

Fall 2017



**South Portland, Maine 04106**

## **Communications & New Media**

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**Title:** Audio & Video Production Basics

**Credit Hours:** 3

**Lecture (or Lab):** Lecture / Lab

**Office Hours – Location:**

Thursday 12:15-4:15pm

**Catalog Number:** CNMS-160

**Total Contact Hours:** 45

**Instructor:** Corey Norman

**Phone:** 207.741-5770

**Email:** [cnorman@smccme.edu](mailto:cnorman@smccme.edu)

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# Course Syllabus

## **Course Description**

This class is an introduction to basic video and audio production. Classes are held in a TV studio where students learn the fundamental skills of video production through lectures and demonstrations. Topics include: production organizations and the production environment, camera operation, lighting, use of microphones, audio mixing and the use of special effects and graphics systems

## **Course Objectives**

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

Acquire a thorough understanding of operations in a professional studio environment. This includes basic knowledge of various tools including; cameras, audio devices, video switching and distribution devices, media recorders, lighting equipment. The class will also introduce students to the role of each member of a production team. Students will also complete an oral presentation on a particular subject area within the scope of the course.

## **Required Materials**

**Text:** No Text. Weekly readings can be found in the **Course Work** section of the SMCC Portal Under **Reading**

## Grade Breakdown:

Quizzes	10%
Research Paper	10%
Reading Notes	10%
Midterm	10%
Productions	20%
Final	20%
Attendance & Class Participation	20%

<b>Course Grade:</b>	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:

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.**

\* 3 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 unexcused absence.

\* No work missed due to an unexcused absence may be made up. Work missed due to an excused absence may be submitted within one week of the absence. If a quiz is missed, you will be allowed to make it up the following week only.

**NOTE: All tasks must be completed when due – any tasks not done by due date will be graded on their level of completion and the student will move on to the next task.**

### **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](mailto: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**

If you need a laptop, tablet, or any other device for taking notes or otherwise participating in class, that's fine. However, please do not use a personal device for any purpose unrelated to our class. All devices should be silenced. Cell phones should be put away, except in the rare instance that I ask you to use them for an activity. I recommend that you power them down. 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 leave the classroom to take a call, I'll understand why. Students found violating this policy will receive an **unexcused absence** for the date of their transgression.

### **End-of-Course Evaluation**

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 PM following the last day of the class. You will receive an email to your student email account when course evaluations are available.

### **ADA Syllabus 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.

### **SMCC Pay-for-Print Policy**

#### **Per Page Costs**

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.
- d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.
- e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents.

Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

#### **How does it work?**

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

#### **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.

### **Why is SMCC charging for printing?**

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to [helpdesk@smccme.edu](mailto:helpdesk@smccme.edu).

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

### **Plagiarism Statement**

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and

violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.

## **CNMS 160 Course Outline**

**\* Weekly reading can be found on the SMCC Portal**

- Week 1      **Why Are You Here / Pre-Production (8/30/17)**  
Syllabus, Lab Policies, Expectations  
**Exercise:** Making a Cluster Diagram  
**Exercise:** Pre-Production of a PSA  
**Reading:** Week #1 Reading (Found on Portal)  
**Quiz:** None
- Week 2      **Production Roles (9/6/17)**  
**Reading:** Week #2 Reading (Found on Portal)  
**Quiz:** Quiz #1
- Week 3      **How Video Works / The Technical Side of Video (9/13/17)**  
**Reading:** Week #3 Reading (Found on Portal)  
**Quiz:** Quiz #2 – Production Roles
- Week 4      **Introduction to the Camera (Day 1) (9/20/17)**  
Basic Camera Functions and Elements  
**Exercise:** Intro to the Camera  
**Exercise:** Understanding F-Stop  
**Exercise:** 2 Minute Interviews  
**Reading:** Week #4 Reading (Found on Portal)  
**Quiz:** Quiz #3 – How Video Works
- Week 5      **Introduction to the Camera (Day 2) (9/27/17)**  
Basic Camera Movements, Mounts and Framing a Shot  
**Exercise:** Basic Shot Compositions  
**Exercise:** Shot Composition Scavenger Hunt  
**Exercise:** Storyboards and Shot Sequencing  
**Reading:** Week #5 Reading (Found on Portal)
- Week 6      **Production Lab (10/4/17)**  
**Production #1:** Silent Movies

- Week 7      **Audio 101 (10/11/17)**  
Sound Pickup Principles and Devices / Sound Design for Video  
**Exercise:** Getting to the know the Shotgun, Lavalier, Audio Board  
**Exercise:** Not All Rooms are Created Equal  
**Exercise:** Recording Good Audio  
**Reading:** Week #7 Reading (Found on Portal)  
**Quiz:** Quiz #4 – The Camera
- Week 8      **Production Lab (10/18/17)**  
**Production #2:** Narrative Shorts w/ Dialog  
**Quiz:** Quiz #5 - Audio
- Week 9      **Midterm (10/25/17)**
- Week 10     **Lighting (11/1/17)**  
Principles of Light and Color  
**Exercise:** 3 Point Lighting  
**Exercise:** Floor Director Showdown  
**Reading:** Week #10 Reading (Found on Portal)
- Week 11     **Production Lab (11/8/17)**  
**Production #3:** How to Videos  
**Reading:** Week #11 Reading (Found on Portal)  
**Quiz:** Quiz #6 - Lighting
- Week 12     **Live Broadcasting (11/15/17)**  
**Exercise:** Live News Casts  
**Reading:** Week #12 Reading (Found on Portal)
- Week 13     **Live TV Show Preproduction Day (11/22/17)**
- Week 14     **Production Lab (11/29/17)**  
**Production #4:** Live TV Show **GROUP 1 ONLY**  
**Reading:** Week #14 Reading (Found on Portal)  
**Quiz:** Quiz #7 – Live Broadcasting (Group 1)  
**RESEARCH PAPERS DUE**
- Week 15     **Production Lab (12/6/17)**  
**Production #4:** Live TV Show **GROUP 2 ONLY**  
**Quiz:** Quiz #7 – Live Broadcasting (Group 2)
- Week 16     **FINAL EXAM (12/13/17)**