter so that I may make appropriate notes in my records. Please also note that students may choose to identify within the University community with a first name that differs from their legal name, and they may also update their gender and gender pronouns. If a new name is identified, it will display as a "preferred name" in University-related systems and documents except where the use of the legal name is necessitated or required by University business or legal necessity. For more information and instructions on how to make these updates, please see the LGBTQIA Resource Center's [Personal Information Change](#) resources and the Student Preferred Name and Gender Policy at policies.depaul.edu.

Dean of Students

The [Dean of Students Office \(DOS\)](#) promotes student learning and ethical decision making in an inclusive and validating environment. Utilizing a comprehensive approach to student advocacy that is informed by DePaul's Catholic, Vincentian, and urban mission, the office collaborates with students, staff, faculty, parents and community partners to support students in reaching their academic and personal success.

The Dean of Students Office is primarily responsible for administering and adjudicating violations of the Code of Student Responsibility at DePaul University. Additionally, the office provides the administrative withdrawal and absence notification process, and can help students identify campus and community resources in times of personal and/or family crises and medical emergencies.

You can contact the Dean of Students Office by calling (773) 325-7290 or emailing deanofstudents@depaul.edu. In cases of emergency, please call the Department of Public Safety at (773) 325-7777.

Sexual & Relationship Violence

As a DePaul community, we share a commitment to take care of one another. Classroom relationships are based on trust and communication. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support. It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul's [Title IX](#) Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not constitute a formal report to the University and may not begin the process of DePaul providing a response. Students seeking to report an incident of sexual or relationship violence to DePaul should contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) and/or the Title IX Coordinator (Lincoln Park: 312-362-8970 or titleixcoordinator@depaul.edu).

Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773-325-7129 or hpw@depaul.edu). More information is available at <http://studentaffairs.depaul.edu/hpw/shvp.html>. Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may be in need of support.

Basic Needs

Access to nutritious food and reliable housing are factors that influence many students' ability to succeed in the classroom and beyond. However, students facing food or housing insecurities may be hesitant to call attention to their ongoing struggles. DePaul University is committed to and cares about all students. To help you manage personal challenges and basic needs security, the university offers several resources. Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Office for support: by calling (773) 325-7290 or emailing deanofstudents@depaul.edu. You can also contact [Elizabeth Ann Seton Food Pantry and Sandwich Kitchen](#) and the [Dax Program](#) (Chicago - Depaul; email: emily.edwards@depaulusa.org; phone: (312) 362-7931 for support. The Center for Access and Attainment has also created [a guide for Food and Housing Resources](#) that you can review.

If you are comfortable doing so, please also let me know about these challenges, so that I can help you access resources.

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.

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 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.

CDM policy requires the student to initiate the request for 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 exceptional 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.

Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

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 form](#) through the [Dean of Students office](#). 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.

Online 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. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

Errors & Omissions

The instructor may make changes and updates to the course syllabus and schedule as needed. Students will be notified of any changes. If there are any broken links, outdated information, or other content that just seems “off” somehow, please contact the instructor so it can be corrected.