

Digital Moviemaking
Mondays & Wednesdays,
10:00 am – 11:15 am
TV Studio & Editing Rooms, Annenberg
Communications Center
Pine Manor College
Spring 2009

Instructor	Jennifer Mintzer
Email	mintzerj@pmc.edu or jen.mintzer@gmail.com (email is preferred method of communication...and it's the fastest way to contact me)
Office Location	Annenberg Communications Center (it's the first office along the TV studio hallway – it doesn't have a room number), Pine Manor College
Mailbox Location	There is a gray plastic filebox labeled "Jen Mintzer's mailbox" along the ledge of the glass hallway outside of my office if you need to drop something off for me.
Office Phone	617-731-7614
Cell Phone	617-412-7101 (feel free to text me too if it's something urgent)
Office Hours	Monday: 11:30 am – 12:30 pm Wednesday: 11:30 am – 12:30 pm ...or by appointment
Class Website	www.jenmintzer.com

Course Description

Digital Moviemaking – CO 340

Building on skills acquired in CO 120, students produce and direct "electronic movies" in the field with state-of-the-art, broadcast-quality equipment. Students learn to edit their work using both linear and digital editing technology. Music, sound effects, graphics, and segments are added to create a finished program. Prerequisite: CO 120 or permission.

Required Texts

I suggest using the website www.dealoz.com to find books at the lowest possible prices.

No text is required, but you may find the following text useful throughout the course of the semester:

- Zettl, H. (2003). *Video Basics 4*. Belmont, CA: Wadworth Publishing. ISBN: 0534612458

Class Website

Another key way for everyone to be kept on the "same page" and organized is our class website that you can access via www.jenmintzer.com (I have sections on the website for each class I teach).

On this website, you can view the following:

- **Fill out the Student Information Form**
Tell me about yourself and how I can contact you throughout the course of the semester.
- **Buy the Book(s)**
A link is provided for a website that searches for the cheapest price for a book on over 200 online bookstores.
- **Course Documents**
Download the syllabus, handouts and other course documents.
- **Course Schedule**
See what we are doing day-by-day in class.
- **Message Board**
Post relevant comments about class material.
- **Policies and Procedures**
Be aware of my policies on such things as attendance, handing in assignments and other things.
- **Check your Grade**
I use a site called Gradenetwork.com to keep track of grades. Once you are in the class, I will add you to the gradebook and you will receive an email notifying you of the username and password you will use to log on to the Gradenetwork.com site. If you had a class with me in the past, your username and password is the same as it was in the past semester. (The website contains instructions for how to log on if you are new to the class and/or can't remember your username and password)
- **Class List and Contact Info.**
Contact fellow classmates.
- **Listserv**
Submit your email address to be added to the class listserv. (Note: You will be automatically added to the listserv during the first week of class, but if you accidentally remove yourself from the listserv or want to add another email address you can re-subscribe via the website).
- **Provide Anonymous Feedback**
Do you find something particularly helpful in the way I run the class? Unhelpful? Still confused about something we discussed in class? Let me know! You can provide anonymous feedback about the class as it's happening, instead of waiting until the end! Remember, positive feedback is just as welcome as negative!
- **Useful Communication and Media Links**
Links to websites for the class (if you have any to add, let me know!)
- **Writing Tips**
Please take the time to look over these commonly made mistakes. I do take off points for these errors.
- **Instructor Contact Info. & Office Hours**

Class Listserv

Please be sure to check your email **REGULARLY**. I use email frequently to let you know various things and/or make announcements. You will be added to the class listserv and email will be a key way for us to communicate as a class. Any information, changes and/or updates regarding anything related to class will be posted via the listserv. If you accidentally remove yourself from the listserv or want to add another email address you can re-subscribe via our class website.

****If you have a hotmail or yahoo email address, make sure that the listserv messages aren't being filtered into your junk mail!*****

Policies & Procedures

Below are the policies and procedures I use in all of the classes I teach. I have tried to be as specific and clear as possible so that students know what is expected of them during the course of the semester. Please familiarize yourself with the following policies and let me know if you have any questions regarding anything that may still be unclear or is not addressed below.

*****These policies and procedures serve as a contract between us as professor and student. Please make sure you read everything.*****

Teaching Style and Philosophy

There will invariably be some students who love my teaching style and others who won't. Different people have different styles of learning – something that one person finds helpful, another person may find boring and unnecessary. I try to do the best I can to make things as clear as possible for you and to adapt my style as best I can. My goal is to be as approachable and open as possible so that you feel comfortable coming to me with any questions, concerns or suggestions you have, either in class or out. I value what I can learn from you too! I rely on your feedback, advice and suggestions to constantly help me improve my teaching. Try to remember that I am only human and will make mistakes, have bad days and not always be super-entertaining!

I believe that students are more likely to benefit from a course when the subject matter is interesting and the class meetings are pleasant and diverting. Making this class enjoyable requires work on **BOTH** our parts though. Your enthusiasm, participation in discussions, suggestions and feedback are all essential to the success of this class!

My Approach to Students

I feel as though I can learn just as much from you as you can learn from me. Since you are all coming to the class with different experiences and opinions, I really look forward to hearing your ideas and interpretations of things we will talk about in class. If you've had a bad experience with professors in the past, let me know what your fears are. I will never intentionally embarrass anyone in class or make him/her feel stupid (If I do, please realize that is never, ever my intent! Pull me aside and let me know if I ever do so I can be more aware of how I come across if that's the case.) I truly want to foster an atmosphere of mutual respect, understanding and tolerance in all our interactions.

Attendance

- My theory on attendance is that this is your education and how you choose to spend your time and tuition money is up to you. You are adults and I think it is important for professors to treat you as such. Part of being an adult is that you can now make your own decisions in life and the consequences from those choices are something you hold responsibility for. Not showing up to class is a decision that has consequences. It always seems kind of silly to me when students don't show up to class when they are paying so much to be here! Since I am assuming you WANT to be in college and WANT to learn, I do not really "enforce" attendance (but I am aware of who is always in class and who isn't). Students who regularly attend class tend to do far better on exams/quizzes/papers and have a clearer understanding of the course material.
- If you are in a class that is extremely "hands on" and participation-oriented (such as a video production class or performance class), I pay extra close attention to student absences. Participation and attendance is absolutely mandatory for these types of classes because missing just one class results in a student missing a lot of important "hands on" knowledge. In many cases, fellow students are relying on you to be there because there is a lot of teamwork and group projects.
- Please be aware that missing a lot of classes will have a negative effect on the "Participation/Attentiveness" portion of your grade. You do not need to inform anyone if you intend to miss class, UNLESS others are relying on your attendance to do a project (ie. In the television studio or another production-related team project or presentation). Please be responsible and only miss a class if you are seriously ill or have a true emergency. All other times, I expect you to be there. Please schedule your appointments and other obligations (work, doctor's appointments, eating lunch, etc.) AROUND class.
- Please note that if you do happen to miss a class, YOU are responsible for finding out what you missed from a fellow classmate. I won't repeat everything we did in class for you simply because you were absent. Get the missed information from a classmate. You have the class listserv and student email addresses on the class website at your disposal for this purpose. If you don't know anyone in the class, make a friend who can serve

as your "communication buddy" if you are absent.

- Please do not come to class if you will be sleeping, closing your eyes or subtly chatting with friends in class (yes, I notice it even if you think you are being discreet in doing so). It is extremely distracting for me and other students, so please show courtesy for the rest of the class and present yourself in a way that does not reflect poorly upon you. If necessary, I will ask you to leave the class if this behavior is chronic.

Lateness

Come to class **ON TIME!!!** I realize that everyone may have days that are more hectic than others or that you may be commuting to campus, but **I CANNOT STRESS ENOUGH THE IMPORTANCE OF BEING ON TIME FOR CLASS.** It becomes extremely distracting to both myself and the other students in the class when people straggle in late. You are also missing important announcements or course material at the beginning of the class that I will not repeat. If you encounter traffic on a regular basis, leave earlier. If your alarm doesn't go off, get another one. These aren't excuses for lateness. I may be able to understand an occasional lateness, but I lose patience when students are **CHRONICALLY** late. Please be aware that it will negatively affect the "Participation/Attentiveness" portion of your grade if you are consistently late.

Communication

- I expect you to check your email **EVERY SINGLE DAY.** If there are changes or announcements that I need to make to the class (such as a change to our class schedule or notifying you if I am out sick), I will do so via email.
- Email is, by far, the fastest way to get in touch with me because I check it several times a day on most days. If, for some reason, I have not responded to an email you sent me and you are expecting a response, email me again to see if I got your original message. In most cases, you can expect to hear back from me within 24 hours.
- You can also try sending me a text message to my cell phone if you have a quick question or are trying to locate me.
- In general, be **HONEST** with me and keep the lines of communication open. I am generally easygoing and appreciate it when students are forthright in relating any questions or problems that they have.
- Please feel free to provide me with feedback about what you feel is or isn't working in how I run the class. Sometimes it is hard to gauge what is effective and/or what isn't working. I want to provide you with the most effective instruction possible and, as such, I rely on student feedback for this. Please do not hesitate to let me know if you have a suggestion or comment regarding class – I won't take it personally! I will try my best to incorporate your suggestions and input. You can use the anonymous feedback form on our class website if you like or just tell me in person.

Participation

Don't be afraid to speak up in class (even if you are typically more introverted - I was when I was in college too!). Class will be the most interesting when each person contributes to class discussion and adds his/her own perspective to a topic. I expect students to do the required readings for the class and to be prepared to have something to say. Ask questions, challenge ideas you disagree with, offer your opinion - nothing is a stupid question or comment. The purpose of the class is to learn more about the topic, explore new ideas and to clarify confusion! There is nothing worse for me than standing in front of a class that just sits there and has nothing to say! I want everyone to feel as though the class is a safe haven to assert whatever questions or ideas you have without fear of appearing stupid or out of place! A spirited and respectful debate in class is always welcome too!

Consultation/Office Hours

My office hours for this semester are posted on the first page of your syllabus and on my office door (and on the contact info page of my website). You are more than welcome and encouraged to come see me if you have any problems/concerns/questions throughout the semester. Every attempt will be made to stay rooted in the office during walk-in office hours; however, please keep in mind that when the office is open and the phone is connected, there may be intrusions. During office hours, the door is usually kept open; while it is okay to let us know that you're waiting, please do not interrupt other students who have arrived before you. If, for any reason, your walk-in session is forestalled, we will try to schedule another meeting as soon as possible. Of course, email is the very best way to obviate problems as I can get back to you any time during the day/night and have a written record of your question or concern.

Handing in Papers and Assignments

- You are **STRONGLY** encouraged to make use of the Learning Resource Center on campus to help you with your writing. Don't wait until the last minute though because they get booked up! Take a rough draft of your paper to them several days before it is due to have them help you fine-tune your writing - that's what they are there for! They are happy to help!
- All papers **MUST** be stapled (no paperclips or dog-eared papers! – I will take 2 points off your paper if you don't hand it in stapled!). Please don't ask me if I have a stapler. This shows me you aren't prepared. It is your responsibility to take care of this before class.
- Hand in **EVERYTHING** you submit to me **TYPED** (unless stated otherwise). Submitting something hand-written indicates you threw it together at the last minute. You will receive no credit **AT ALL** for the assignment if you do this.
- All papers should be double-spaced in an easily readable font with reasonable margins.
- Please number your pages.
- All papers must be handed in **ON TIME**. If, for some reason, you are absent from class on the day an assignment is due, I **STILL** expect you to get it to me on the due date!!! I will only grant extensions if you come to me in **ADVANCE** of the due date to make a case to me as to why you could use more time. Unless you obtain permission from me to hand in an assignment after its due date, I will take 5 points off for **EACH DAY** a paper is late. In other words, if a paper is due on a Monday and you get it to me on Tuesday, you will have 5 points taken off. If you hand in a paper to me a week after it is due, you will have 35 points taken off.
- If, for some reason, you are absolutely unable to attend the class when a paper is due, I will allow you to send me your paper via email as a Word document – this will serve as a time marker that you have a paper done on time (ie. If you are sick, but have your paper done, you can email it to me as a Word document attachment as proof you have it done by a certain date). If you do this, make sure you obtain an email **BACK** from me confirming that your email and paper attachment are received. Please note, I will **NOT** print out your papers for you. If you end up submitting a paper via email, you are **STILL** expected to get me a hard copy of the paper by the next class meeting. **I WILL NOT GIVE YOU A GRADE ON AN ASSIGNMENT UNLESS I HAVE A HARD COPY IN FRONT OF ME** – so even if you have emailed it to me by the due date, if I don't get a hard copy from you as soon as possible, it will receive a zero.
- You may rewrite a paper or short assignment **IF** you do the following:
 - hand in the original paper on-time to begin with; if you submit a paper late, you do not have the option to rewrite it
 - submit the rewrite within one week of when the graded assignment was handed back to you; I will not accept rewrites handed in any later than this one week time period
 - submit the original graded assignment along with the rewrite so I can see the changes you made
- Please note that rewriting an assignment does not necessarily guarantee you a higher grade. There should be significant improvements made in the rewrite for me to consider raising your grade and it is at my discretion as to whether you deserve a higher grade or not for the rewrite.
- Please review the writing tips section of our class website and proofread your papers for commonly made mistakes! (<http://www.jenmintzer.com/writingtips.htm>)

Exams and Quizzes (note: not all classes I teach will have exams and quizzes – these are just my general policies)

- Make-up exams are not permitted unless the situation is **TRULY** extraordinary (ie. You are deathly ill and you are able to provide convincing verification of the reason why you missed class) and you communicate this to me as soon as possible (ie. You don't wait until weeks after the exam has been taken). I reserve the right to give you a different (more difficult) exam and/or writing intensive exam in lieu of the missed exam.
- I usually provide you with study guides for exams. I will post these study guides on our class website at least one class prior to the exam. I will send out a message to the class listserv once a study guide is posted. Please remember these will **ONLY** be study **GUIDES**. There could very well be material on the exam that is not explicitly mentioned in the study guide. You are responsible for studying **ALL** of the chapters and notes that will be covered on this exam...not just what is mentioned in this study guide.
- You will be made aware of the general format of an exam (multiple choice, essay, short answer, etc.) at least one class prior to the exam.
- Please write **LEGIBLY AND CLEARLY** on exams. If I can't read it, you won't get any points for your answer. If I give you a multiple choice question, please make sure you write your letter choice clearly. If you come to me and tell me that you wrote an "e" but I thought it looked like a "c", you won't get credit for that question.
- This should go without saying, but never **EVER** leave a multiple choice question blank. If you don't answer it,

you get 0 points, but if you make an educated guess, you at least have a **CHANCE** of getting the points for the question! (You would be surprised how many people simply don't answer multiple choice questions!)

- Quizzes may **NOT** be made up under **ANY** circumstances. (Note: Not all of the classes I teach will have quizzes – but if I do give quizzes, you will be allowed to drop your lowest quiz grade)
- When I do give quizzes, they will usually be take-home quizzes or, if given in class, they will be announced in advance (either in class or over the listserv...so make sure you check your email every night before class so you aren't surprised the next day when you end up having a quiz in class!
- An interesting article to check out: The Dead Grandmother/Exam Syndrome (www.jenmintzer.com/deadgrandmother.pdf)

Extra Credit Policy

Please note that I generally will not give extra credit assignments. My general rationale is that since I often provide you with study guides, allow you to rewrite papers on occasion and am available for outside help, I provide you with all of the resources you need to do well throughout the course of the semester. If you are conscientious in your studies, there is no need for extra credit. Furthermore, I don't like to give extra credit assignments because, out of fairness, if I offer extra credit to one student, I have to offer it to all students. As such, it is simply not feasible for me to grade a ton of extra credit papers at the end of the semester when I am already bogged down with other grading. This is my extra credit policy and I expect you to budget your time and prepare early in the semester so that you don't run into this bind to begin with. In the event that something comes up (ie. a film festival, a guest speaker on campus) that pertains to class, I may give a few extra points to those who attend, but we will agree upon that as a class if a relevant event arises that may merit a few extra points to your grade.

Special Needs

Please don't hesitate to see me if you have a documented learning disability, if English is not your native language, if you have a learning style of which you would like me to be aware or if you are experiencing difficulties in the course. Students with disabilities should also speak with Mary Walsh who is the Director of the Learning Resource Center on campus (her phone # is 617-731-7181 and her email is walshmar@pmc.edu).

Plagiarism & How to Cite References

Plagiarism is the unacknowledged use of another person's ideas, words or assistance. There are many forms of plagiarism: repeating another person's sentence as your own, adopting a particular phrase as your own, paraphrasing someone else's argument as your own, or even presenting someone else's line of thought as though it was your own. It is perfectly acceptable to use the ideas and words of other people, but you **MUST** give appropriate credit to the originator. All sources must be identified clearly, accurately and thoroughly as possible. When in doubt about how or whether to identify a source, consult one of the websites below or ask me. Be aware that I do routinely use various online resources to verify the authenticity of students' work.

- **Annenberg Library Citation and Bibliography Guide** (<http://community.pmc.edu/library/reference/citation/biblio.html>)
- **Plagiarism: What it is and how to recognize and avoid it** (www.indiana.edu/~wts/wts/plagiarism.html)
- **Guide to Writing Research Papers** (<http://webster.comnet.edu/mla/plagiarism.shtml>)
- **Citation Guides** (<http://www.library.wisc.edu/libraries/Memorial/citing.htm>)
Provides links on APA, MLA, Chicago and other citation styles
- **ONLINE! Citation Styles** (<http://www.bedfordstmartins.com/online/citex.html>)
Provides ways to cite a website, an email message, a web discussion forum posting, a listserv message, a newsgroup message, real-time communication and Telnet, FTP and gopher sites in a variety of formats

Academic Ethics and Integrity Policy

You are responsible for reading and understanding the "Academic Ethics & Integrity Policy" in the Pine Manor Student Handbook. More specifics on what is considered plagiarism, cheating and other ethics violations are detailed there.

Asking for Extensions/Student Excuses

Invariably, each semester a student will come to me and say "I know you have your specific policies, but...(fill in the blank with an excuse why something wasn't done on time and/or an exam was missed)." While I am generally easygoing and understanding if you come to me early regarding a concern/problem, please be aware that I'm not going to "baby" you. You need to take responsibility for due dates and to be aware of all that is expected of you in class. You **KNOW** when something is a lame excuse or not. You **KNOW** when you are pressing your luck. Use your own judgment. Take responsibility for yourself and your actions. If you genuinely need more time to complete an assignment because you have three exams that same week in other classes, come to me and present your case as to why you could use more time. When I am able and you present good reason, I will gladly work with you to make adjustments to due dates on a case by case basis.

Also, if you have slacked off early the semester and/or aren't handing things in on time, please don't come to me late in the semester asking how you can raise your grade. If you aren't handing in assignments and are begging me to allow you to hand in work late so you can pass the class, it's just not going to happen. If I allow one person to do that, I have to go back and let all the other students in the class do that as well...and this is not something I am going to do. There is absolutely no reason why you cannot get an A or a B in my classes if you are handing in assignments on time and truly are making an effort to take suggestions and revise your writing as needed. I am far more willing to work with you if you hand in something and want to rewrite it for a higher grade than if you simply ignored due dates to begin with. I will not give you a passing grade if you aren't handing things in or are handing in things extremely late – regardless of the sob stories you tell me about how you can't fail the class. It is **YOUR** responsibility to make sure you get things in on time **OR** if you have a true emergency or problem/conflict preventing this, to make me aware of it as soon as possible. I am more than willing to give extensions **IF** you come to me **IN ADVANCE** of an assignment's due date to explain why you could use more time. I'm not unreasonable, but I certainly ask that you budget your time accordingly throughout the semester and be responsible when it comes to handing things in on time and showing up for class on time.

Bad Weather Policy

- In the event of questionable weather, I will send out a message to our class email listserv to indicate whether or not I will be holding class. If you don't receive an email, class is still on. Feel free to call my cell phone if you don't have access to email from home.
- If it is snowing heavily or the roads are extremely icy and you commute to campus, use your own judgment to decide whether it is safe enough for you to come to class. I would rather you be safe than feel you must make it to class if the roads are extremely bad. If the roads are impassible, I will likely cancel class (even if the college is "open"). Make sure you check your email to know what the contingency class plan is if this is the case. We may decide as a class to meet at another time to make up for a missed day if that's the case.

Asking Me For A Recommendation

- I will gladly write a student a recommendation if he/she has gotten a B-range grade or higher in one of my classes (or has a B-range grade or higher average in a current class). If you are conscientious in your studies and working hard in the class, there is no reason you cannot obtain a good grade.
- If you ask for a recommendation, you are responsible for providing me with:
 - an addressed, stamped envelope where I can send the recommendation
 - a deadline date for when the recommendation is due (please get me your recommendation request at least one week prior to when it is due)
 - any information you have regarding a program or graduate school you are applying to should be provided to me so I can tailor the recommendation to address your suitability for the program

Other (Important) Stuff

- Please try to remember to turn off your cell phones in class (or at least put it on "vibrate" if it is absolutely necessary to have your phone on in class). I have a no-tolerance policy when it comes to using your cell phones in class (unless an emergency necessitates it). If you are text messaging, 2-way paging or making calls during class, I will **IMMEDIATELY** give you a zero for the "Participation/Attentiveness" portion of your grade for the entire semester and ask you to leave the class. Please be respectful to me and to your fellow classmates - keep your cell phone in your bag or pocket during class or leave it in your dorm room. I should never even **SEE** your phone in class.
- If we have a class where we are in a computer lab, you should **ONLY** be using the computer to do assignments relating to our class. You should **NOT** log on to your email, an instant messenger program or any website that does not relate to class. Please remember that class time is not your personal computer time. Again, I have a no-tolerance policy when it comes to doing this. If you are seen doing something you shouldn't be doing during class time, I will **IMMEDIATELY** give you a zero for the "Participation/Attentiveness" portion of your grade for the entire semester and ask you to leave the class.
- You are responsible for making sure the grades I record on Gradenetwork.com are accurate. Please get in the habit of checking your grades regularly to make sure I did not make any typos when entering grades and have not made any errors or oversights. If you find an error, please bring it to my attention as soon as possible and please save all of your graded assignments until the end of the semester should there be any discrepancies. I need to be able to verify the change by seeing the actual graded documents. If you cannot produce the graded document, it is at my discretion (and memory!) as to whether the change gets made.
- I don't mind if you bring food or drinks to class (if it's allowed in the building/room we have class in), but just be mindful of those around you and remember to take your trash with you.
- If, for any reason, I am late for class (this will theoretically not happen, but forces of nature may dictate otherwise), I ask that you wait 15 minutes before disbanding. I would appreciate it if someone would try to call my cell phone to see where I am.
- As much as I love kids, I kindly ask you to please not bring your children to class. It is distracting to me and to the other people in the class to have your child in the classroom even if he/she is quiet. The classroom is an adult environment and it is not appropriate for you to bring children to the classroom. Please make arrangements for their care while you are in class. If your child-care or babysitter falls through, you will simply have to miss class and accept that that is just one of the responsibilities of parenthood.
- You don't need to ask permission to go to the bathroom in college classes - just get up and go!

Grading

Grade Calculation

- I use a point system to calculate grades. I find this to be the most useful for students because, at any given time in the semester, you will be able to calculate your grade based on how many points you have earned out of the total possible points up to that time.
- I will **ONLY** change your grade if there has been a **legitimate** error in the recording or addition of your point total. I try to be careful when entering grades into the computer, but please always double check your grades on our class website to make sure I didn't mistype something.
- Please do **NOT** throw away anything that has been graded until the semester is over in case I need to verify a point total or have a computer error!

Commonly Asked Questions About Gradenetwork.com

I use a site called Gradenetwork.com to keep track of grades. Once you are in the class, I will add you to the gradebook and you will receive an email notifying you of the username and password you will use to log on to the Gradenetwork.com site.

Q: What is my username and password?

YOUR USERNAME:

I have to come up with usernames for everyone that have to be between 6 and 12 characters long. **Your username will go by the following format: Your full first name and then as much as your last name as will fit ***up to 12 characters***.** For example, my full first name is 8 characters long, so I can only add on 4 characters of my last name. So if I were in the class, my username would be "jennifermint" - Note: if you type more than 12 characters, you will not be able to log on.

YOUR PASSWORD:

Your password will be your first initial, last initial and the last 4 digits of your social security number. (For example, my password would be "jm0888")

ONCE LOGGED ON:

Once you are logged on, click on "Grade Summary" and you can check your grade for all of the classes for which you have me as a professor.

Q: The letter grade listed on the grade summary page isn't accurate!!! What is going on???

Don't worry if the "letter grade" report does not seem entirely accurate - the gradebook won't update your total letter grade until **ALL** of the grades are entered for a given assignment. So, you may have a grade show up for an assignment, but because another person may not have a grade posted yet, your letter grade will appear lower than it really is until I mark everyone's assignment. The gradebook prompts me to tell it when the assignment is **FULLY** graded (ie. when I have entered grades for **EVERYONE** in the class)...once this is done then the program calculates your grade at any point in the semester. So...long story short, don't worry **TOO** much if your letter grade online doesn't seem **QUITE** right. The main purpose of posting your grades online is that I just want you to be checking to make sure I have entered in your point totals correctly and that I have not overlooked anything. At the end of the semester, I go over all students' grades with them to make sure my records are accurate and that it is clear as to how I arrived at your grade for the semester.

Q: I handed in an assignment and there isn't a grade listed for it.

Sometimes I can be a bit slow in grading if I have a lot of papers to get through. You should **only** worry if it says "Not submitted" next to an assignment and you definitely know you handed it in on time - if that's the case then definitely bring it to my attention. However, if there is no grade posted yet and no comment next to the assignment, this simply means the assignment is in my pile of "things to grade" and I haven't gotten around to it yet.

Q: I had a class with you in a past semester - can I still log on?

Yes, you are still in the system. Your username and password are the same as in past semesters.

Below are the point totals for the assignments this semester. Please keep track of your grades and save all graded papers in case there is ever a dispute/mistake made regarding my records and your records.

*****Please note, there may be changes to this as the semester progresses. You will be notified accordingly. *****

<u>Keep Track of Your Grades</u>		
<u>Item</u>	<u>Total Possible Points</u>	<u>Points You Earned</u>
Filling Out the Student Information Form Online	5	
Syllabus Quiz	10	
Interview exercise	10	
Video postcard video paperwork	25	
Video postcard video production	50	
Commercial video paperwork	25	
Commercial video production	50	
Information/instructional video paperwork	50	
Informational/instruction video production	100	
Quiz #1	25	
Quiz #2	25	
Quiz #3	25	
Time Management	50	
Participation/Attentiveness/Teamwork	50	

Using this point system, this is how it breaks down in terms of percentages:

- Filling out the Student Information Form Online is worth 1% of your grade for the semester
- Syllabus Quiz is worth 2% of your grade for the semester
- Interview exercise is worth 2% of your grade for the semester
- Video postcard video pre-production paperwork is worth 5% of your grade for the semester
- Video postcard video is worth 10% of your grade for the semester
- Commercial video pre-production paperwork is worth 5% of your grade for the semester
- Commercial video is worth 10% of your grade for the semester
- Information/instructional video paperwork is worth 10% of your grade for the semester
- Informational/instructional video is worth 20% of your grade for the semester
- Quizzes (3 in total) are worth 15% of your grade for the semester
- Time Management is worth 10% of your grade for the semester
- Participation/Attentiveness/Teamwork is worth 10% of your grade for the semester

Course Schedule

The course schedule for what we are doing day-by-day in class is available at the following URL:
www.jenmintzer.com/digitalmoviemakingschedule.htm
Please get in the habit of checking this website daily.

DIGITAL MOVIEMAKING

URL for this page: <http://www.jenmintzer.com/digitalmoviemakingschedule.htm>

schedule last updated: May 03, 2008 12:45 AM

NOTE: Schedule may be subject to change as the semester progresses. Any changes will be announced in class and you will receive notice via the class listserv as well.

Please get in the habit of referring to this schedule online regularly.□

<u>Class #</u>	<u>Date</u>	<u>What we are doing in class today</u>	<u>What's due today</u>
1	Wednesday, January 21, 2009	Course overview, review of syllabus , introductions	<ul style="list-style-type: none"> Make sure I have your email address and the last 4 digits of your social security number so I can add you to the listserv and gradebook
2	Monday, January 26, 2009	<ul style="list-style-type: none"> Sony PD-150 Camcorder Checklist discussed in class today Review of the camera & basics of field production Requirements for Interview Exercise discussed in class today 	<ul style="list-style-type: none"> Syllabus Quiz due at the beginning of class
3	Wednesday, January 28, 2009	<ul style="list-style-type: none"> What You Need to Hand In and When handout discussed in class today Video Critiques handout discussed in class today Interview Tips handout discussed in class today 	<ul style="list-style-type: none"> Have the student information form on our class website filled out by today (you will get 5 points for filling this out by today)
Wednesday, January 28, 2009 - Last day to drop/add a course this semester			
4	Monday, February 2, 2009	<ul style="list-style-type: none"> Review of interview footage Have "Introduction to Video Editing" and "Linear vs. Non-Linear Editing" read by today (articles online - please read all of the linked pages too) Have "Film Editing" read by today (article online) Introduction to linear editing system Linear Editing System Instructions handed out today (pdf document) Sheet I use to evaluate your productions handout discussed in class today 	<ul style="list-style-type: none"> Footage for interview exercise due by today
5	Wednesday, February 4, 2009	<ul style="list-style-type: none"> Requirements for Project #1 Assignment (video postcard) 	

		<p>project) discussed in class today</p> <ul style="list-style-type: none"> • Click to view an example of project #1 (video postcard project) • Generating Ideas for Your Videos handout discussed in class today • Examples of a Treatment, Footage Log and Paper Edit discussed in class today <p><u>TOPIC: SYSTEM CONFIGURATION</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 2.1 - Equipment Setup • Watch Section 2.2 - Launching Program & Saving a Project • Watch Section 2.3 - Overview of the Interface • Watch Section 2.4 - Executing Commands 	
6	Monday, February 9, 2009	<p><u>TOPIC: VIDEO CAPTURE</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 3.1 - Log & Capture Window • Watch Section 3.2 - Logging • Watch Section 3.3 - Clip Settings • Watch Section 3.4 - Capture Settings • Watch Section 3.5 - Capture Now • Watch Section 3.6 - Capture Clip • Watch Section 3.7 - Batch Capture 	<ul style="list-style-type: none"> • Treatments for Project #1 (video postcard project) due
7	Wednesday, February 11, 2009	<ul style="list-style-type: none"> • Editing time for project #1 (video postcard project) on linear editing equipment • Requirements for Project #2 Assignment (commercial project) discussed in class today • Click to view an example of project #2 (commercial project) <p><u>TOPIC: IMPORTING</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 4.1 - Importing Files • Watch Section 4.2 - Clip & Source Files 	<ul style="list-style-type: none"> • Last day for those who added the class on the last day of the drop/add period to submit interview exercise • Footage for project #1 (video postcard project) due by today, your footage should be logged by today too

		<ul style="list-style-type: none"> • Watch Section 4.3 - Importing Audio from CD • Watch Section 4.4 - Importing with iTunes • Watch Section 4.5 - Master Clips 	
Friday, February 13, 2009 - Professors submit early semester grades to the registrar's office			
	Monday, February 16, 2009	NO CLASS - PRESIDENTS' DAY HOLIDAY	
8	Wednesday, February 18, 2009	<p><u>TOPIC: BROWSER</u></p> <ul style="list-style-type: none"> • Editing time for project #1 (video postcard project) on linear editing equipment <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 5.1 - Browser Views • Watch Section 5.2 - Organizing Clips • Watch Section 5.3 - Sorting & Organizing Columns • Watch Section 5.4 - Finding Clips 	
9	Monday, February 23, 2009	<p><u>TOPIC: VIEWER</u></p> <ul style="list-style-type: none"> • Editing time for project #1 (video postcard project) on linear editing equipment <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 6.1 - Playing & Marking Clips • Watch Section 6.2 - Video & Audio Tabs • Watch Section 6.3 - Transport Controls • Watch Section 6.4 - Overlay & View Pop-ups • Watch Section 6.5 - Viewing & Marking Shortcuts • Watch Section 6.6 - Timecode Fields 	<ul style="list-style-type: none"> • Treatments for Project #2 (commercial project) due
10	Wednesday, February 25, 2009	<p><u>TOPIC: BASIC EDITING</u></p> <ul style="list-style-type: none"> • Review of completed project #1 (video postcard project) • Discuss study guide for Quiz #1 in class today <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 7.1 - Drag & Drop Editing • Watch Section 7.2 - The Timeline & Canvas Window • Watch Section 7.3 - Snapping 	<ul style="list-style-type: none"> • Completed Project #1 (video postcard project) & all related paperwork due

		<p>Controls</p> <ul style="list-style-type: none"> • Watch Section 7.4 - Overwrite & Insert Editing • Watch Section 7.5 - Advanced Dragging 	
11	Monday, March 2, 2009	<ul style="list-style-type: none"> • Quiz #1 taken in class today • Introduction to Final Cut Pro and nonlinear editing <p><u>TOPIC: TIMELINE EDITING</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 8.1 - Zooming & Timeline Navigation • Watch Section 8.2 - Selecting & Moving Clips • Watch Section 8.3 - Deleting in the Timeline • Watch Section 8.4 - Selection Tool Trimming • Watch Section 8.5 - Rippling Edits • Watch Section 8.6 - Rolling Edits • Watch Section 8.7 - Slipping Clips • Watch Section 8.8 - Sliding Clips • Watch Section 8.9 - Sequence Clips in the Viewer • Watch Section 8.10 - Editing with the Keyboard 	
12	Wednesday, March 4, 2009	<ul style="list-style-type: none"> • Editing time for project #2 (commercial project) on Final Cut Pro • Requirements for Project #3 Assignment (instructional/informational project) discussed in class today • Click to view an example of project #3 (instructional/informational project) <p><u>TOPIC: ADVANCED EDITING</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 9.1 - Source & Destination Controls • Watch Section 9.2 - Sequence Timecode • Watch Section 9.3 - Point Editing • Watch Section 9.4 - Replace Edit • Watch Section 9.5 - Superimpose Edit 	<ul style="list-style-type: none"> • Footage for project #2 (commercial project) due by today, your footage should be logged by today too

		<ul style="list-style-type: none"> • Watch Section 9.6 - Fit to Fill Edit • Watch Section 9.7 - Trim Edit Window 	
13	Monday, March 9, 2009	<ul style="list-style-type: none"> • Editing time for project #2 (commercial project) on Final Cut Pro <p><u>TOPIC: LINKING</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 10.1 - Linked Selection • Watch Section 10.2 - Linking & Unlinking Clips • Watch Section 10.3 - Sync Indicators • Watch Section 10.4 - Merging Clips 	
14	Wednesday, March 11, 2009	<ul style="list-style-type: none"> • Editing time for project #2 (commercial project) on Final Cut Pro <p><u>TOPIC: SUBCLIPS AND MARKERS</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 11.1 - Adding Markers • Watch Section 11.2 - Markers in the Timeline • Watch Section 11.3 - Creating Subclips • Watch Section 11.4 - Using Markers to Create Subclips 	<ul style="list-style-type: none"> • Treatments for Project #3 (instructional/informational project) due • If you have a suggestion or comment about the class so far, please have the mid-semester feedback form filled out online by today (this is optional)
	Monday, March 16, 2009	<p>NO CLASS - SPRING BREAK</p> <p><u>TOPIC: AUDIO</u></p> <p>Have done over break:</p> <ul style="list-style-type: none"> • Watch Section 12.1 - The Audio Tab • Watch Section 12.2 - Adjusting Levels & Pan • Watch Section 12.3 - Adjusting Audio Over Time • Watch Section 12.4 - Stereo & 	

		<p>Mono Tracks</p> <ul style="list-style-type: none"> • Watch Section 12.5 - Audio Mixing • Watch Section 12.6 - Audio Mixer Tool • Watch Section 12.7 - MIDI Control Surfaces 	
	<p>Wednesday, March 18, 2009</p>	<p>NO CLASS - SPRING BREAK</p> <p><u>TOPIC: PREFERENCES AND SYSTEM SETTINGS</u></p> <p>Have done over break:</p> <ul style="list-style-type: none"> • Watch Section 13.1 - Clip & Sequence Settings • Watch Section 13.2 - Preferences & System Settings • Watch Section 13.3 - Audio/Video Settings • Watch Section 13.4 - Interface Layouts • Watch Section 13.5 - Keyboard & Button Layouts 	
15	<p>Monday, March 23, 2009</p>	<ul style="list-style-type: none"> • Review of completed project #2 (commercial project) • Discuss study guide for Quiz #2 in class today <p><u>TOPIC: HIGH DEFINITION</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 14.1 - High Definition Formats • Watch Section 14.2 - Frame Sizes • Watch Section 14.3 - Frame Rates • Watch Section 14.4 - Scanning Methods • Watch Section 14.5 - Interpreting the Numbers • Watch Section 14.6 - HD Workflow • Watch Section 14.7 - Using HDV 	<ul style="list-style-type: none"> • Completed Project #2 (commercial project) & all related paperwork due

16	Wednesday, March 25, 2009	<ul style="list-style-type: none"> • Quiz #2 taken in class today • Editing time for project #3 (instructional/informational project) on Final Cut Pro <p><u>TOPIC: TRANSITIONS</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 15.1 - Applying Transitions • Watch Section 15.2 - Adjusting Transitions • Watch Section 15.3 - Favorite & Default Transitions • Watch Section 15.4 - Troubleshooting Transitions 	
Friday, March 27, 2009 - Professors submit midterm grades to the registrar's office			
17	Monday, March 30, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro <p><u>TOPIC: FILTERS</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 16.1 - Applying Filters to Clips • Watch Section 16.2 - Adjusting Filters on a Clip • Watch Section 16.3 - Creating a Favorite Filter • Watch Section 16.4 - Pasting & Removing Attributes 	<ul style="list-style-type: none"> • Footage for project #3 (instructional/informational project) due by today, your footage should be logged by today too
18	Wednesday, April 1, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro <p><u>TOPIC: RENDERING AND REALTIME</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 17.1 - RealTime Capabilities • Watch Section 17.2 - Dynamic RT • Watch Section 17.3 - Rendering • Watch Section 17.4 - Rendering Audio • Watch Section 17.5 - Managing Render Files 	
19	Monday, April 6, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro 	

		<p><u>TOPIC: MULTICAM EDITING</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 18.1 - Creating a Multiclip • Watch Section 18.2 - Viewing Multiclips • Watch Section 18.3 - Performing a Live Cut <p>NOTE: Advising week is THIS week - If you are my advisee, please make sure you sign up for an advising appointment with me by clicking this link (follow the instructions at the top of the page)</p>	
20	Wednesday, April 8, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro <p><u>TOPIC: COLOR CORRECTION</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 19.1 - 3-way Color Corrector • Watch Section 19.2 - Adjusting Luminance • Watch Section 19.3 - Adjusting Chroma • Watch Section 19.4 - Matching Shots <p>NOTE: Advising week is THIS week - If you are my advisee, please make sure you sign up for an advising appointment with me by clicking this link (follow the instructions at the top of the page)</p>	
Friday, April 10, 2009 - Last day to withdraw from a course and receive a grade of "W"			
21	Monday, April 13, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro <p><u>TOPIC: TITLES AND GRAPHICS</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 20.1 - Generating Items • Watch Section 20.2 - Creating Basic Titles 	

		<ul style="list-style-type: none"> • Watch Section 20.3 - Using Motion Enhanced Titles • Watch Section 20.4 - Using Title 3D <p>NOTE: Advising week is THIS week - If you are my advisee, please make sure you sign up for an advising appointment with me by clicking this link (follow the instructions at the top of the page)</p>	
22	Wednesday, April 15, 2009	<ul style="list-style-type: none"> • Editing time for project #3 (instructional/informational project) on Final Cut Pro • Discuss study guide for Quiz #3 in class today <p><u>TOPIC: MOTION EFFECTS</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 21.1 - The Motion Tab • Watch Section 21.2 - Using Keyframes • Watch Section 21.3 - Compositing Clips • Watch Section 21.4 - Constant Speed Changes • Watch Section 21.5 - Variable Speed Changes <p>NOTE: Advising week is THIS week - If you are my advisee, please make sure you sign up for an advising appointment with me by clicking this link (follow the instructions at the top of the page)</p>	
	Monday, April 20, 2009	NO CLASS - PATRIOTS' DAY HOLIDAY	
Wednesday, April 22, 2009 - ACHIEVEMENT DAY!			
23	Wednesday, April 22, 2009	<ul style="list-style-type: none"> • Quiz #3 taken in class today • Review of completed project #3 (instructional/informational project) <p><u>TOPIC: LIVETYPE</u></p> <p>Have done for today:</p> <ul style="list-style-type: none"> • Watch Section 22.1 - LiveType Interface • Watch Section 22.2 - Adding a LiveFont • Watch Section 22.3 - Adding 	<ul style="list-style-type: none"> • Completed Project #3 (instructional/informational project) & all related paperwork due

		Textures/Objects/Effects • Watch Section 22.4 - Integrating Final Cut & LiveType	
24	Monday, April 27, 2009	• To Be Determined <u>TOPIC: SOUNDTRACK PRO</u> Have done for today: • Watch Section 23.1 - Composing in Soundtrack • Watch Section 23.2 - Exporting a Mix • Watch Section 23.3 - Mixing a Multitrack Project • Watch Section 23.4 - Editing an Audio File Project	
25	Wednesday, April 29, 2009	• Course evaluations • To Be Determined <u>TOPIC: FINAL OUTPUT</u> Have done for today: • Watch Section 24.1 - Finishing • Watch Section 24.2 - Output to Tape • Watch Section 24.3 - Export a Full Quality QuickTime • Watch Section 24.4 - Export for the Web • Watch Section 24.5 - Export Using Compressor • Watch Section 24.6 - Export for DVD, part 1 • Watch Section 24.7 - Export for DVD, part 2	
	Schedule of Final Exam Times for Pine Manor College classes (note: these are the scheduled times for all classes - consult with your individual instructors as to whether or not you are meeting during the final exam period)	• Note: We don't have a final exam for this class.	