



South Portland, Maine 04106
Communications & Media Studies

Title: Video on Location
Credit Hours: 3
Lecture (or Lab): Lecture / Lab
Office Hours – Location: Zoom
 Thursday 12:30-3:30

Catalog Number: CNMS-230
Total Contact Hours: 45
Instructor: Corey Norman
Contact Information:
Phone: 207.741-5770
Email: cnorman@smccme.edu

Course Syllabus

Course Description

Working outside of the studio environment, students will learn the basics of ‘on location’ video production. Through exploration of a wide range of audio and video tools commonly used on location, you will learn how to recognize and solve potential problems encountered in the field. Students will develop “best practices” for shooting video on-location. Weekly assignments will give students the opportunity to work on team-oriented assignments.

Course Objectives

After successfully completing the course, the student will be able to:

- Successfully acquisition material in the field
- Demonstrate proficiency with a field kit
- Organize and manage the distribution of location equipment
- Troubleshoot lighting, audio and composition issues

Text: Grammar of the Shot (3rd Edition) – Routledge: Bowen, Christopher J.
 ISBN-10: 9780240526010 (*Available for Kindle & Ipad at Amazon.com*)

Grades:

Tasks	30%
Reflections	20%
Notes	10%
Midterm	10%
Final Project	20%
Attendance / Discussions	10%

Course Grade:	A	93 - 100	A-	90 - 92.9	B+	87 - 89.9
	B	83 - 86.9	B-	80 - 82.9	C+	77 - 79.9
	C	73 - 76.9	C-	70 - 72.9	D+	67 - 69.9
	D	63 - 66.9	F	0 - 62.9		

Grades of I (Incomplete)

At my discretion, a temporary grade of “I” may be given when, *due to extraordinary circumstances*, you will be unable to complete all required course work by the end of the semester. This assumes you have made a consistent and persistent effort past the end of the withdrawal period and up to the point the when the “circumstances” occur. You must meet with me to prepare the “Agreement for Incomplete Grade” form, which is then signed by both of us and the CNMS Department Chair. The form will then be sent to enrollment services. Then, you must complete the remaining course work by the mid-point of the semester following receipt of the “I” grade. Any grade of “I” that is not resolved by the middle of the next term automatically becomes an “F.”

Attendance:

You are required, as stated in the college handbook, to attend all classes. Portions of your grade are determined by both your attendance and your active class participation. It is a professional, “real world” expectation that you show up, participate, contribute, and complete assigned tasks. For online, synchronous classes, “attendance” is defined as being physically present during an online meeting and participating in all discussions that occur during that time.

Attendance in class and labs is mandatory and required as stated in the College Catalog:

- More than 2 unexcused absences will result in an “F” for the class.
- 2 consecutive missed classes will result in an automatic AF.
- For every two instances of a late arrival or early departure, the student will receive an absence.

An Excused Absence

An excused absence is a (documented) religious holiday or (documented) medical incident.

For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

Snow day/cancellation policy

When the college campuses are closed (for weather conditions, power outages, or any other reason), all classes (face-to-face and synchronous online, aka zoom) are canceled.

Habits of Work Tier I, II, III

This is an **Advanced 200 level** college course and will require a significant amount of time, work, and effort outside of the classroom each week. Classes are designed around 180 hours of committed time.

- 45 hours of classroom/online classroom contact-including but not limited to: lectures, demonstrations, tutorials, critiques, screenings
- 2-3 hours per credit each week on work and study that happens outside of class time-including but not limited to: tutorials, group projects, note taking

TIER III: For this 3 credit class, that equates to 8-10+ hours of additional work outside of class, each week. There is a combination of assigned projects and self proposed/self directed projects. You will have the opportunity to rework your assignments up until the end of the semester as long as progress deadlines are met throughout the semester.

Critique Culture

Grades and evaluation will reflect how effectively you contribute to a mature, collaborative critique environment; how you advocate for your own aesthetic and technical design choices; how you encourage others to think critically, strategize, and

problem solve; and how you refine your work as a consequence of peer and professor feedback.

This class will challenge you to practice and demonstrate an **advanced** technical skill set. You'll be exploring the significant contribution of other filmmakers and related technical events that have influenced this particular area of study and reflecting on how your work fits in to the larger scope of practice.

Response Time (Regarding Emails)

Throughout the semester, there will be times when you may have questions or need clarification. When issues arise, please do not hesitate to email me at:

cnorman@smccme.edu

Emails will generally be responded to within a 24-hour time period, with the exception of those received over the weekend. Any emails arriving after 5pm on weekdays will be answered the following morning. Any emails received over the weekend will be responded to Monday morning.

Personal Technology

Cell phones and other technology not directly related to class content and/or approved during class use is not allowed. Students found violating this policy will receive an **unexcused absence** for the date of their transgression. Cell phones should be put away and left on vibrate in the event a campus wide alert is posted. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know. If you must leave the classroom to take a call, I will understand why.

End-of-Course Evaluation:

In order to gain access to final course grades, students must complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal site. Students can access the course evaluation report

beginning two weeks before the end of classes. The deadline for submission of evaluations occurs 24 hours after the last day of classes each semester. Instructors will announce when the online course evaluation is available.

ADA Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the **fall 2021** semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the "tutoring needed or need help?" button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses, Usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College’s chief academic officer prior to making such decisions. If a student seeks to challenge an instructor’s determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College’s disciplinary officer for review under the procedures of the MCCS Student Code of Conduct

CNMS 230 Course Outline
*** Subject to Change**

- Week 1 **Module 1 - Introduction / Course Syllabus (1/18/2022)**
CLASS MEETS VIA ZOOM
Demo: Gear Sign Out
Exercise #1: Composition Survey
Reading: Grammar of the Shot – Ch.1 The Shots: What, How, and Why?
- Week 2 **Module 1 - Understanding the Camera (1/25/2022)**
CLASS MEETS VIA ZOOM
Due: Exercise #1
Demo: Shot Composition
Exercise #2: Shot Composition Scavenger Hunt
Reading: Grammar of the Shot – Ch.2 The Basics of Composition
- Week 3 **Module 1 - Putting the Shots Together (2/1/2022)**
CLASS IN HILDRETH 214
Due: Exercises #2
Demo: Introduction to the Camera (Canon C100)
Exercise #3: The Video Postcard
Reading: Grammar of the Shot – Ch.3 Composition: Beyond the Basics
- Week 4 **Module 2 - Introduction to Sound (2/08/2022)**
CLASS MEETS IN HILDRETH 214
Due: Exercise #3
Demo: Microphone Types
Demo: Sound Recording Techniques
Reading: Grammar of the Shot – Ch.5 Will It Cut? Shooting for the Edit
- Week 5 **Module 2 - Shooting Lab (2/15/2022)**
Exercise #4: The Art of the Spontaneous Interview
Reading: Grammar of the Shot – Ch.6 Dynamic Shots: Subjects & Camera Motion
- Week 6 **Module 3 - Continuity (2/22/2022)**
CLASS MEETS VIA ZOOM
Due: Exercise #4
Demo: Continuity in Motion
Demo: Motivated Camera Movements
Reading: Grammar of the Shot – Ch.7 Working Practices and General Guidelines
- Week 7 **Module 3 - Shooting Lab (3/1/2022)**
MIDTERM: The Chase Sequence (Midterm)
Reading: Grammar of the Shot – Ch.8 A Few Words of Advice
- Week 8 **Module 3 - Shooting Lab (3/08/2022)**
MIDTERM: The Chase Sequence (Midterm)

- Week 9 **SPRING BREAK – NO CLASS (3/15/2022)**
- Week 10 **Module 4 - Lighting (3/22/2022)**
CLASS MEETS IN HILDRETH 214
MIDTERM DUE
 Demo: Three Point Lighting
 Demo: Using a light Meter
 Demo: Understanding Color Temperature
 Reading: Grammar of the Shot – Ch.4 Lighting Your Shots: Not Just What You See
 Exercise #5: Package Story
- Week 11 **Module 5 - Lighting Part Two (3/29/2022)**
CLASS MEETS IN HILDRETH 214
 Demo: Zone Lighting
 Demo: The Parabeam
 Demo: Zylights
- Week 12 **Module 5 - Shooting Lab (4/05/2022)**
 Reading: None
- Week 13 **Module 6 – Intro to Narrative (4/12/2022)**
CLASS MEETS VIA ZOOM
Due: Exercise #5
 Exercise #6: Micro Short
- Week 14 **Module 6 - Narrative Lighting Workshop (4/19/2022)**
 Reading: None
Due: Exercise #6
 FINAL: 5-10 minute Narrative (Final Project)
- Week 15 **Module 6 - Shooting a Narrative Film (4/26/2022)**
CLASS MEETS IN HILDRETH 214
 Demo: How to communicate with talent
 Demo: Shooting Super Slow Motion
- Week 16 **Module 6 - Shooting Lab (5/3/2022)**
- Week 17 **Module 6 - FINAL PROJECT SCREENING (5/10/2022)**