

COURSE SYLLABUS

Comm 353 Media Production II
Spring Semester 2016

Professor Mark Tolstedt
Office Hours

CAC 228
Tuesdays

346-3920
12:00-1:15PM

Course Description:

“Advanced hardware and software. Create projects for a variety of delivery systems. External hard drive required.”—UWSP Course Catalog

This course is designed to give students a background in the pre-production, production, and post-production processes of producing video, with special attention given to aesthetic principles. Students will learn software and how to operate equipment as they create video shorts and programs. .

Equipment Access and Expectation:

Every student in the class is required to have an external hard drive. You will need this with you in the labs as you work on your projects. ALWAYS SAVE YOUR WORK ONTO YOUR EXTERNAL HARD DRIVE.

The Division of Communication has cameras and audio equipment available for student check through the IT Help Desk (basement of the LRC). Make certain to plan ahead for your productions.

Textbooks:

Editors of VideoMaker Magazine. *The Videomaker Guide to Video Production, 5th edition*. Boston: Wadsworth Publishing, 2011.

Grading:

Final grades will be determined upon student performance in four areas: student teaching, productions, participation and contribution, and a final exam.

Examination:

There is a final, course comprehensive **exam** in this class. It is worth 100 points (note: this is roughly 40% of your final grade). It will cover all the readings, lecturers, student delivered tutorials, and class discussions.

Student Teaching:

For the student teaching assignment, students will be assigned a given software tool to teach to the class. These are due on the assigned dates and will take place in the NFAC computing lab. All materials related to this teaching will be submitted to D2L. This is worth 50 points.

Lip Sync Edit:

The lip sync edit is a group exercise. Students will be divided into groups and asked to lip sync edit a popular song. Each student will keep a portfolio of the group's activities and submit this to D2L. This is worth 25 points

Studio Production:

Students will produce and direct a 5 minute multi-camera live interview. Each student will keep a portfolio of pre-production work and submit this to D2L. This is worth 25 points.

Participation and Contribution:

You can't learn if you don't participate and contribute. I have assigned 25 points to everyone in the class and will take points away if you are not contributing and participating in the activities.

Grading Scale and Point Totals:

Student Teaching:	50
Lip Sync Edit:	25
Studio Production:	25
Participation and contribution:	25
Exam:	100
Total Points:	225

91%+	=	A	205-225
90%	=	A-	203-204
89%	=	B+	200-202
81%-88%	=	B	182-199
80%	=	B-	180-181
79%	=	C+	178-179
71%-78%	=	C	160-177
70%	=	C-	159-159
69%	=	D+	155-157
61%-68%	=	D	137-136

Instructor's policies

Preparedness: Class participation is vital. If you don't come prepared, you'll just be bored and/or confused. If you haven't done the readings, you'll just be bored and/or confused. And if you are bored and/or confused, you'll end up wondering why you aren't learning anything from the course. **IN THE END, YOU ARE RESPONSIBLE FOR YOUR EDUCATION.**

Attendance is required. I will take attendance each class session. For every two classes missed, regardless of reason, **your final letter grade will be reduced by a full letter.** If you are unable or chose not to attend for any reason, **it is your**

responsibility to pick up, from classmates, any materials that you missed (lecture notes, handouts, additional explanations of assignments, etc.). Please note: when class starts, the door will be closed and locked and you will not be allowed in to classroom.

Make-up Examinations and Late Assignments: There are only 3 circumstances under which students will be allowed to make-up a missed examination or turn in an assignment after the scheduled due date. (#1) a death in the family, or (#2) an illness-- or (#3) a UWSP-sponsored activity--a note from the event coordinator, in advance of the scheduled examination or assigned work, is required. These circumstances do not automatically grant you a make-up of an exam or extension for an assignment. **You must notify me in a timely manner, and based on that contact a decision will be made whether you will be allowed a make-up an exam or will be given an extension for a scheduled assignment.** Unless otherwise noted, all assigned work is due in class AND must be posted to the D2L drop box on the date scheduled.

E-mail: This will be the official mode of communication for this course. If you don't check yours on a regular basis, please start! I use email to forward articles or interesting links to web pages or changes to the schedule. I will use your student Email address.

Notification of Grades/Standing in the Class: All assignments and exams will be returned during class time. I do not normally give out grade, or information about your point totals, via Email or over the phone. I support student rights to privacy and believe that Email is open in too many ways to invade your privacy. If you send me an Email asking for grade information, I will assume that you understand my concerns about distribution of private information about Email.

Laptop Computers and Recording Devices: You may NOT use laptop computers or recording devices in this class without prior approval.

Academic dishonesty:

Using material from another source (book, journal, internet site, a faculty member, another student, etc.) without proper acknowledgment is not acceptable. Period. The University has policies that govern academic dishonesty. You should be familiar with them. You will find a statement of my views on plagiarism appended to this course syllabus. If you violate these policies on any of your course work, you will receive a grade of Fail for that assignment/exam. You may also receive a grade of Fail for the class and be subject to University procedures on academic dishonesty. **YOUR WORK HAS TO BE YOUR OWN.**

Academic integrity is central to the mission of higher education in general and UWSP in particular. Academic dishonesty (cheating, plagiarism, etc.) is taken very seriously. Don't do it! The minimum penalty for a violation of academic integrity is a failure (zero) for the assignment. For more information, see the

UWSP “Student Academic Standards and Disciplinary Procedures” section of the Rights and Responsibilities document, Chapter 14, which can be accessed here: <http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/SRR-2010/rightsChap14.pdf>

Community Bill of Rights and Responsibilities

UW-Stevens Point values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to success, we have developed a set of expectations for all students and instructors. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP.

Read more here: [http://](http://www.uwsp.edu/stuaffairs/Pages/rightsandresponsibilities.aspx)

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Assistive Accommodations

The Americans with Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities.

For more information about UWSP’s policies, check here:

<http://www.uwsp.edu/stuaffairs/Documents/RightsRespons/ADA/rightsADAPolicyInfo.pdf>

If you have a disability and require classroom and/or exam accommodations, please register with the Disability and Assistive Technology Center and then contact me at the beginning of the course. I am happy to help in any way that I can. For more information, please visit the Disability and Assistive Technology Center, located on the 6th floor of the Learning Resource Center (the Library). You can also find more information here: <http://www4.uwsp.edu/special/disability/>
FERPA Disclaimer

This course may require posting of work online, which is viewable only by your classmates. None of the work submitted online will be shared publicly. Your academic records (grades, student IDs, and personal identification information) will not be shared by the instructor of this course. Confidentiality of student work is imperative, so you should not share the work of your peers publicly without their permission. By participating in these assignments you are giving consent to sharing of your work with others in this class and you recognize there is a small risk of your work being shared online beyond the purposes of this course. If you elect to not participate in these online assignments due to confidentiality concerns then an alternate assignment will be offered to you.

Netiquette

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived,

must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

--The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

Course Schedule:

Note: All reading assignments in the book will be announced during class.

Week 1:

Wednesday, January 27th Lecture:

Week 2:

Lab: In Class Exercise(s)

Wednesday, February 3rd: Lecture

Week 3:

Lab: In Class Exercise(s)

Wednesday, February 10th: Lecture

Week 4:

Lab: MEET IN NFAC

Student Teaching Day

Wednesday, February 17th: Lecture

Week 5:

Lab: MEET IN NFAC

Student Teaching Day

Wednesday, February 24th: Lecture

Week 6:

Lab: In Class Exercise(s)

Wednesday, March 2nd: Lecture

Week 7:

Lab: In Class Exercise(s)
Wednesday, March 9th: Lecture

Week 8:

Lab: MEET IN NFAC
Student Teaching Day

Wednesday, March 16th: Lecture

No Class Spring Break

Week 9:

Lab: In Class Exercise(s)
Wednesday, March 30th: Lecture

Week 10:

Lab: **Group Lip Sync Exercise Due in Lab for Playback**
Wednesday, April 6th: Lecture

Week 11:

Lab: MEET IN NFAC
Student Teaching Day
Wednesday, April 13th: Lecture

Week 12:

Lab: MEET IN NFAC
Student Teaching Day
Wednesday, April 20th: Lecture

Week 13:

Lab: **Studio Production day**
Wednesday, April 27th: Lecture

Week 14:

Lab: **Studio Production day**
Wednesday, May 4th: Lecture

Week 15:

Lab: **Studio Production day**
Wednesday, May 11th: Lecture

Comm 353 Final Examination: Thursday, May 17th, 2:45PM

Plagiarism

A major problem facing both professors and students is the practice of plagiarism, which is defined as “the deliberate or accidental use of ideas, research, or words of another person without fully attributing them to their original sources.” As a student in this course, it is your responsibility to know what constitutes plagiarism. A student who plagiarizes work in my class will receive a failing grade for that assignment, possibly for the course and may be subject to additional academic misconduct sanctions.

The following paragraph offers advice on paraphrasing, a major aspect of plagiarism: Clearly attribute ideas that you have paraphrased to their authors, both directly in your text and by providing reference citations. Do not try to paraphrase by changing just a few of the author’s words (that’s plagiarizing): paraphrasing involves substantial change in the order of words and ideas, usually to condense them. Paraphrasing, in other words, involves putting someone else’s thoughts into your own words, not just rearranging the words and ideas or combining, but shortening, someone else’s sentences. To avoid unintentionally writing a plagiaristic paraphrase, carefully mark the notes that you take on your references where you use exact or nearly exact words of the source.

The following guidelines are offered as additional hints on what plagiarism is:

- Every paper or report submitted for credit is accepted as the student’s own work. It may not, therefore, have been composed, wholly or partially, by another person.
- The wording of a student’s paper is taken as his or her own. Thus he or she may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper or another student’s paper or notebook, or any other written or printed source (including speeches, WWW sites, news reports, etc.). Direct quotes or ideas from outside sources may be used, but they must be properly cited. Thus, do not simply change a few words within a sentence from a source, put it in your paper, and drop a footnote by it without using quotation marks. Doing so represents the sentence as your own, when it is not, and this is plagiarism!
- As a student, you may incorporate in your paper ideas that have arisen from discussion or lectures when you incorporated these ideas into your own thinking. However, be careful to either cite properly the source of the ideas or cite other sources that reinforce the ideas you are using.
- You may, as a part of the good writing process, give your work to someone else for suggestions. However, having someone else totally correct and revise your work constitutes that person’s work, not your own, and thus constitutes plagiarism.
- You may of course submit a paper to be typed by another person, provided that typist has not sought to change the wording, ideas, organization, or any significant aspect of the paper in any way. If you submit such a paper, be sure to proofread carefully.
- No paper may be submitted for credit that has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors.
- Students in my courses are expected to utilize the APA stylebook, which provides guidelines for proper citation.