School of Media, Art & Design

Video Capture & Editing

2019-20 Academic Year

Program	Year	Semester
MAD-Media Fundamentals Certificate	1	2

Course Code: VIPR 2300		**Course Equiv. Code(s):** N/A	
Course Hours: 42		**Course GPA Weighting:** 3	
Prerequisite: N/A			
Corequisite: N/A			
Laptop Course: Yes [ ] No [X]			
Delivery Mode(s): In class [X] **Online** [ ] **Hybrid** [ ] **Correspondence** [ ]			
Authorized by (Dean or Director): Greg Murphy		**Date:** December 2019	

Prepared by		
First Name	**Last Name**	**Email**
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Course Description:

This course introduces students to basic principles of video production. Instruction will include the use of a video camera, preproduction as well as video editing and distribution.

Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in http://www.durhamcollege.ca/plar. Full-time and part-time students must adhere to all deadline dates. Please email: PLAR@durhamcollege.ca for details.

PLAR Eligibility

Yes [ ]   **No** [X]

PLAR Assessment (if eligible):

[ ] Assignment

[ ] Exam

[ ] Portfolio

[ ] Other

Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

CLO1   1. Understand the operations of a video camera and the role of a videographer.

CLO2   2. Develop and co-ordinate pre-production activities.

CLO3   3. Edit video material to effectively communicate an idea and/or concept.

CLO4   4. Edit audio, still images and create graphics for a video production.

CLO5   5.   Follow a script and storyboard to produce a video.

Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of the following Essential Employability Skills:

[X] EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.

[X] EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.

[X] EES 3. Execute mathematical operations accurately.

[ ] EES 4. Apply a systematic approach to solve problems.

[ ] EES 5. Use a variety of thinking skills to anticipate and solve problems.

[ ] EES 6. Locate, select, organize, and document information using appropriate technology and information systems.

[ ] EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.

[X] EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.

[X] EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

[X] EES 10. Manage the use of time and other resources to complete projects.

[X] EES 11. Take responsibility for one's own actions, decisions, and consequences.

Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
Assignment 1:Scriptwriting	CLO2	EES1, EES10	5
Assignment 2:Storyboarding	CLO2	EES1, EES10	5
Assignment 3:Editing - Part 1	CLO3, CLO5	EES1, EES10	10
Assignment 4:Editing - Part 2	CLO3	EES1, EES10	10
Assignment 5:Camera - Part 1	CLO1	EES9, EES10	10
Assignment 6:Advanced Editing	CLO1, CLO2, CLO3, CLO5	EES1, EES8, EES9, EES10, EES11	15
Assignment 7:Camera - Part 2	CLO1, CLO3, CLO5	EES1, EES2, EES9, EES10	10
Assignment 8:Audio Editing	CLO4	EES1, EES10	5
Assignment 9:Final Assignment	CLO1, CLO2, CLO3, CLO4, CLO5	EES1, EES2, EES9, EES10, EES11	20
Assignment 10:Keyframe Animation	CLO4	EES3, EES10	5
Assignment 11:Type for Video	CLO4	EES1, EES10	5
Total			**100%**

Notes:

1. An interim mark will be determined for all first year students to identify their academic progress. This mark will be based on the results of the in process grade up to the mid-term date.
2. All marks and feedback will be accessible throughout the semester through DCConnect.
3. All assignments are expected to be submitted at the beginning of class on the due date issued, unless otherwise instructed by the professor. Assignments submitted after the due date and time will receive a 25% penalty. Assignments received later than one week after the due date and time will receive a grade of 0%.

Required Text(s) and Supplies:

Recommended Resources (purchase is optional):

N/A

Policies and Expectations for the Learning Environment:

General Policies and Expectations:

General College policies related to	General policies related to
+ Acceptable Use of Information Technology	**+** attendance
+ Academic Policies	**+** absence related to tests or assignment due dates
+ Academic Honesty	**+** excused absences
+ Student Code of Conduct	**+** writing tests and assignments
+ Students' Rights and Responsibilities can be found on-line at http://www.durhamcollege.ca/academicpolicies	**+** classroom management can be found in the Program Guide (full time programs only) in MyCampus http://www.durhamcollege.ca/mycampus/

Course Specific Policies and Expectations:

LEVEL OF EXPECTATION AND MATURITY OF WORK:
All work must be mature in nature and adhere to the OFRB's (Ontario film review board) 14A Rating Guidelines as follows:
Language: Limited use of stronger expletives and/or slurs and/or mild sexual references.
Violence: Restrained portrayals of non-graphic violence, integral to the plot. The portrayals are not prolonged; bloodletting and/or tissue damage is limited.
Horror: Exciting horror scenes and some grotesque images may be allowed in a fantasy or comedic context, but there will be no detailed and/or prolonged focus on gory images or suffering.

CONTACTING FACULTY:
When contacting faculty regarding attendance, assignments, grades or any other course or program related issue, please use the contact information provided in the course outline, or as directed by the faculty member.

ATTENDANCE:
Attendance must be regular as it is critical to the successful completion of the course. The learning that occurs during class hours is almost entirely hands-on and is impossible to makeup in its entirety at a later date. Therefore, students are expected to notify faculty of any absences and take the necessary steps to catch up on missed content.
Students arriving after the start of class or leaving before the end of class will be considered absent. Any student absent for more than 3 classes will receive an Academic Alert from their professor. Students missing more than 4 classes are unlikely to achieve the learning outcomes in this course.

RESPECT:
Students must conduct themselves with consideration for their classmates, inside and outside scheduled class hours.
All students are entitled to enjoy a quiet working environment free of careless distractions and disturbances.
Any disruptive behavior in the classroom may result in that student being asked to leave. Students causing disturbances or creating noise, including talking and ambient noise from headphones, will be cited and face disciplinary actions, according to the Policies And Procedures outlined in the Student Handbook. Students must ALWAYS wear headphones when working with audio.

DEADLINES:
As in a studio, failure to meet deadlines results in loss of credibility and grades. Assignments not submitted by deadline will receive an immediate penalty of 10% per day, up to one week after which a mark of 0 will be applied. Reconsideration will be given at the discretion of the Professor if proper notification and documentation is provided.

SUBMISSION CONVENTIONS:
Digital files that are not labeled using the standard format provided by faculty will not be accepted and given a penalty of 25%. Standard format is: lastname_projectname.ext. Assignments that cannot be clearly identified or are not submitted to the correct folder will NOT be marked.

ACADEMIC DISHONESTY:
Academic dishonesty refers to a variety of practices including, but not limited to: copying another person's work; using unauthorized materials or resources during an evaluation; obtaining unauthorized copies of evaluations in advance; collaborating without permission; colluding or providing unauthorized assistance; falsifying academic documents or records; misrepresenting academic credentials, buying, selling, stealing or soliciting material for the purpose of academic gain; bribing or attempting to bribe personnel; impersonation; submitting the same work in more than one course without faculty authorization; improper use of computer technology and the internet; depriving others of academic resources; misrepresenting reasons for special consideration of academic work; plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement.

General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.

2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.

3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.

4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)

5. A full description of the Academic Appeals Process can be found at https://durhamcollege.ca/about/governance/policies/academic-policies .

6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.

7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.

Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Wk.	Hours: 3 Delivery: In Class
1	**Course Learning Outcomes** CLO1

Essential Employability Skills

  Taught: **Practiced:**

Intended Learning Objectives

Welcome and Introduction
- Discuss Course Outline and Evaluation Criteria
- Discuss Program Learning Outcomes
- Review Course Expectations & Policies
- Demonstrate past projects

Storytelling
- Identify the parts of an effective story

Intended Learning Activities

Lecture
Discussion

Resources and References

On-Screen
DCConnect - Week 1 Notes

Evaluation

Wk.	Hours:	3	Delivery:	In Class	

2	**Course Learning Outcomes** CLO1, CLO2

Essential Employability Skills

Taught:	EES1, EES2, EES8, EES10, EES11	**Practiced:**	EES1, EES2, EES8, EES10, EES11

Intended Learning Objectives

Video Overview
  - Careers
  - Technology

Pre-Production
  - Ideation
  - Scope
  - Script
  - Shotlist
  - Storyboards
  - Logistics

Discuss expectations for Assignment 1

Intended Learning Activities

Lecture
Discussion
Guided Activity

Resources and References

On-Screen
DCConnect - Week 2 Notes
Storyboard template

Evaluation	**Weighting**
Assignment 1: Writing a Script	5

Wk.	Hours: 3 Delivery: In Class
3	**Course Learning Outcomes** CLO1

Essential Employability Skills

Taught:	EES1, EES8, EES10, EES11	**Practiced:**	EES1, EES8, EES10, EES11

Intended Learning Objectives

Editing in Premiere
- Define Projects
- Define Sequences
- Explore the Premiere Interface
- Demonstrate Cut Editing

Discuss expectations for Assignments 2&3

Intended Learning Activities

Lecture
Guided Activity

Resources and References

On-Screen
DCConnect - Week 3 Notes

Evaluation	**Weighting**
Assignment 2: Creating a Storyboard	15
Assignment 3:Editing	

Wk.	Hours:	3	Delivery:	In Class

4	**Course Learning Outcomes** CLO1, CLO3

Essential Employability Skills

Taught:	EES1, EES8, EES10, EES11	Practiced:	EES1, EES8, EES10, EES11

Intended Learning Objectives

Type of Edits
- Demonstrate Reverse
- Demonstrate POV
- Demonstrate Reaction
- Demonstrate Insert/Cutaway
- Demonstrate Action

 Edit Techniques
- Demonstrate Locking Tracks
- Demonstrate Video/Audio Only
- Demonstrate Effect Controls - Motion
- Demonstrate Effects
- Demonstrate Transitions

Discuss expectations for Assignment 4

Intended Learning Activities

Lecture
Guided Activity

Resources and References

On-Screen
DCConnect - Week 4 Notes

Evaluation	**Weighting**
Assignment 4:Storytelling Edits	10

Wk.	Hours:	3	Delivery:	In Class

5	**Course Learning Outcomes** CLO1

Essential Employability Skills

Taught:	EES1, EES2	Practiced:	EES1, EES2

Intended Learning Objectives

Camera Technology
 - Discuss Lighting
 - Discuss Focusing
 - Discuss Aspect Ratio
 - Discuss Rule of Three
 - Discuss Composing
 - Discuss Screen Direction
 - Discuss Lenses
 - Discuss Iris
 - Discuss Focus
 - Discuss White Balance
 - Discuss Shutter Speed
 - Discuss Audio

Shooting Techniques
 - Discuss Typical Shots
 - Discuss Angles
 - Discuss Other Types

Intended Learning Activities

Lecture
Discussion

Resources and References

On-Screen
DCConnect - Week 5 Notes

Evaluation

Wk.	Hours:	3	**Delivery:**	In Class	

6	**Course Learning Outcomes**
	CLO1, CLO3

Essential Employability Skills			
Taught:	EES2, EES8, EES9, EES10, EES11	**Practiced:**	EES2, EES8, EES9, EES10, EES11

Intended Learning Objectives

Shooting Techniques
 - Demonstrate Multi-Track

Discuss expectations for Assignment 5

Intended Learning Activities

Lecture
Discussion
Small Group Activity

Resources and References

N/A

Evaluation	**Weighting**
Assignment 5:Shooting	10

Wk.	Hours:	3	**Delivery:**	In Class	

7	**Course Learning Outcomes**
	CLO1, CLO2, CLO3

Essential Employability Skills			
Taught:	EES1, EES10, EES11	**Practiced:**	EES1, EES10, EES11

Intended Learning Objectives

Open Lab

Discuss expectations for Assignment 6

Intended Learning Activities

Guided Activity

Resources and References

N/A

Evaluation	**Weighting**
Assignment 6:Multi-track	15

Wk.	Hours:	3	Delivery:	In Class

<table>
<tr><td rowspan="6">8</td><td colspan="2">Course Learning Outcomes
CLO1, CLO2, CLO3, CLO5</td></tr>
<tr><td colspan="2">Essential Employability Skills

Taught: EES9   Practiced: EES9</td></tr>
<tr><td colspan="2">Intended Learning Objectives
Shooting for Editing</td></tr>
<tr><td colspan="2">Intended Learning Activities
Lecture
Small Group Activity</td></tr>
<tr><td colspan="2">Resources and References
N/A</td></tr>
<tr><td colspan="2">Evaluation</td></tr>
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Wk.	Hours:	3	Delivery:	In Class

<table>
<tr><td rowspan="6">9</td><td colspan="2">Course Learning Outcomes
CLO4</td></tr>
<tr><td colspan="2">Essential Employability Skills

Taught: EES1, EES8, EES9, EES10, EES11   Practiced: EES1, EES8, EES9, EES10, EES11</td></tr>
<tr><td colspan="2">Intended Learning Objectives
Audio Editing
  - Demonstrate Overall Volume Adjustments
  - Demonstrate Rubber Banding

Discuss expectations for Assignments 7&8
Discuss expectations for Assignment 9 (Final)</td></tr>
<tr><td colspan="2">Intended Learning Activities
Lecture
Guided Activity</td></tr>
<tr><td colspan="2">Resources and References
N/A</td></tr>
<tr><td>Evaluation
Assignment 7:Shooting from Scripts
Assignment 8:Audio</td><td>Weighting
15</td></tr>
</table>

Wk.	Hours: 3	Delivery: In Class	
10	**Course Learning Outcomes** CLO4		
	Essential Employability Skills		
	Taught: EES3, EES10, EES11	**Practiced:**	EES3, EES10, EES11
	Intended Learning Objectives Animation - Demonstrate Sequence Keyframes Discuss expectations for Assignment 10		
	Intended Learning Activities Lecture Guided Activity		
	Resources and References N/A		
	Evaluation Assignment 10:Animation	**Weighting** 5	

Wk.	Hours: 3	Delivery: In Class	
11	**Course Learning Outcomes** CLO5		
	Essential Employability Skills		
	Taught: EES1, EES10, EES11	**Practiced:**	EES1, EES10, EES11
	Intended Learning Objectives Open Lab		
	Intended Learning Activities Guided Activity		
	Resources and References N/A		
	Evaluation		

Wk.	Hours:	3		Delivery:	In Class	
12	**Course Learning Outcomes**					
	CLO1, CLO3					
	Essential Employability Skills					
	Taught:	EES1, EES3, EES10, EES11		**Practiced:**	EES1, EES3, EES10, EES11	
	Intended Learning Objectives					

	Titling & Credits
	  - Discuss Typographic Terminology
	  - Demonstrate Creating a Title
	  - Discuss Compositing
	  - Demonstrate How To Create Credits
	
	Discuss expectations for Assignment 11					

	Intended Learning Activities					
	Lecture Discussion Guided Activity					
	Resources and References					
	N/A					
	Evaluation				**Weighting**	
	Assignment 11:Type				5	

Wk.	Hours:	3		Delivery:	In Class	
13	**Course Learning Outcomes**					
	CLO5					
	Essential Employability Skills					
	Taught:	EES1, EES10, EES11		**Practiced:**	EES1, EES10, EES11	
	Intended Learning Objectives					
	Open Lab					
	Intended Learning Activities					
	Guided Activity					
	Resources and References					
	N/A					
	Evaluation					

Wk.	Hours:	3	Delivery:	In Class
14	**Course Learning Outcomes** CLO5			
	Essential Employability Skills			
	Taught: EES10, EES11		**Practiced:** EES10, EES11	
	Intended Learning Objectives Screening			
	Intended Learning Activities Critique			
	Resources and References N/A			
	Evaluation Assignment 9:Final		**Weighting** 20	