Foundations of Video & Audio Production

Jon Dorn, Assistant Professor, Communication and Film/Media
Community College of Rhode Island / Department of English / Communication and Film/Media

General Course Information

Course Number: COMM 1000-700 **Course Name:** Foundations of Video & Audio Production **Semester:** Summer 2021 **Credits:** 4 **Day/Time:** Wednesdays, 10am-2pm (via Zoom) **Location:** Remote via Zoom - https://ccri.zoom.us/j/91666931329?pwd=bzRKWVptZDdLTUE2ZEhEdDFsRHhDdz09	**Instructor:** Jon Dorn **Email:** jadorn@ccri.edu **Office:** Knight 0530 / Remote **Office Hours:** By appointment via Zoom **English Dept. Administrative Assistant:** Gail Yanku, 401-825-2155, gyanku@ccri.edu

Course Description:

This introductory hands-on course is designed for students who have little or no experience in video/sound production. They learn the basics of image and sound creation necessary for subsequent courses. Topics include camera and microphone operation, video and audio capture, camera supports, editing, adding foley and sound tracks, titling, effects, and color correction. Students will also learn how to compress and encode video so that it is optimized for current platforms.

Prerequisites: None

Learning Outcomes

As a result of this course, the student will be able to:

- Plan a production from start to finish
- Set up and operate a camcorder, both handheld and on a tripod
- Set up and safely use lighting equipment in different configurations
- Set up and operate shotgun and lavalier microphones
- Edit video and sound using software
- Add titles and effect to a video production
- Edit and level sound, add a score
- Adjust and perform color correction on footage
- Compress, optimize, and output video

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Materials

Required textbook: *Making Media*, Jan Roberts-Breslin, Focal Press. 2017. 4th edition

Required supplies:

- Camera with memory card, tabletop tripod, microphone optional
    - Details on Blackboard; camera package available through CCRI Bookstore
- Portable hard drive, 1TB. Minimum size: 500GB.
- Computer and internet access to complete/submit coursework
- Computer with capability to edit media (must be Windows or Mac OS; Chromebooks not compatible)

Expectations & Course Contract

This summer course is condensed – a full semester in 6 weeks. This will mean a significant workload each week, and double class meetings each week. Our class will be based primarily in the Blackboard Learning Management System, and **we will meet weekly on Wednesdays 10am-2pm via Zoom** to review equipment, hands-on concepts and techniques, work on production, and view projects. Keep in mind that much of work in this course will be done online and outside of class.

What is a remote course? Essentially, this will be like a hybrid course, except our weekly in-person meetings will be via live video conference – the course is half online, half in-person (i.e. video conference). That means you will be spending a lot of time working on your own with the material. As a general rule, you can expect your coursework to be allotted as follows:

> **4 hours:** Pre-class meeting online activity (assigned Monday)
> **4 hours:** Wednesdays 10am-2pm live video meeting
> **6-10 hours:** Work on assignments (projects, written work and quizzes)

Student responsibilities: Meet all deadlines; read and view assigned text/films; post on discussion boards; submit assignments; communicate with the instructor if you have questions or concerns; **back up your work*.**

> ***Backing up your work:** Broken hardware, lost hard drives or disorganized files are not excuses for missing assignments. It is your responsibility to keep track of your materials and to back up your files in the event your hard drive is damaged. You may use OneDrive to backup files.

Instructor responsibilities: Respond to emails within 24 hours unless otherwise noted; provide graded feedback on assignments in a timely manner; serve as a guide through the material and course.

Attendance and participation:
You are also expected to log in to Blackboard each week to review the assigned reading/viewing and to complete the assigned course work in a timely manner.

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Online etiquette:
In your interactions online, you are expected to conduct yourself in a scholarly, respectful, professional and polite manner. Read the Online Etiquette Guide on Blackboard before you begin.

Professionalism ~~and use of equipment~~ (NOTE: This semester, we will not have access to the college's production equipment)
You are expected to conduct yourself in a professional manner at all times during the semester. This includes arriving on time to class, staying for the duration of class, being respectful of your classmates ~~and respecting the college's production equipment. You must follow the Communication and Film/Media equipment use policy – improper use or late return of equipment may result in suspension of your equipment use privileges.~~

Missed work or falling behind:
It is *your* responsibility to catch up with any missed work/material, or to contact me with questions if you feel you are falling behind in the course. While I will do my best to help keep all students on track, I may not send any reminders about missing work – keep a close eye on assignment deadlines and set reminders for yourself if you think you may procrastinate or get side-tracked.

Under most circumstances, I will accept work late for partial credit. If you miss a deadline, it is your responsibility to keep track of and submit late work – each day late will result in a drop in the assignment grade. At my discretion, I may not accept assignments a certain number of days after the deadline. Any work not submitted will result in a grade of zero (0), which has a significant negative impact on your grade.

Student Handbook and College Catalog
You are responsible for following the policies set forth in the Student Handbook (www.ccri.edu/advising/new_students/student_handbook/) and College Catalog (www.ccri.edu/catalog/).

Assessment
Your Grade for the Course is calculated (out of a total of 100 percent):

1. Production assignments (50%)
2. Written assignments (20%)
   - Includes discussion boards and reflection essays
3. Final project (20%)
4. Attendance & Participation (10%)

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From Percentage Grades to Letter Grades:

A	93-100	B+	87-89	C+	77-79	D+	67-69
A-	90-92	B	83-86	C	73-76	D	60-66
		B-	80-82	C-	70-72	F	>60

The instructor reserves the right to raise or lower final grades due to attendance, class participation, and other course requirements.

Services for Students with Disabilities

Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the office of Disability Services for Students as early in the semester as possible (http://www.ccri.edu/dss/index.shtml). The process for requesting accommodations in your online course is here.

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Semester Schedule:

Full detail schedule will be available on Blackboard at start of semester.

Schedule outline

#	Day	Date	Chapters	Topic	Unit
1	Start (Mon)	5/24	Ch 1 + 3	Course intro, image capture & camera, storytelling, Project #1	Basics of Media Storytelling
	Class (Wed)	5/26			
	Finish (Sun)	5/30			
2	Start (Mon)	5/31	Ch 2 + 5	Camera, shot composition, lighting, Project #2	
	Class (Wed)	6/2			
	Finish (Sun)	6/6	Ch 4		
3	Start (Mon)	6/7	Ch 10 + 11	Postproduction, video editing, sound editing, Project #3	
	Class (Wed)	6/9			
	Finish (Sun)	6/13			
4	Start (Mon)	6/14	Ch 6 + 7	Audio concepts, Project #4, final project, short film pitch and preproduction	Craft of Filmmaking and Media Production
	Class (Wed)	6/16			
	Finish (Sun)	6/20			
5	Start (Mon)	6/21	Ch 8 + 9	Final Project production	
	Class (Wed)	6/23			
	Finish (Sun)	6/27			
6	Start (Mon)	6/28	Ch 13; Review Ch 10 + 11	Final Project postproduction, screen Final Project	
	Class (Wed)	6/30			
	Finish (FRI)	7/2			

This syllabus is subject to change at any time at the discretion of the instructor. Students are responsible for keeping current with changes made to this syllabus.