



Florida Atlantic University | Dorothy F. Schmidt College of Arts and Letters | School of Communication and Multimedia Studies
2013 Fall Syllabus | RTV 3260 - 001 Video Production | 4 Credits | M @ 1 p.m. - 4:50 p.m. | LA-45A | Davie Campus

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Important University Dates - Fall 2013

08.24.13 Beginning of Semester
09.02.13 Labor Day (No Class; University Closed)
11.11.13 Veteran's Day (No Class; University Closed)
11.28-12.2.13 Thanksgiving Recess (No Class; University Closed)
12.4.13 End of Semester
12.5-12.11.13 Final Exam Period
12.24-1.1.14 Winter Holiday (No Class; University Closed)

Communication

All one-on-one communication will be conducted during the allotted course period or during office hours held by the professor. Other communication regarding course work or FAU SCMS policy will be done through your FAU email. There is no communication through third party email addresses such as Gmail, Yahoo, etc. You may access your FAU email and other account information through MYFAU at myfau.fau.edu or through FAU Blackboard at blackboard.fau.edu.

Disability

In compliance with the Americans with Disabilities Act (ADA), a student that requires special accommodations regarding course work due to a physical or mental disability, must register with the Office of Students with Disabilities. It is the responsibility of the student to find the assistance needed, and register properly with FAU OSD at these locations: Boca Raton SU-133, Davie LA-240 and Jupiter SR-110. Additional information regarding registration with OSD can be found at www.osd.fau.edu.

FAU Honor Code

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the University community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, copy and paste the University Regulation 4.001 link at http://www.fau.edu/regulations/chapter4/4.001_Code_of_Academic_Integrity.pdf.

Plagiarism

The most common offense under the Academic Code of Conduct is plagiarism which the code defines as "the presentation of the work of another person as one's own or without proper acknowledgment." This could be material copied word for word from books, journals, internet sites, professor's course notes, etc. It could be material that is paraphrased but closely resembles the original source. It could be the work of a fellow student, for example, an answer on a quiz, data for a lab report, a paper or assignment completed by another student. It might be a paper bought through one of the many available sources. Plagiarism does not refer to words alone – it can also refer to copying images, graphs, tables and ideas. "Presentation" is not limited to written work. It also includes oral presentations, film and video assignments, and artistic works. If you translate the work of another person into another language and do not cite the source, this is also plagiarism. If you cite your own work without the correct citation, this too is plagiarism. In simple words: do not copy, paraphrase or translate anything from anywhere without saying from where you got it. Use quotation marks appropriately. For more information regarding plagiarism, please see www.fau.edu/handbook.

Gordon Rule - Writing Across the Curriculum (WAC)

To comply with the Florida State Board of Education regarding the Gordon Rule, all students must successfully complete 12 credits of writing and 6 credits of mathematics, with grades of "C" or higher, as a requirement for admission to the upper division. Courses approved to satisfy the Gordon Rule's writing component, administered through the Writing Across Curriculum Program at FAU, are coded as WAC (Gordon Rule) in the FAU course schedule and catalog. Courses approved to satisfy the Gordon Rule's mathematics component are coded as Gordon Rule, computational in the FAU course schedule and catalog. To have courses from out-of-state institutions evaluated as Gordon Rule equivalent, students must provide either a course syllabus or a letter from the previous institution on official letterhead that demonstrates they have fulfilled the writing or mathematics criteria listed above. Please see www.fau.edu/registrar for additional information.

Zero Tolerance

No food or drink in labs or equipment area; use of cell phones during class is prohibited; access to the internet during class lecture is prohibited; FAU campus is a smoke free environment; a 20 minute break will be supplied for a 3 and 4 credit course.

Equipment, Lab + Studio Access

Current communication students that are enrolled in good standing in the SCMS at FAU may reserve production equipment, external hard drives, and labs. All field equipment will be checked in or out during scheduled hours from ES-404, unless an arrangement is made in advance. All equipment must be returned on time and in proper working order. Late returns and negligent handling of equipment will result in suspended equipment access, grade penalties, course failure, and/or fines for replacement or repair. Students are responsible for all loss and damage to equipment while it's in their possession. Proper care and maintenance of production facilities and equipment is important. Be forewarned that the mishandling of equipment or facilities at any time during the semester will result in suspension of your privileges. All students must participate fully in workshops to access specific equipment and facilities. Review attached policy and procedures for more information pertaining to equipment and facility usage.

Equipment + Facility Access

Equipment for check-out and check-in is located in ES-404. The Multimedia Labs are located in LA-415, LA-415A, LA-432, ES-401, and ES-402. Access to equipment and facilities are determined by the professor and will be announced in the first or second week of the current semester. Additionally, an open lab with similar hardware, software, and printing capabilities is available in LA-303. Please refer to www.fau.edu/oit/broward for policy and operation hours for that lab.

Goals + Objectives for RTV 3260 Video Production

This course will explore the basics of film and video production in its most fundamental forms. This active production course is designed to give participants a general introduction to film and video production, providing historical, technical, conceptual, artistic, aesthetic, and theoretical insight into the medium. Students will be given hands on training of the operation of digital video production equipment that will include camera kits, tripods, lighting gear, audio gear, etc., and the supplemental studio facilities and editing stations that include current video and audio editing programs. Students will also be instructed to prepare project treatments, scripts, story boards, shot lists, etc., and develop a general understanding of the various steps of the film production process. This will include research and planning.

Students will be asked to develop an understanding of the central aesthetics of cinema and should be aware of critical questions of the field, such as the specific features of the medium that include: real time, screen space, opinion, liveliness, portability, storytelling, etc. A student should understand the relationship between cinema and other forms of visual and performing arts, and will need to look at the areas of cultural production through photography, painting, television, sculpture, dance, etc., and how it relates to film. Also, a student should become familiar with the politics of discursive cinematic forms, structures, and theories.

The course is designed to facilitate the development of a personal voice and point of view in student film and video work. The student will develop individual communicative skills through the medium, and begin to evolve a distinctive visual style of expression. The student should explore and transmit raw, personal experiences, and use the medium in a manner that can effectively communicate original ideas as filmmakers and artists.

To complete the course, a student must fully complete a number of assignments on time that include short video projects, in class production exercises, out of class production exercises, presentations, quizzes, and workshops. Students will present video work to the class, and lead discussion of both technical and aesthetic points relating to their projects. Students are also required to demonstrate an ability to respond to, analyze, and evaluate film and video work through extensive readings and screenings from peers and professionals.

Expectations + Prerequisites (FVNM Majors)

A willingness to read, write, work, and discuss. Much of what we do in class involves higher-level thinking; conceptualizing and planning projects; evaluating the meanings generated by a particular screening; and engaging aesthetic, political, and philosophical questions about film and video. You should be prepared for critical discussion when you come to class. This is an active production class, therefore visitors are not permitted unless permission is granted by the professor.

Students should possess an open mind. The work presented in class will bear very little relationship to “mainstream” or “Hollywood” cinema. Instead, the course asks students to explore new areas of media production, and perhaps even rethink some of their presumptions in existing areas. Watching certain types of film can be challenging, and even frustrating at first. To benefit most from this class, you will undoubtedly have to adjust your preconceptions as a spectator, your habits of attention, your viewing practices, and personal thresholds.

Furthermore, consider this as a safe space classroom. To create a climate for open and honest dialogue, and to encourage the broadest range of viewpoints, it's important for class participants to treat each other with respect. Name calling, accusations, verbal attacks, sarcasm, and other negative exchanges are counterproductive to successful teaching and learning.

The purpose of class discussions is to generate greater understanding about different assignments and topics in cinema production. The expression of the broadest range of ideas, including dissenting views, accomplishes this goal. However, in expressing viewpoints, students should try to raise questions and comments in a way that will promote learning, rather than defensiveness and conflict in other students. Thus, questions and comments should be asked or stated in such a way that will promote greater insight into and awareness of topics as opposed to anger and conflict.

Remember that it's all right to disagree with each other. The purpose of dialogue and discussion is not to reach a consensus, nor to convince each other of different viewpoints. Rather, the purpose of dialogue in the classroom is to reach higher levels of learning by examining different viewpoints and opinions.

RTV 3260 Video Production FAU Course Catalog Description

Basic principles of visual and audio communication with an introduction to field production techniques and equipment. Hands-on projects facilitate the development of personal voice and point of view.

Disclaimer

Be aware that the film, video, and other media screened in class may contain content unsuitable for some, and is therefore for mature persons. Each screening is done regarding artistic development, ideas, philosophy, cinematic attributes, cinematic history, and stylistic approach.

Attendance + Presentation

All classes start on time. Tardy arrivals or an early departure from class may constitute a grade loss. Proper reason and documentation must be given in this situation. Three late arrivals and/or early departures may result in one full day of absence.

Being absent on a presentation day, may count against a project grade. Attendance and participation on days that the class is discussing and screening assignments are vital to your development. Your presence on these days figures into your attendance grade. If a class is missed, it is your responsibility to cover all assignments and readings. Discuss a missed class with your peers or review the course syllabus. There is little time for repetition.

If three or more classes are missed in the semester, without proper reason and/or documentation, you will lose 25% of the final grade. Being absent for 5 or more classes during the semester, without proper and/or justified reasons, will result in a failing grade.

Prompt and regular attendance for the full class period is extremely important. Your classmates are a valuable source of support and idea generation within your development. For this reason, you will be asked to share your ideas, work in progress, and completed work with classmates for critical opinion and discussion. Each production assignment will have a formal screening and critique.

Grading

All students must be enrolled with Florida Atlantic University in good standing. A student whose GPA (Grade Point Average) is below 2.5 will be dropped from the FVNM track and placed into the Media and Cultural Studies track. A GPA of 2.5 is required for transfer into the program. Please review your FAU catalog or go online to www.fau.edu/scms for more information regarding the FAU School of Communication and Multimedia Studies.

Grade Scale

100 - 95 = A	94 - 90 = A-	89 - 86 = B+	85 - 83 = B	82 - 80 = B-	79 - 76 = C+
75 - 73 = C	72 - 70 = C-	69 - 66 = D+	65 - 63 = D	62 - 60 = D-	59 - 0 = F

Required + Recommended Text Books, Materials + Supplies

1. [The Filmmaker's Handbook: A Comprehensive Guide for the Digital Age - 3rd Edition](#) (REQUIRED)
Ascher, Steven & Pincus, Edward. Published by Plume of the Penguin Group - New York, NY, USA, 2013.
2. [Final Cut Pro 7 Visual Quickpro Guide - 10th Edition](#) (REQUIRED)
Brenneis, Lisa. Published by Peach Pit Press - California, 2010.
3. DV/HD Tapes, CD-RW's, DVD-RW's, External Hard Drive, SD Card, Flash Drive, Video Equipment, Editing Programs, Journal, Sharpies, etc. (REQUIRED)

*Note: Some material in #3 above is supplied. However, be prepared to purchase additional material. These additional costs may range from hundreds to thousands of dollars, depending on what you need purchased. If desired, you may use a home computer and editing program, portable hard drives, and personal film or video equipment. However, on campus workshops and quizzes will make use of FAU SCMS gear, editing labs and software. Regarding textbooks, most are available to buy new or used. Further, some textbooks are available for rent and may be downloadable. Textbooks can be found at the [FAU Bookstore](#) and through [Amazon.com](#), [Alibris.com](#), [Half.com](#), and [Textbooks.com](#). It's your responsibility to find books and supplies within your budget.

Required Articles + Screenings

Additional readings may be assigned on a weekly basis. Film and video screenings will be done in class. There may be instances when extra credit is available for off campus events or screenings. Announcements regarding off campus events will be presented in advance or when available.

Assignments + Workshops

Your grade will be determined by your performance as a time based media artist and filmmaker during the semester. Your grade will also be determined by your performance and your familiarity with basic operating procedures and the integrity of your work. By the end of the semester, you will have assumed new skills, (or advanced skills), for camera work, editing, lighting, sound, etc. You will produce a number of short videos for presentation to the class and grade points. All video work should hold emotion and convey a sense of direction. Do not be afraid of taking risks with each assignment. This is a liberal environment.

Students must supply proper production notes with each assignment when requested. Grades for all production assignments are based on the work in progress, formal screenings, and the required proposals and paperwork. For each individual production assignment, marks will be distributed into a number of categories. The project categories will be for ideas, pre production notes, production rushes, execution, image treatment, sound treatment, rough cut, final cut, formal presentation, etc.

Each production assignment will be discussed and screened at various stages of development before it's final cut date. Film forms such as animation or music video will not be accepted. Popular music for use in soundtracks is discouraged. Aside, all assignments and presentations must be approved by the professor before moving forward.

Classes will also consist of workshops of the facilities and equipment. Once a workshop is complete, you may access the facility or equipment. Missing a workshop will jeopardize your chances of using the equipment properly, or entirely. It is up to you to find time outside of class following lectures and workshops to practice and advance your skills with the equipment and facilities offered through the FAU School of Communication and Multimedia Studies. There will be a number of production quizzes throughout the semester.

Late Policy for Assignments

Proposals and projects will be marked down one full letter grade per day after the due date. Assignments turned in after class on the day it's due will be considered one day late. Projects turned in without the required paperwork are considered incomplete and will be marked down for each day that the paperwork is not turned in. In addition, you must complete all assignments on time to pass the course.

Arriving late on a day of a quiz, workshop, or presentation may result in a zero. Extensions or rewrites are not an option for assignment completion unless a dire need is presented. Assignments will not be accepted through e-mail or web sites. Nor will assignments be accepted through the means of others; accepted after hours; or left outside of, or under doors.

If an assignment is going to be late, you **MUST** drop off material to DW-300 during normal operating hours, 10 a.m. - 4 p.m, M - F. There, you will be instructed by a staff member to sign paperwork. Your material will be stamped with a received date. If this procedure is not followed, your material will become void and graded as is, late, or incomplete. Be aware that the time listed herein is subject to change and is dependent on staff availability.

Production Assignment 1: Self Portrait (TRT 5 min.)

Develop a video portrait (video sketch) of yourself. The video can be used to capture an unexpected moment; it can be used as a video diary; or you may allow the images to follow a tight and structured shooting script. Be sure to use this assignment to express certain attributes and emotions. The purpose of this assignment, which falls into the canon of first person cinema, is to encourage new ways of thinking about self representation for the screen. Therefore, any difficulties you may have with self representation, self esteem, and camera shyness must be set aside. This assignment is based solely on visual content and how you represent an individual, yourself, on screen within a specific environment. Attribute close attention to how you and the camera move and interact, and to how an image is constructed and framed for the camera. The video cannot be an interview. Only direct dialogue with the camera is allowed. Be sure to plan your shot(s) accordingly, and be creative. Furthermore, take time in setting your frame and think of shot composition. Be aware of aesthetic and technical capabilities such as color, light, line, camera placement, and so on. The video can be of an experimental or documentary form. Images must be original and the use of a tripod for this assignment is encouraged. Both non diegetic and diegetic original sound is also encouraged. The footage must then be edited on a nonlinear system. Be prepared to discuss the choices made within the context of the video during class. The video will be presented to the class for critique and discussion.

Production Assignment 2: Spacial Abandonment/Emptiness (TRT 5 min.)

Develop a video portrait of a space that has been abandoned, or a space that is quietly nestled in a deep, dark corridor of a city. Spacial abandonment can be an alley; dead end; rail yard; ship yard; abandoned building; construction site; hallway; underpass; urban dwelling; rural dwelling; neighborhoods; depleted land; depleted buildings; empty room, etc. There should be no direct contact with people for this project. Allow the landscape you select to become the character for the screen. The purpose of the assignment is to develop your visualization skills, as well as to think about the intersection of content and form. Try to create a social statement or argument about a particular place. Remember to consider shot composition. As well, you should convey a sense of meaning and progression through image development. Attribute close attention to how you and the camera move and interact, and to how an image is constructed and framed for the camera. Furthermore, take time in setting your frame and shots. Be aware of aesthetic and technical capabilities such as color, light, line, camera placement and so on. The video can be of an experimental or documentary form. Images must be original and the use of a tripod for this assignment is encouraged. Both non diegetic and diegetic sound is also encouraged and must be original. The footage must then be edited on a nonlinear system. Be prepared to discuss the choices made within the context of the video during class. The video will be presented to the class for critique and discussion.

Production Assignment 3: Open Concept + Form (TRT 5 min.)

This assignment may consist of three possibilities: Documentary, Experimental or Narrative video. There is no animation or music video for this assignment. The video must be 5 minutes and edited on a nonlinear system. The content of the video assignment is solely up to you. It may be objective or subjective; political; personal; abstract; obscure; formal; factual, fictional, etc. Attribute close attention to how you and the camera move and interact, and to how an image is constructed and framed for the camera. Furthermore, take time in setting your frame and shots. Be aware of aesthetic and technical capabilities such as color, light, line, camera placement and so on. The video can be of an experimental, narrative or documentary form. Images must be original and the use of a tripod for this assignment is encouraged. Both non diegetic and diegetic sound is also encouraged and must be original. The footage must then be edited on a nonlinear system. Be prepared to discuss the choices made within the context of the video during class. The video will be presented to the class for critique and discussion.

In-Class Assignments 1: Group Video Shoot + 2: Group Video Edit (TRT 2 min.)

For the first assignment, students will pair off and shoot a number of video camera exercises in-class. The assignment will familiarize you with basic video camera techniques, basic audio techniques, basic lighting, and different types of shooting styles. For the second assignment, students will again pair off and edit the video that was shot in the previous in-class assignment. The assignment will familiarize you with basic image and audio editing techniques and styles using Final Cut Pro™.

Filmmaker's Written Journal

Throughout the semester you are expected to keep a filmmaker's journal. The journal is a notebook dedicated to sketching ideas, teasing out points from readings, responding to assigned screenings, keeping note of video projects, and so on. Furthermore, you are to include thoughts of your creative process and inspirations. Carry it with you for the semester inserting quotes, ideas, sketches, etc. Do not use the journal for personal issues. Do not use the journal for lecture notes. Do not use the journal as a vent for dislikes of instructors or the university. There is a chance at the end of the semester to vent frustration in the course evaluations. The journal will be handed in twice during the semester. Mid-semester and in the last week of class. The journal will receive a grade based on the consistency of your responses to course readings, screenings and discussions. Keep the journal constant such as once a day. The size of the journal must be 7" x 9" or larger and hand written.

Quizzes, In-Class Assignments, Workshops + Participation

There will be a number of production quizzes scheduled for the semester. The production quizzes may be written or hands on. Each quiz will be derived from lectures, workshops and from text books. There will be a number of in-class production assignments throughout the semester. You must complete all quizzes, workshops and production assignments to obtain grade points. Remember that there is 3 formal production assignment presentations with critiques. There will also be scheduled production progress reports. To obtain full grade points, participation is key, and every assignment must be completed in full, and on time. Participation points may be deducted for unauthorized cell phone use, internet use, and class interruptions. Participation grade points will be calculated at the end of the semester and are at the discretion of the professor.

Evaluation + Grade Point Distribution

In-Class Assignment 1 - Film Shoot	10
In-Class Assignment 2 - Post Production Editing	10
Video Production Assignment 1 - Self Portrait	15
Video Production Assignment 2 - Spacial Abandonment	15
Video Production Assignment 3 - Open Concept + Form	15
Production Quiz 1	5
Production Quiz 2	5
Production Quiz 3	5
Filmmaker's Hand Written Journal	10
Participation + Attendance	10
Total Attainable Grade Points	100

2013 Fall Semester Agenda - RTV 3260 Video Production

Key - READ = Readings DNC = Due Next Class SCRIN = Screening RVW = Review TBD = To Be Determined

Week One - 08/26/13

Course Introduction
Syllabus Review
Production Assignments
Equipment and Facilities Regulations
Equipment and Facilities Walk Through
Production Experience Questionnaire
Student Introductions

READ: See Week 2 below.
SCRIN: Past Student Assignment Examples

Week Two - 09/02/13

Labor Day Holiday - No Class; University Closed

READ: Chapters 1 - 4 & 8 from [Final Cut Pro 7](#)
Chapters 1 - 3, 5 & 9 from [The Filmmaker's Handbook](#)
DNC: Ideas for Production Assignments 1 - 3, First Drafts (Typed)

Week Three - 09/09/13

History of Film, Video, and Audio
Film and Video Systems
Before You Begin Production
Technical Characteristics of Video
Technical Characteristics of Audio
The Video Camera
The Camera Lens
The Video Image
Preproduction, Production and Post Production
The Film/Video Shoot
Camera Shots and Angles
Equipment Introduction and Review
Production Assignment Discussion

READ: Chapters 9 - 11 & Appendix from [Final Cut Pro 7](#)
Chapters 8, 13 - 15 from [The Filmmakers Handbook](#)
SCRIN: Past Student Assignment Examples
DNC: Ideas for Production Assignments 1 - 3, Second Drafts (Typed)

Week Four - 09/16/13

In-Class Assignment 1: Video Shoot (Group)
Production Assignment Discussion

READ: Chapters 12 - 14 from [Final Cut Pro 7](#)
DNC: Ideas for Production Assignments 1 - 3, Third Drafts (Typed)

Week Five - 09/23/13

Apple™ Operating System
In-Class Assignment 2: Editing with Final Cut Pro™ (Group)
Production Assignment Discussion
In-Class Editing

RVW: Chapters 1 - 5, 8 - 9, 13 - 15 from [The Filmmaker's Handbook](#)
Chapters 1 - 14 from [Final Cut Pro 7](#)
Course Lecture Notes
DNC: Production Quiz 1
Rushes for Production Assignment 1

Week Six - 09/30/13

Production Quiz 1
Montage Theory
Editing Video and Audio
Exporting Content
DVD Creation and Burning
Production Assignment Discussion
Rushes for Production Assignment 1
In-Class Assignment 2 Continued: Editing with Final Cut Pro™ (Group)
In-Class Editing
 READ: Chapters 15 - 18 from [Final Cut Pro 7](#)
 Chapters 10 - 11 from [The Filmmaker's Handbook](#)
 DNC: Rough Cut for Production Assignment 1

Week Seven - 10/07/13

Lighting
Rough Cut for Production Assignment 1
Production Assignment Discussion
In-Class Editing
 READ: Chapter 19 & 20 from [Final Cut Pro 7](#)
 Chapter 12, 16, 18-19 from [The Filmmaker's Handbook](#)
 DNC: Filmmaker's Written Journal
 Final Cut for Production Assignment 1

Week Eight - 10/14/13

Final Cut & Formal Screening of Production Assignment 1
Filmmaker's Written Journal
Production Assignment Discussion
In-Class Editing

Week Nine - 10/21/13

Sound Recording Systems
Sound Recording Techniques
Sound Editing and Mixing
Sound Terminology
 RVW: Chapters 10 - 12, 16 - 19 from [The Filmmaker's Handbook](#)
 Chapters 15 - 19 from [Final Cut Pro 7](#)
 Course Lecture Notes
 DNC: Production Quiz 2
 Rushes for Production Assignment 2

Week Ten - 10/28/13

Production Quiz 2
Film and Digital Transfers
Producing, Directing, Budgets and Distribution
Staff and Crew of a Production
Rushes for Production Assignment 2
Production Assignment Discussion
In-Class Editing
 DNC: Rough Cut for Production Assignment 2

Week Eleven - 11/04/13

Rough Cut for Production Assignment 2
Production Assignment Discussion
In Class Editing
 SCRN: [American Movie](#) (dir. Chris Smith + Sarah Price, 1999, USA, 107 min.)

Week Twelve - 11/11/13

Veteran's Day Holiday - No Class; University Closed
 DNC: Final Cut for Production Assignment 2

Week Thirteen - 11/18/13

Final Cut & Formal Screening of Production Assignment 2
Production Assignment Discussion
In-Class Editing

RVW: Course Lecture Notes
All chapters from The Filmmaker's Handbook
All chapters from Final Cut Pro 7

DNC: Production Quiz 3
Rushes for Production Assignment 3

Week Fourteen - 11/25/13

Production Quiz 3
Rushes for Production Assignment 3
Production Assignment Discussion
Production Progress Report - Stage 1
In-Class Editing

DNC: Rough Cut for Production Assignment 3

Week Fifteen - 12/02/13

Rough Cut for Production Assignment 3
Production Progress Report - Stage 2
Production Assignment Discussion
In-Class Editing

DNC: Final Cut for Production Assignment 3
Filmmaker's Written Journal

Week Sixteen - 12/09/13

Final Cut for Production Assignment 3
Filmmaker's Written Journal
Wrap

End Notes

- *Changes to the agenda may develop.
- *Screenings, editing, lab work and open discussion will occur only if time permits.
- *Note that all assignment will be graded and returned one week following due date.
- *For assignments that fall at the end of the semester, please pick up material in DW-300 one week later.
- *If the material cannot be retrieved at the end of the semester, supply a full sized self addressed stamped envelope for return.
- *All editing lab hard drives will be erased and reformatted one week following the end of the semester.
- *All material is held for a 12 month period and then destroyed if unclaimed.
- *FAU is not responsible for material lost, stolen, or left behind in a classroom. There is a lost and found located in ES-404.