Rollins College

IFT 300 Digital Video Editing I Course Syllabus

Instructors Name: Eric Kevari

Email address: ekevari@rollins.edu
Office Phone: contact-by-email

Office Hours: Appointment Only

Classroom Location: Olin Library – Center for Creativity – Room 220

Class Dates: January 4thth – January 20th

Class Times: Tuesday/Thursday 6:45 – 8:30

Textbook:

None

Materials Needed:

- Adobe Premiere Pro Trial Version or Cloud Membership (If you do not desire to download or purchase a version you can use the software in the CFC Lab.)
- Adobe Premiere Pro Tutorials (<u>Downloadable pdf</u> or <u>Web page</u>)
- External Hard Drive should be at least 500gb with USB 3.0.
- 32gb SD card, Class 10 May come with video camera when checked out at library, but it is recommended to have your own
- Video Camera Can be checked out at Olin Library.

Course Description:

This is an introductory course in digital video that will explore all aspects of video production from story idea to camera techniques to capturing and editing. This will all be done through hands-on use of digital video equipment. Editing software will be used to manipulate footage and create transitions and effects. Students will use a variety of hardware and software to capture and edit video and audio elements to produce a short video.

Project management skills

- Creating a storyboard
- Creating an original sequence
- Organizing and planning a sequence
- Managing video clips
- Identifying audience, purpose, and goals

Design skills

- Identifying shot techniques
- Identifying lighting techniques
- Identifying audio techniques
- Understanding the video workflow
- Using music, voiceover, and images to enhance a story

Communication skills

- Understanding copyright issues
- Communicating message to the audience

Technical skills - Adobe Premiere Pro

- Basic understanding of Adobe Premiere Pro
- Importing video and audio files
- Using Project panel
- Adding, moving, deleting, and trimming clips
- Adding transitions and credits
- Adding audio
- Final export of project to Web ready format (H.264)

Method of Instruction:

This course will be conducted in workshop format. There will be instruction on various techniques and the remainder of the class will be utilized for work on the project. The final class will consist of presentations on all video projects.

Grading:

Credit or No Credit – Credit is dependent upon class attendance and completion of the three required assignments. An assignment is completed when all criteria's are met.

Course Policies:

Rollins attendance policy requires students be present for all class meetings. You are permitted one absence for the class. Please contact the instructor prior to your absence if possible. You cannot miss the final class of the course and receive credit. You must read your Rollins e-mail as this will be the official form of communication throughout the course. In addition to attendance there are three required assignments: Video Discussion Post, Storyboard, and Final Project.

VERY IMPORTANT: Assignments are due on the specified date. The assignments can be time consuming. Do not wait until the last minute to complete them. Students are responsible for getting correct passwords and access to all their Rollins accounts. This includes e-mail, Blackboard, Foxlink, and Novell. IFT Course Drops and Transcript Notations. Students dropping IFT courses prior to the second class meeting will have no notation placed on their transcripts. Students dropping IFT courses after the second class meeting, but prior to the mid-point of the course will receive a "W" notation. Students dropping after the mid-point of an IFT course will receive a notation of "NC."

The Honor Pledge and Reaffirmation

Membership in the student body of Rollins College carries with it an obligation, and requires a commitment, to act with honor in all things. The student commitment to uphold the values of honor - honesty, trust, respect, fairness, and responsibility - particularly manifests itself in two public aspects of student life. First, as part of the admission process to the College, students agree to commit themselves to the Honor Code. Then, as part of the matriculation process during Orientation, students sign a more detailed pledge to uphold the Honor Code and to conduct themselves honorably in all their activities, both academic and social, as a Rollins student. A student signature on the following pledge is a binding commitment by the student that lasts for his or her entire tenure at Rollins College:

The development of the virtues of Honor and Integrity are integral to a Rollins College education and to membership in the Rollins College community. Therefore, I, a student of Rollins College, pledge to show my commitment to these virtues by abstaining from any lying, cheating, or plagiarism in my academic endeavors and by behaving responsibly, respectfully and honorably in my social life and in my relationships with others. This pledge is reinforced every time a student submits work for academic credit as his/her own. Students shall add to the paper, quiz, test, lab report, etc., the handwritten signed statement:

"On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work."

Material submitted electronically should contain the pledge; submission implies signing the pledge.

Students with Disabilities

Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The College recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

If you are a person with a disability on this campus and anticipate needing any type of academic/medical accommodations in order to participate in your classes, please make timely arrangements by disclosing this disability in writing to the Disability Services Office at (Box 2772) – Mills Building, 1000 Holt Ave., Winter Park, FL, 32789. Appointments can be scheduled by calling 407-646-2354 or by emailing: gridgeway@rollins.edu

Date	Class Topics	Materials Used For Learning Topic	Assignments Due
	Housekeeping Courtesy & Syllabus	Welcome_DigitalVideol.pptx	
02/04/2014	CFC Lab overview	• Spring_2013_Syllabus.docx	
	Tools needed for the course	Storyboard3.pptx	
	Planning and Storyboarding	 Planning_and_Storyboard.docx 	
	Introduction to Premiere	Adobe Premiere Pro	
02/06/2014	Camera Techniques	Video Camera	Planning_Storyboard.docx presented
	Camera Review	Shoot_Tips.pptx	in class to instructor
	Premiere Pro Editing	External Hard Drive	
02/09/2014	Post in Discussion Board	YouTube	Video discussion posts due 11:59pm
	Digital video formats	Digital Video Formats.pptx	Planning_Storyboard.docx uploaded
02/11/2014	Editing in Premiere Pro	Adobe Premiere Pro	to Blackboard
		External Hard Drive	
02/13/2014	Exporting video project for web	Adobe Premiere Pro	
		External Hard Drive	
02/18/2014	Project Work Day		
02/19/2014	Video Uploaded to Blackboard at 11:59 pm		
02/20/2014	Viewing projects in class		Final Projects

Digital Video Editing I

Requirements for assignments:

To receive credit for this course you must complete all required assignments. There are three required assignments. Those assignments are as follows.

Planning and Storyboard

Developing a plan and storyboard is a map to guide you on your journey to design and develop a video. You must complete the Planning and Storyboard along with the final video project to receive credit for the class. You will present this document in class to the instructor on 02/06/2014 and uploaded to Blackboard by 02/11/2014 11:59 PM.

Video Discussion Post

Watch a commercial on YouTube. In the Discussion Board post your commercial selection to discuss the following.

- What impact the commercial has on the viewer.
 - O Who does the commercial target?
 - O What emotion does it evoke?
- Choose 3 video shot angels to discuss.
 - o 1 of each angel: close up, medium and wide shot
 - Describe why the close up, medium and wide shot could or could not influence the viewer.
 - Describe the action and include the video time in and out of each different angle.
 - Describe how each angel affects the overall story.
- Comment on 2 other student posts about their discussion of the chosen commercial.

Your post and replies will need to be completed by 02/09/2014 11:59 PM.

Video Project

Your video will be a 2-4 minute "How to Video". Choose a subject of interest.

What can your video teach people? You will need to upload your Adobe

Premiere Pro file and the final exported video to Blackboard by 02/19/2014 11:59

PM.

The requirements for the video are as follows:

Create a How To Video (Step by step DIY video)			
2- 4 minute video. Total Running Time should not extend beyond 4 or less than 2 minutes. This includes Universal Countdown at the beginning and at the end.	All original video content.		
1 establishing shot at the beginning 3 Medium shots 3 close ups			
At least 3 Titles	Any of the 3 - Intro Title, Full Graphics, Lower Third, Rolling Credits		
An audio element imported	Voice over, musical score, or sound effect		
At least 5 separate video clips	Separate clips with transitions in between.		
At least 2 still images	Photos, stills from video or electronic graphics.		
Insert Honor Statement at end of Credits	"On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work."		
Export movie format for web	Submit as h.264 1080 30p to your Blackboard.		