

McLennan C O M M U N I T Y C O L L E G E

WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Digital Video

ARTV 1351-01

Dr. Becky Sue Parton

Note: This course is 16 weeks and meets face-to-face.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Digital Video
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Course Description:

Develops skills in producing and editing video and sound for multimedia or Web productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation.

Semester Hours 3

Prerequisites and/or Corequisites:

No course prerequisites, but student must be proficient with Windows functions, mouse use, and keyboarding skills.

Instructor Information:

Instructor Name: Dr. Becky Sue Parton

MCC Email: rparton@mclennan.edu

Office Phone Number: 254-299-8269

Office Location: Business Technology 113

Office/Teacher Conference Hours:

Mondays 3:30-5:30 PM

Tuesdays 10:30-11:30 AM

Wednesdays 10:30-11:30 AM & 2:00 – 3:30 PM

Thursdays 10:30 – 11:30 AM

Or by appointment

Required Text & Materials:

- Textbook: Adobe Premiere Pro CC Classroom in a Book (2022 Release)
- Author: Jago
- MCC Bookstore Website: <http://www.mclennan.edu/bookstore>
- Software: Adobe Creative Cloud, Premiere Pro
- Computer: PC based laptop or desktop computer that meets minimum specifications to run Adobe Premiere Pro software. <https://helpx.adobe.com/premiere-pro/user-guide.html/premiere-pro/system-requirements.ug.html>
- Portable Hard Drive or Thumb Drive
- Brightspace – Although our class is face-to-face, we will still make use of Brightspace extensively.

Methods of Teaching and Learning:

This course takes a primarily hands-on approach to learning video editing software and applying those skills to create new projects. You will be following tutorials as well as participating in lecture and discussion opportunities. You will craft a video & edit it.

Course Objectives and/or Competencies:

During this course, students will learn to:

- Describe the various aspects of preproduction, production, and postproduction
- Demonstrate an ability to work with others to shoot footage
- Demonstrate theory and operations of video editing equipment and other devices
- Describe and demonstrate how to create original digital video and digital audio clips
- Describe and demonstrate how to capture digital video and digital audio clips
- Describe and demonstrate types of file formats and extension for digital audio and video
- Describe and demonstrate special effects and superimposing in digital editing software
- Plan, storyboard, organize, and complete an interactive multimedia project incorporating digital audio, video, still photographs, graphic illustration, titles, and animation sequences

Late Work, Attendance, and Make Up Work Policies:

Assignments are to be submitted on time. If you have an extenuating circumstance, please communicate with me (in advance whenever possible) and we will work out a solution. That solution will often involve a point deduction so it is in your best interest to submit on time.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. As an adult, you are responsible for your education though I am here to support you! Please silence your cell phones.

Email Policy:

<https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>

McLennan Community College would like to remind you of the policy regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business. A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

I generally respond to email within 24 hours Monday-Friday. If you email on the weekend or a holiday, it will likely be the following business day before I reply.

MCC Academic Integrity Statement:

<https://www.mclennan.edu/academic-integrity>

The link above will provide you with information about academic integrity, dishonesty, and cheating.

While collaboration between students is welcome to facilitate learning, each student's work must be their own. It is pretty simple – don't cheat – it only hurts you in the long run anyway.

MCC Attendance/Absences Policy:

<https://www.mclennan.edu/highlander-guide/policies.html>

Click on the link above for the college policies on attendance and absences. Students are expected to be punctual and attend all scheduled class or lab sessions.

Students are responsible for all class or lab work, assignment due dates, and other information given during any regularly scheduled class or lab periods. Students are also responsible for obtaining assignments, instructions, class notes and any other material that was missed due to tardiness or absence, from other students.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. Instructors should not provide accommodations unless approved by the Accommodations Coordinator.

For additional information, please visit <https://www.mclennan.edu/disability>

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

- disabilities@mclennan.edu
- 254-299-8122
- Room 319, Student Services Center

Student Support/Resources:

<https://www.mclennan.edu/campus-resource-guide>

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at the web address listed above.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to the above web address to find out more about the emergency grant.

The application can be found here:

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

Title IX:

<https://www.mclennan.edu/titleix>

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

Any student or employee may report sexual harassment anonymously by visiting the following website:

<http://www.lighthouse-services.com/mclennan/>

McLennan's Title IX webpage contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence or domestic violence.

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Course Grading Information:

Grade Category	Points	Percentage
Introduction Video	50	5%
Participation	50 (Choose 5 @ 10 pts each)*	5%
Premiere Pro Exercises	300 (Do 15 chapters @ 20 pts each)**	30%
Exam	100	10%
Video Project Preparation Docs	150 (Do 3 activities @ 50 pts each)	15%
Video Project	300 [rubric will be provided]	30%
Video Project Showcase	50	5%

* *There will be 7 possible participation opportunities – choose 5 or do all 7 to earn extra points.*

** *There are 16 chapters so if you miss submitting one, it is ok – do all of them for extra points.*

Total Points Possible = 1000 (i.e. 100%). *[With bonus options, total possible = 1040].*

Grade Scale:

900 – 1000 points = A

800 – 899 points = B



700 – 799 points = C

600 – 699 points = D

Below 600 points = F

Proposed Class Schedule (Subject to Change!):

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Week #	Class Date	In Class Topic	Assignment*
1	Jan. 10	Syllabus & History of TV/Video	Premiere Pro Ch. 1 [Due 1/17]
	Jan. 12		Premiere Pro Ch. 2 [Due 1/17] Intro Video also due 1/17
2	Jan. 17	Storyboarding / Scripting	Premiere Pro Ch. 3 [Due 1/24]
	Jan. 19		Premiere Pro Ch. 4 [Due 1/24] PP: Explore Storyboard Tool
3	Jan. 24	Copyright Issues	Premiere Pro Ch. 5 [Due 1/31]
	Jan. 26		Premiere Pro Ch. 6 [Due 1/31]
4	Jan. 31	Framing & Shooting Video	Premiere Pro Ch. 7 [Due 2/7]
	Feb. 2		Premiere Pro Ch. 8 [Due 2/7] PP: Museum of Moving Images
5	Feb. 7	Lighting	Premiere Pro Ch. 9 [Due 2/14]
	Feb. 9		Premiere Pro Ch. 10 [Due 2/14]
6	Feb. 14 	Transitions & Titles	Premiere Pro Ch. 11 [Due 2/21]
	Feb. 16		Premiere Pro Ch. 12 [Due 2/21] PP: Superbowl Commercials
7	Feb. 21 	Audio	Premiere Pro Ch. 13 [Due 2/28]
	Feb. 23		Premiere Pro Ch. 14 [Due 2/28]
8	Feb. 28	Exporting and Sharing Videos	Premiere Pro Ch. 15 [Due 3/14]
	March 2		Premiere Pro Ch. 16 [Due 3/14] PP: Career Opportunities w/ Video

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SPRING BREAK			
9	March 14	Video Project Begins!	
	March 16		EXAM
10	March 21	PP: Field Trip – Green Screen Room	
	March 23		Video Prep: Topic Due today
11	March 28	PP: Fun Stuff – Drone Video	
	March 30		Video Prep: Storyboard Due today
12	April 4	PP: Fun Stuff – 360 Videos	
	April 6		
13	April 11	Screencast Videos	
	April 13		Video Prep: Check-in Form Due today
14	April 18	Animation Video Tools	
	April 20		
15	April 25	Captioning Basics	
	April 27		Video DUE today
16	May 2	Video Project Showcase	

* Assignments are due (in Brightspace) at the start of CLASS TIME on the date indicated.

Note: You have 7 participation opportunities – 5 are required, but you may do all 7 to earn extra points. (Each one is worth 10 points). They are labeled PP for Participation Points. The ones prior to spring break can be done on your own (discussion board) and are due by the end of spring break! The ones after spring break are in-class activities and you must be present.

Typically, I lecture on Tuesdays and we spend Thursdays working on Premiere / your video.

Updated 11/04/2022

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ACADEMIC RESOURCES/POLICIES

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Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the

crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

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Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-andStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.