

P351/576

Video Field & Post Production The Media School – Indiana University Syllabus Spring 2016 v1.0

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Readings: There is no textbook for this course. On-line readings will be assigned from the class website & CyberCollege http://www.cybercollege.com/tvp_ind.htm.

Materials: At least 3 **16 GB (or larger) SDHC memory cards**. (The bigger the better.)
Make sure you get cards with write speeds of at least 30 mbps. Class 6 or better is recommended. **Bring at least 2 SDHC cards to every lab!**
Portable USB drive (min 500 GB recommended)

Course Description: P351/576 teaches the technical skills and creative principles required for video field and postproduction. Topics include video technology, design, composition, lighting, continuity, sound, and editing. Experience planning, shooting and editing video projects will be provided through hands-on exercises, projects and assignments.

No laptops, iPads or cellphones – To reduce distractions and focus attention, cellphones, iPads, and laptops are forbidden in lecture and during production exercises, unless *directly* related to class. Students are welcome to use them on breaks and during setup, but please do not check for messages, updates, or tweets during lectures and labs.

Attendance and punctuality are required. Attendance at every class and promptness at the start of lab are mandatory. **Repeated absences and tardiness will result in a drop in your grade.** More points will be deducted if your absence creates a hardship for fellow lab partners. **Be on time and dependable** (two attributes required for success). If you are sick, call or e-mail your instructor and *AI before class* and bring a note within 48 hours. Assuming an excused absence, it is the student's responsibility to make up the work. Indiana University has a Religious Holy Days/Holidays policy stating that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. It is the student's responsibility to inform instructors of conflicts *no later than the second week of the semester* so that reasonable accommodations may be provided.

Computers, Procrastination & Murphy's Law: Don't wait until the last minute to carry out your work. If you do, your computer will most likely malfunction and unexpected, unfortunate events will occur. **It doesn't take any less time to delay- so do your work early.** That way you won't have last minute issues and stress. ALWAYS make a backup copy of all of your media and anything you do.

Lab Usage & Equipment: You are responsible for knowing and adhering to all Production Lab policies. Typically cameras and other gear can be checked out in set blocks of time. **You MUST return equipment on time.** If you will be late, call the lab at (812) 855-7855. Returning equipment late, damaged, or dirty will result in a possible grade reduction and restrictions on using gear and taking other production classes. You will be financially liable for broken or lost equipment due to negligence. Production equipment can only be used for class work.

P351/576 Course Requirements & Grading: Your grade will be based on your understanding of class material, your competence with skills demonstrated in lab and the quality and scope of the completed projects. There are no makeup opportunities for missed quizzes or work due to unexcused absences or tardiness. **Assignments must be turned in on time to receive full credit.** The graded lab activities, exercises, production assignments, critiques, exams, and final project total 500 points. **P576 students will be expected carry out an additional 100 points of classwork (outlined below) and produce at least one project with the guidance of the course instructor.**

The five key production exercises that you will write, shoot and edit should be considered Portfolio Projects. These Portfolio Projects (marked PP below) provide a way for you to learn and exercise your creativity while producing high-quality elements for your reel.

The total final points awarded will be resolved into a percentage of 100. The final grading criteria is: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 74-76, C- = 70-73, D+ = 67-69, D = 64-66, D- = 60-63, F = 59 & below.

P351 Grading Criteria - 500 total points

	5	Expectations Exercise
	15	Field Shoot Acquisition Exercise & shot log/critique *
PP	25	Storyboard & Action Sequence & critique – Point breakdown:
	5	Storyboard
	15	Production
	5	Critique
	5	Edit Exercise
	10	Graphic Exercise
	20	Audio/News Exercise
	60	Midterm Exam
	20	Lighting Exercise
PP	50	Interview / Feature Story & critique – Point breakdown:
	8	Pre-production (proposal & questions)
	20	Camera & lighting
	15	Post-production
	2	Release form
	5	Critique
PP	50	Art Video & critique - Point breakdown:
	10	Pre-production (proposal with artistic statement & treatment)
	35	Production
	5	Critique
PP	60	Drama / Storytelling Exercise - Point breakdown:
	8	Proposal & treatment (individually graded)
	12	Script, storyboards & release forms (group grade)
	35	Production
	5	Critique
	20	Peer critiques (carried out during lab screening sessions)
	5	Multimedia Movie
PP	65	Final Project- Point breakdown:
	18	Pre-production (proposal, treatment, script & other materials)
	40	Production (shooting & editing)
	2	Release forms
	5	Critique
	70	Final Exam
	20	Participation
	500	Total 351 Points

P576 students must produce at least one of their projects under the direction and guidance of the course instructor and carry out an additional 100 points of work (bringing the total class points to 600). The 100 additional points are allotted as follows:

- 70 On-line Journal/Blog/Portfolio:
Graduate students must publicly document and present their work over the course of the semester. This can be either in the form of an on-line journal or blog (adding content on a weekly basis) or by presenting a capstone portfolio by the end of the semester. The key elements for either option are that the design, planning, production, and reflection of at least four of the five Portfolio Projects must be publicly presented.
- 30 Create and Present Lesson:
Graduate students must prepare one lesson that teaches an aspect of videography, lighting, or post-production. This will be in the form of a 15-20 minute oral presentation delivered to classmates during the semester with accompanying supporting visual media (via a PDF or a URL). The topic must be determined by the 4th week of class and approved by the instructor. Sample topics include:
- How to perform basic color correction in Adobe Premiere
 - Editing: How sequencing impacts story
 - Portraiture lighting techniques for video
 - How to capture artful time-lapse sequences with a Canon DSLR.

600 Total P351/576 class points

* Critique: A one-page (**minimum!**), double-spaced, typed, write-up describing your project experience.

P351/576 Schedule -----

WEEK 1 (1/11): COURSE INTRODUCTION – Video Cameras 101

Readings: Cybercollege units 10, 11, 12, 17, 19 & 20 (cameras)

CARRY OUT: Expectations exercise

LAB: BASIC CAMERA OPERATION

REMINDER: Bring SD cards to lab this week!

CARRY OUT: Field Shoot Acquisition Exercise

(Shoot in lab. Media file, log & critique due at start of next lab)

WEEK 2 (1/18): MLK Day - No lecture but labs held as usual

Readings: Cybercollege units 50, 51, 52 & 53 (editing)

LAB: CAMERA OPERATION (cont.) & STORYBOARD/CONTINUITY EXERCISE

DUE: Field Shoot Acquisition Exercise (media, log & critique)

DUE: Storyboard (Bring 2 copies of your storyboard to lab!)

CARRY OUT: Storyboard / Continuity sequence

WEEK 3 (1/25): EDITING 101 (We'll Fix It In Post)

Readings: Cybercollege units 54 & 55 (editing guidelines)

DUE: Interview/Feature Story proposal & questions (Turn in via Canvas)

LAB: INTRO to MEDIA COMPOSER / PREMIERE

DUE: Storyboard/Continuity Sequence

CARRY OUT: EDIT SESSION

WEEK 4 (2/1): EDITING 102 / GRAPHIC DESIGN for TV

Readings: Cybercollege units 26 (just part 1) and Jim's Graphic Tips

LAB: CONTINUITY REVIEW & GRAPHICS

DUE: Storyboard/Continuity Sequence critique (Turn in via Canvas)

CARRY OUT: Graphics Workshop

WEEK 5 (2/8): AUDIO & INTRO TO LIGHTING

Readings: Cybercollege units 37, 38, 39 & 40 (audio)

LAB: FIELD AUDIO & LIGHTING

DUE: Graphics Exercise (Turn in via Canvas)

DUE: Audio/News Reporter intro & questions (Turn in via Canvas & bring a copy to lab)

CARRY OUT: Audio/News Exercise (Edited project & critique due by start of next lab)

WEEK 6 (2/15): INTERVIEW/PORTRAITURE LIGHTING

Readings: Cybercollege units 27, 28, 29, 30, 31, 32 & 34 (lighting)

LAB: LIGHTING SESSION

DUE: Audio/News Exercise & critique (Turn in via Canvas)

CARRY OUT: Lighting Exercise

(Begin in lab. Media file, log & critique due at start of next lab)

WEEK 7 (2/22): NEWS & DOCUMENTARY PRODUCTION

Readings: Cybercollege units 63 & 64

LAB: INTERVIEW/FEATURE STORY PRODUCTION - LABS DO NOT MEET THIS WEEK

DUE: Lighting Exercise media file, log & critique

DUE: Art Video proposal & treatment (Turn in via Canvas)

CARRY OUT: Interview/Feature Story production

WEEK 8 (2/29 – Leap Day!): MIDTERM & INTRO TO ART/MUSIC VIDEOS

DUE: Final Project proposal & treatment (Turn in via Canvas)

CARRY OUT: Midterm Exam

LAB: INTERVIEW/FEATURE STORY SHOWCASE

DUE: Interview/Feature Story (Due by 10 AM. Critique due by start of next lab.)

WEEK 9 (3/7): STORYTELLING 101

Readings: See on-line class notes

LAB: ART VIDEO PRODUCTION - LABS DO NOT MEET THIS WEEK

DUE: Interview/Feature Story critique (Turn in via Canvas)

CARRY OUT: Art Video production (Edited Art Video due the week after Spring Break!)

SPRING BREAK – WooHoo!!

WEEK 10 (3/21): EDITING 202 / STORYTELLING TECHNIQUES

Readings: See on-line class notes

LAB: ART VIDEO SHOWCASE

DUE: Drama/Storytelling proposal, and treatment (Turn in via Canvas)

Pitch stories and select teams.

DUE: Art Videos (Due by 10 AM. Critique due by start of next lab.)

WEEK 11 (3/28): LEGAL & INTELLECTUAL PROPERTY ISSUES

Readings: Cybercollege units 66 & 67

LAB: DRAMA/STORYTELLING VIDEO PRODUCTION - LABS DO NOT MEET THIS WEEK

DUE: Drama/Storytelling script (Group grade! Turn in via Canvas)

DUE: Art Video critique (Turn in via Canvas)

WEEK 12 (4/4): DIGITAL VIDEO ARCHITECTURE & CODECS

Readings: See on-line class notes

LAB: DRAMA/STORYTELLING VIDEO SHOWCASE

DUE: Final Project script (Turn in via Canvas)

DUE: Drama/Storytelling Projects. (Due by 10 AM. Critique due by start of next lab.)

WEEK 13 (4/11): ADVANCED TECHNIQUES FOR FIELD & POSTPRODUCTION

Readings: See on-line class notes

LAB: FINAL PROJECT PRODUCTION - LABS DO NOT MEET THIS WEEK

DUE: Drama/Storytelling critique (Turn in via Canvas)

CARRY OUT: Final Project production (No camera checkouts allowed after this week!)

WEEK 14 (4/18): ENGINEERING & TROUBLESHOOTING ISSUES

Readings: See on-line class notes

LAB: FINAL PROJECT EDIT/ROUGH CUT REVIEW SESSION

DUE: Rough-cut of Final Project

WEEK 15 (4/25): FINAL EXAM & CLASS REVIEW

LAB: FINAL PROJECT SHOWCASE

DUE: Final edit of Final Project

DUE: Final Project critique (Due by Monday May 2nd. Turn in via Canvas)

WEEK 16: FINAL EXAM: 5:00-7:00 PM, Wednesday, May 4th (Day & time assigned by registrar.)