South Portland, Maine 04106

Communications & Media Studies

Title: Non-Linear Editing	**Catalog Number:** CNMS-240
Credit Hours: 3	**Total Contact Hours:** 45
Lecture (or Lab): Lecture / Lab	**Instructor:** Kendall Harnett
Time and Location:	**Contact Information:**
Wednesday 1:30-4:15 pm, HILD 111	**Email**: kenharnett@gmail.com
Office Hours:	
Wednesday Following Class (by appt. or prior to class)	

Course Syllabus

Course Description

This course will take the student through the process of editing video in a digital,
non- linear environment using current, industry standard software. The course explores typical computer hardware systems as well as software applications typically used in the non-linear process. Emphasis will be placed on helping students gain organizational skills, become familiar with the non-linear editing process as well as the input/output of material used in the process. Some advanced functions such as compositing; mattes, titling and animations will be taught on a limited basis.

Prerequisite(s): CNMS-160

Course Objectives:

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

1. Successfully input/output digital media in a non-linear system

2. Identify and use various non-linear editing tools

3. Become familiar with the post-production process and the role of non-linear editing.

Required Materials:

Text: Adobe Premiere Pro CC Classroom in a Book, Adobe Creative Team (2017)
Text: Grammar of the Edit, 3rd edition
  The final exam for your course is the ACA, the Adobe Certified Associate exam.
  You should purchase the exam from this bookstore in order to receive the student discount of $77.82 for two tries.

  http://www.certiport.com/_Portal/desktopdefault.aspx?_tabid=673&roleid=101

Tools:

  USB Flash Drive (1 GB Minimum),
  Headphones (Need to long enough to reach from the Mac tower to you)
  External Hard Drive (Recommended, but not Required)
  Small Note Book / Pens or pencils

Grade Breakdown:

Weekly Editing Projects (7)	60%	
Kitchen	10	
Rainforest	10	
Hope	15	
Horror Chase Scene	15	
Music Video	15	
Car Chase Scene	15	
Wine Industrial		
Rough Cut	5	
Fine Cut	15	
Midterm	20%	
Attendance / Participation	5%	
Homework	10%	
Documentary Editing Essay	5%	

Student Evaluation and Grading:

Student's work will be evaluated on their knowledge and practice of class room work, reading, and task work; contribution to class discussion and the quality of production skills (this includes technical and aesthetic concerns.) In addition, grading and evaluation will include attention to deadlines and requirements specific to the assignments. Work will be formally graded twice the semester-at midterm and then at finals. Weekly progress and feedback will be given during class critiques and via the Blackboard discussion board.

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		

Miscellaneous:

MP3 players, headphones and Instant Messaging are prohibited during class time. Please turn this equipment off upon entering the class room. Please do not disturb your fellow classmates during class or during open lab hours. Food and drink is strictly prohibited. We will break half way through our 3 hour session. You are free to chat, email, phone, and snack at this time.

Attendance & Missed/Late Work Policy:

You are required, as stated in the college handbook, to attend all classes. A portion of your grade is determined by your attendance and active participation. Points will be deducted for unexcused absences. Excused absences must be documented with doctor's notes or other official form of notification. Three unexcused consecutive absences will result in a reporting of your Last date of Attendance which will be posted as an AF (automatic failure). Missed in class work will be made up outside of the class. Work submitted late will be graded on a reduced point value scale (10% reduction for every week late); after 2 weeks work will not be accepted.

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 p.m. following the last day of the class. You will receive an e-mail to your student e-mail 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

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.

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.

Unit #1 (8/30/17)

Tech Talk:	Course review, syllabus, lab policies, blackboard participation and expectations. Importing Media from the school's drive. ACA Exam options.
Lecture:	A Brief History of Editing
Projects:	Editing Project #1: Kitchen Situation (Due at the Beginning of Unit #3)
Homework:	Reading: Classroom in a Book Ch. 1 – Adobe CC
	Reading: Classroom in a Book Ch. 2 – Setting Up a Project
	Reading: Classroom in a Book Ch. 3 – Importing Media
	Reading: Grammar of the Edit Ch.1 – Editing Basics
	Assignment #1: Contact Information (Email Address)
	Assignment #2: Grammar of the Edit Chapter 1 (5 Things Learned)

Unit #2 (9/6/17)

Tech Talk:	Ch. 1: Touring Adobe Creative Cloud
	Ch. 2: Setting Up a Project
	Ch. 3 Importing Media
	Shot sizes and editing nomenclature
	Exporting Media
Lecture:	Dialogue #1
Homework:	Reading: Classroom in a Book Ch. 4 – Organizing Media
	Assignment #3: Breaking Down A Dialog Scene

Unit #3 (9/13/17)

Tech Talk:	Ch. 4 Organizing Media
Lecture:	Dialogue #2
Homework:	Reading: Classroom in a Book Ch. 5 – Essentials of Video
	Reading: Grammar of the Edit Ch. 2 – Understanding the Footage
	Assignment #4: Grammar of the Edit Chapter 2 (5 Things Learned)
Projects:	Editing Project #2: Rain Forest PSA (Due Unit #5)
	Editing Project #3: Hope (Due Unit #7)
CRITIQUE:	Editing Project #1: The Kitchen Situation - VIEW IN CLASS

Unit #4 (9/20/17)

Tech Talk:	Ch. 5 - Essentials of Video Editing
Lecture:	Public Service Announcements
Projects:	Editing Project #4 – Horror Chase Scene (Due Unit #8)
Homework:	Reading: Classroom in a Book Ch. 6: Working with Clips & Markers

Reading: Grammar of the Edit: Ch.3 – When to Cut and Why?
Assignment #5: Grammar of the Edit Chapter 3 (5 Things Learned)
Watch the "Cutting Edge"
Assignment #6: Three discussion topic thoughts from the Cutting Edge or inspirational moments.

Unit #5 (9/27/17)

Tech Talk: Ch. 6 Working with Clips and Markers

Lecture: Montage and Music Videos

CRITIQUE: Editing Project #2: Rain Forest PSA - View in Class

Homework: Reading: Classroom in a Book Ch. 7 – Transitions
Reading: Grammar of the Edit: Ch. 4 - Transitions
Assignment #7: Grammar of the Edit Chapter 4 (5 Things Learned)
Assignment #8: Post Your Favorite Music Video & write one paragraph about the editing style

Unit #6 (10/4/17)

Tech Talk: Ch. 7 – Transitions, Titles

Lecture: Trailer: How to cut to market

Homework: Reading: Grammar of the Edit: Ch. 5 - Editing Terms
Reading: Ch. 16 Creating Titles
Assignment #9: Post Your Favorite Movie Trailer
Assignment #10: Grammar of the Edit Chapter 5 (5 Things Learned)

Unit #7 (10/11/17)

Tech Talk: Ch. 8 Advanced Editing Techniques

CRITIQUE: Editing Project #3: Hope - View in Class

    Class period reserved for editing after screening of music videos

Homework: Reading: Ch. 8 Advanced Editing Techniques
Assignment #11: Grammar of the Edit Chapter 6 (5 Things Learned)
Assignment #12: Grammar of the Edit Chapter 7 (5 Things Learned)

Unit #8 (10/18/17)

Lecture: Review for Midterm

CRITIQUE: Editing Project #4: Horror Chase Scene - View in Class

Projects:	Editing Project #5: Car Chase Scene	(Due Unit #12)
	Editing Project #6: Music Video	(Due Unit #13)
	Editing Project #7: Vineyard PSA:	(Rough Cut: Unit #14)
		(Fine Cut: Unit #15)

Homework: STUDY FOR MIDTERM

Unit #9 (10/25/17)

       In Class: Midterm/Lab

       Homework: Ch. 13 Adding Video Effects

Unit #10 (11/1/17)

       Tech Talk: Ch. 8 Advanced Editing Techniques Mattes and Special EFX in Premiere

       In Class: Editing Lab Period

       Homework: Reading: Ch. 11 Editing and Mixing Audio
                          Reading: Ch. 12 Sweetening Sound

Unit #11 (11/8/17)

       Tech Talk: Advanced Audio Editing and Mixing

       Lecture: Documentary Editing and Video

       Homework: Documentary Essay (Due Unit #14)

       Readings: Documentary Articles

Unit #12 (11/15/17)

       Critique: Car Chase Scene – View in Class

       Homework: Reading: Ch. 17 Managing Your Projects
                          Reading: Ch. 18 Exporting Clips, Frames and Sequences

Unit #13 (11/29/17)

       Tech Talk: Ch. 17 Managing Your Projects
                          Ch. 18 Exporting Clips, Frames and Sequences

       Due/Critique: Music Video – View in Class

Unit #14 (12/6/17)

       Due/Critique: PROJECT #7A – The Interview – ROUGH CUT (Screened individually with feedback)

Unit #15 (12/13/17)

       Due/Critique: PROJECT #7B – The Interview – FINE CUT