

Fundamentals of Video Capture and Editing

2024-25 Academic Year

Program Title	Ministry Title	Major	Year	Semester
MAD-Film and Motion Design - Media Fundamentals	Media Fundamentals	MFUN	1	1

Course Code:	MDIA 1101	Course Equiv. Code(s):	N/A
Course Hours:	42	Course GPA Weighting:	3
Prerequisite:	N/A		
Corequisite:	N/A		
Laptop Course:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Delivery Mode(s):	In class <input checked="" type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Flexible <input type="checkbox"/> HyFlex <input type="checkbox"/>		
Remote proctoring required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Authorized by (Dean or Director):	Barry Waite	Date:	June 2024

Prepared by		
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Course Description:

This course introduces a variety of tools used in many industries that require audio and video capture. It provides a foundational understanding of editing video and photographic content and helps solve some of the technical challenges inherent in the preparation of demo reels and portfolios. It also gives the students a foundational understanding of some of the tools used in the Video Production program.

Campus Closure Notice

In the event of a campus closure during which time classes cannot be conducted or attended in person, course delivery will be conducted remotely where possible. Should teaching and learning resume on campus, students may be organized into smaller groups for classroom delivery, in accordance with directions from public health authorities.

In either situation, the learning plan sequence and/or evaluation methods may be adjusted to address topics requiring hands-on, practical learning activities.

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 ☒

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 Plan and execute a video project based on a production brief, proposal or script.
- CLO2 Edit video footage in a non-linear editing program for both documentary and narrative film production.
- CLO3 Apply keyframe-based animation principles to video, type and images in a video sequence.
- CLO4 Demonstrate proficiency with the video camera(s) necessary for the production of a video.
- CLO5 Demonstrate proficiency with the audio equipment necessary for the production of a video.
- CLO6 Effectively prepare for the video editing (post-production) process.
- CLO7 Effectively light subjects and locations for filming purposes.
- CLO8 Develop a variety of preproduction documents for the creation of an original video/audio project.

Essential Employability Skill Outcomes (ESSO)

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

- ☒ 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.
- ☒ EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- ☐ 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.
- ☒ EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- ☒ EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- ☒ EES 10. Manage the use of time and other resources to complete projects.
- ☒ 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: Preproduction Proposal	CLO8	EES1, EES2, EES5, EES6, EES10	5
Assignment: Video Assignment #1	CLO1, CLO4, CLO5	EES1, EES2, EES4, EES5, EES9, EES10, EES11	10
Assignment: Editing #1	CLO1, CLO2, CLO3, CLO6	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	5
Assignment: Video Assignment #2	CLO1, CLO2, CLO4, CLO5, CLO6	EES1, EES4, EES5, EES6, EES7, EES10, EES11	10
Assignment: Editing #2	CLO1, CLO2, CLO3, CLO6	EES1, EES2, EES4, EES5, EES6, EES7, EES9, EES10, EES11	10
Test: Midterm	CLO1, CLO2, CLO4	EES1, EES2, EES4, EES6, EES10	10
Assignment: Video Assignment #3	CLO1, CLO4, CLO5, CLO6, CLO7	EES1, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	10
Assignment: Documentary Treatment and Proposal	CLO8	EES1, EES4, EES6, EES9, EES10, EES11	5
Assignment: Audio Assignment #1	CLO1, CLO2, CLO3, CLO5	EES5, EES6, EES10, EES11	10
In Process: Personal Documentary Check-in	CLO1, CLO4, CLO5, CLO6	EES1, EES10	5
Assignment: Personal Documentary	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	20
Total			100%

Notes:

- Media production is an industry that requires strict adherence to deadlines. All assignments are expected to be submitted on the due date issued unless otherwise instructed by the professor. Assignments not submitted by deadline will receive an immediate penalty of 25% 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 given.
- Assignments will be issued in-class but will often be expected to be completed outside of regular class hours, relying on a student's time-management skills to meet a pre-determined deadline. Due to the nature of the medium, a certain amount of material (footage) may be expected to be gathered outside of regular class hours.

Required Text(s) and Supplies:

Recommended Resources (purchase is optional):

1. Chandler, Gael. Cut by Cut: Editing Your Film or Video. New York: Michael Wiese Productions, 2012.
2. The Shut Up and Shoot Documentary Guide Anthony Q. Artis
Focal Press ISBN 978-0-240-80935-9
3. Adobe Premiere Pro CC Classroom in a Book (2021 Release), By Maxim Jago Published Feb 15, 2019 by Adobe Press. Part of the Classroom in a Book series.

Policies and Expectations for the Learning Environment:

General Policies and Expectations:

General College policies related to	General policies related to
<ul style="list-style-type: none"> + Acceptable Use of Information Technology + Academic Policies + Academic Integrity + Standards for Student Conduct for all Learning Environments can be found at https://durhamcollege.ca/wp-content/uploads/Standards-of-Student-Conduct-for-all-Learning-Environments.pdf + Information about academic policies and procedures can be found on-line at https://durhamcollege.ca/about/governance/policies 	<ul style="list-style-type: none"> + attendance + absence related to tests or assignment due dates + excused absences + writing tests and assignments + classroom management can be found in the Program Guide (full time programs only) in MyDC https://durhamcollege.ca/mydc/
<p>All students at Durham College have the responsibility to familiarize themselves with and abide by the college's Academic Integrity Policy. Students are expected to complete and submit their own work in an honest manner, in accordance with the policy. Durham College has zero tolerance for breaches of academic integrity. All suspected breaches of academic integrity will be investigated and documented following procedures outlined in the policy, and should a breach be confirmed, appropriate penalties will be levied. Breaches of academic integrity refer to a variety of practices including, but not limited to:</p> <ul style="list-style-type: none"> • 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, soliciting, exchanging or transacting materials or information for the purpose of academic gain; • bribing or attempting to bribe personnel; • impersonation; • submitting the same work in more than one course without 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; • any unauthorized use of generative or other artificial intelligence. <p>If you have questions or concerns about what constitutes appropriate academic conduct or research and citation methods, and what your responsibilities are towards academic integrity, please visit the Academic Integrity website on MyDC, reach out to Student Academic Learning Services (SALS), or speak with your professor or Student Advisor.</p>	

Course Specific Policies and Expectations:

Regular attendance is essential. Past experience has shown a close parallel between poor attendance and low grades. Information supplied in the lecture is essential for the successful completion of assignments produced in the lab. Attendance in the lab is essential because this is the time that the instructor is present to help students with their assignments. Students are expected to contact the instructor prior to class if they will be absent. This is especially important if a test is scheduled.

Conduct that interferes with or obstructs College-authorized activities, including teaching, will be subject to disciplinary action as stated in the Student Handbook.

EXTRA ASSIGNMENTS: Students will not be allowed to do 'extra' assignments to 'bring up their mark' at the end of term - students must complete and hand in term work as it is assigned.

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.
8. In compliance with the Directive on the Costs of Educational Material under the Ministry of Training, Colleges and Universities Act (MTCU Act), please visit this link to determine textbook costs: <https://durham.bookware3000.ca/course-materials/textbook-search>. Please speak with your professor to determine if prior versions of a textbook are acceptable.

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.

Week/ Module	Hours:	3	Delivery:	In Class
1	Course Learning Outcomes			
	CLO8			
	Essential Employability Skills			
	Taught:	EES1, EES8, EES9, EES10, EES11	Practiced:	EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics			
	Course introduction & industry insights Outline overview Software overview Basics of Pre-production Documentaries - history of the form - styles of documentary			
	Intended Learning Activities			
Lecture, guided discussion, screenings, active learning activities				
Resources and References				
DC Connect				
Evaluation			Weighting	
Assignment: Preproduction Proposal			5	

Week/ Module	Hours: 3	Delivery: In Class
2	Course Learning Outcomes CLO1, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1, EES2, EES4, EES10, EES11	Practiced: EES1, EES2, EES4, EES5, EES6, EES7, EES10, EES11
	Intended Learning Objectives/Topics Video Introduction - terms and concepts - camera types - camera movement - additional gear	
	Intended Learning Activities Demonstrate and practice camera framing, exposure and movement - exposure, focus, white balance - zoom - screen direction (180 degree rule, 30 degree rule)	
	Resources and References DC Connect	
	Evaluation	
Week/ Module	Hours: 3	Delivery: In Class
3	Course Learning Outcomes CLO1, CLO4, CLO5, CLO6, CLO7	
	Essential Employability Skills	
	Taught: EES1, EES4, EES5, EES8, EES9, EES10, EES11	Practiced: EES1, EES4, EES5, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Video Aesthetics - Video in the social media landscape - composition - technical considerations (white balance, focus, exposure, gain, frame rates) Demonstrate and practice capturing video in the field	
	Intended Learning Activities Lecture, guided discussion, screenings, active learning activities	
	Resources and References DC Connect	
	Evaluation Assignment: Video Assignment #1	Weighting 10

Week/ Module	Hours:	3	Delivery:	In Class
4	Course Learning Outcomes			
	CLO2			
	Essential Employability Skills			
	Taught:	EES2, EES4, EES7, EES8, EES9, EES10, EES11	Practiced:	EES2, EES4, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics			
	Introduction to NLE - tour of the interface - setting up a new project - principals of NLE - basic edits and exporting			
	Intended Learning Activities			
Lecture, guided discussion, screenings, active learning activities				
Resources and References				
DC Connect				
Evaluation Assignment: Editing #1			Weighting 5	
Week/ Module	Hours:	3	Delivery:	In Class
5	Course Learning Outcomes			
	CLO1, CLO2, CLO3			
	Essential Employability Skills			
	Taught:	EES1, EES4, EES5, EES6, EES8, EES9, EES10	Practiced:	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics			
	Advanced editing techniques - history of editing - visual film theory (match cuts, Kuleshov effects, continuity, styles)			
	Intended Learning Activities			
Lecture, guided discussion, screenings, active learning activities				
Resources and References				
DC Connect				
Evaluation Assignment: Video Assignment #2			Weighting 10	

Week/ Module	Hours:	3	Delivery:	In Class
6	Course Learning Outcomes CLO4, CLO5, CLO6, CLO7			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES6, EES8, EES9, EES10, EES11	Practiced:	EES1, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Advanced camera techniques - DSLR and mirrorless shooting - camera movement - tripods, stabilizers and other gear			
	Intended Learning Activities Lecture, guided discussion, screenings, active learning activities			
	Resources and References DC Connect			
	Evaluation Assignment: Video Assignment #3			Weighting 10
Week/ Module	Hours:	3	Delivery:	In Class
7	Course Learning Outcomes CLO1, CLO2			
	Essential Employability Skills			
	Taught:	EES1, EES8, EES9, EES10, EES11	Practiced:	EES1, EES2, EES4, EES6, EES7, EES10, EES11
	Intended Learning Objectives/Topics Midterm Test			
	Intended Learning Activities Individual work period			
	Resources and References DC Connect			
	Evaluation Test: Midterm			Weighting 10

Week/ Module	Hours:	3	Delivery:	In Class
8	Course Learning Outcomes CLO4, CLO5, CLO7			
	Essential Employability Skills			
	Taught:	EES4, EES5, EES6, EES7, EES11	Practiced:	EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Demonstrate and practice audio recording with external microphones - audio setup menus - review levels, placement, mic types and processes of external audio - practice conducting interviews - 3 point lighting			
	Intended Learning Activities Lecture, guided discussion, screenings, active learning activities			
	Resources and References DC Connect			
	Evaluation Assignment: Audio Assignment #1			Weighting 10
Week/ Module	Hours:	3	Delivery:	In Class
9	Course Learning Outcomes CLO8			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES4, EES6, EES8, EES9, EES10, EES11	Practiced:	EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Documentary: Pre-Production - brainstorming - scheduling - planning			
	Intended Learning Activities Lecture/Discussion - the specifics of documentary filmmaking Guided discussion - the differences and similarities between documentaries and client-focused narratives/ documentaries "The creative treatment of actuality" (exploring POV and bias) Guided activities - documentary critique, analysis and presentation			
	Resources and References DC Connect			
	Evaluation Assignment: Documentary Treatment and Proposal			Weighting 5

Week/ Module	Hours:	3	Delivery:	In Class
10	Course Learning Outcomes			
	CLO8			
	Essential Employability Skills			
	Taught:	EES1, EES7, EES8, EES9, EES10, EES11	Practiced:	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics			
	Documentary Post-Production - recap of editing workflow - paper edits/transcriptions - titles/Name Supers/Credits			
	Intended Learning Activities			
	Lecture, guided discussion, active learning activities			
	Resources and References			
	DC Connect			
	Evaluation			Weighting
	Assignment: Editing #2			10
Week/ Module	Hours:	3	Delivery:	In Class
11	Course Learning Outcomes			
	CLO3			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES7, EES8, EES9	Practiced:	EES2, EES4, EES5, EES6, EES10
	Intended Learning Objectives/Topics			
	- Explore After Effects as a complement to Premiere - advanced motion graphics - nesting, proxy files, - keyframe interpolation - basic compositing - advanced exporting techniques			
	Intended Learning Activities			
	Lecture, guided discussion, active learning activities			
	Resources and References			
	DC Connect			
	Evaluation			

Week/ Module	Hours:	3	Delivery:	In Class
12	Course Learning Outcomes CLO1, CLO2, CLO3, CLO6			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES8, EES9, EES10	Practiced:	EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Post production fine cut - versioning and tracking edits - colour correction - sound mixing - exporting			
	Intended Learning Activities Lecture, guided discussion, active learning activities			
	Resources and References DC Connect			
	Evaluation In Process: Personal Documentary Check-in			Weighting 5
Week/ Module	Hours:	3	Delivery:	In Class
13	Course Learning Outcomes CLO1, CLO2, CLO4, CLO5, CLO6			
	Essential Employability Skills			
	Taught:	EES1, EES2, EES7, EES8, EES9	Practiced:	EES1, EES2, EES5, EES6, EES7, EES10, EES11
	Intended Learning Objectives/Topics Production Time			
	Intended Learning Activities Guided Discussion			
	Resources and References DC Connect			
	Evaluation			

Week/ Module	Hours: 3	Delivery: In Class
14	Course Learning Outcomes CLO1, CLO4, CLO5	
	Essential Employability Skills	
	Taught: EES1	Practiced: EES2, EES8, EES9, EES10, EES11
	Intended Learning Objectives/Topics Final screening of documentary projects	
	Intended Learning Activities Screening	
	Resources and References DC Connect	
	Evaluation Assignment: Personal Documentary	Weighting 20