



North Central Technical Skills Center

SYLLABUS

Digital Video Production

2009-2010

CONTACT INFORMATION:

Charley Voorhis Digital Video Instructor
327 E. Penny Rd.
Wenatchee WA 98801
Office Hours 7:30 am to 3 pm Daily
Office 509.662.8827 & Fax 509.662.5993
voorhis.c@mail.wsd.wednet.edu

COURSE MATERIALS:

1. 6 mini DV tapes (Sony Premium)
2. Video Camera (optional)
3. Uniform T-Shirt for on-location shooting (provided by W.V.T.S.C.)
4. USB flash drive (1 GB minimum)

COURSE DESCRIPTION:

The Digital Video Production course prepares students for a career in the field of media technology, including TV and digital media productions and media design. Students will learn to operate production cameras, lighting and audio equipment and professional editing software. Students will also learn Scriptwriting, CG development and DVD authoring.

COURSE OBJECTIVE

The objective of the Digital Video course is to provide every student the knowledge and skills of a professional industry worker. Through building an extensive portfolio from elaborate, hands on activities and actual client work. Each student will be required to present their finished work to the class and participate in discussion analysis.

COURSE POLICIES:

Each student must arrive on time for class unless otherwise excused. Each student must come to class in a presentable, and hygienic manner.

If absent, the student must have a note from the office before returning to class.

Assignments are only available for full credit if turned in by assigned due date and have followed all requirements and stipulations per assignment. If an

assignment is turned in ONE day late, 5% will automatically be deducted from the total grade for the assignment. 1% in addition will be deducted for each additional day late.

All class moral, ie. videos, language, music, clothing, and any other form of communication will be VOID of profanity, sex and sexual reference, hate, violence, torture, drugs, weapons and discriminatory content.

Attendance Policy

1. Students will be expected to call or notify their instructor if they will be absent or late to their class. The skills center phone number is 662-8827. The telephone operates 24 hours a day and enables students and/or their parents/guardians to leave voice mail messages for their instructor.
2. If students choose to attend any activities associated with their home high school, their attendance will not be negatively impacted if they notify their WV Technical Skills Center instructor in advance.
3. Instructors will maintain daily accurate records of excused and unexcused absences. Unexcused absences will be recorded when the student and/or parent/guardian fail(s) to contact the instructor prior to the absence. Instructors will identify a student as excused or unexcused when the student is not in class. An unexcused absence indicates the teacher had no communication from the student or parent/guardian.
4. Weekly records of unexcused absences will be shared with the attendance offices of the home high schools.
5. Student missing a class or leaving a class early due to a home high school activity must complete the Home School Activity Request form (with signatures) and submit before the activity takes place. Students will be held accountable for all work missed.
6. The Skills Center is responsible for you during the hours you are assigned to our campus. We must have parent/guardian permission for you to leave campus earlier than the scheduled time. A written note or phone call with a parent/guardian is required before you will be granted permission to leave.

GRADING, CREDITS AND EVALUATION:

Skills Center grades are assigned at six or nine-week intervals to coincide with the semester system or calendar used in the home high schools. Grades will be forwarded to each home high school based on dates identified in the Skills Center reporting schedule. Students will receive 1.5 to 4 credits (540 hours); depending on which school you originate, for each successfully completed program at the Skills Center.

Grading Criteria:

Letter Description

- A Excellent – Consistently meets standards, requires minimal direction and supervision, makes significant contributions beyond classroom activities.
- B Quality – Meets or exceeds standards, requires limited direction and supervision,
makes contributions beyond required classroom activities, completes all assigned work with occasional revisions.
- C Competent – Consistently meets minimum employment standards, requires average degree of supervision, and satisfactorily contributes to required classroom activities. Completes all assigned work at acceptable employment standards.
- D Passing
- NC No Credit Not enough competencies completed to receive credit. If a student owes the instructor time and makeup work, a No Credit “NC” grade will be awarded at the end of a progress/final–grading period. The student has ten (10) school days following the end of the semester to make up time and work; otherwise the No Credit grade may remain. In the case of NC due to absences for the professional grades, the student must appeal for credit re–instatement. A student enrolled more than 5 days, but not long enough for credit may be assigned an F grade.

Grades are earned by students successfully completing job competencies, hands–on tasks, knowledge, and attitudes required in business and industry that are related to individual program objectives.

1. Mastery and progress on job competencies will be accurately recorded and communicated to students.
2. Certificates of Competencies will be explained to students, and awarded to students successfully completing their training program.
3. The “need–to–know” fundamentals and attitudes will be included as a part of basic job competencies.
4. An individualized, performance–based curriculum allows students to progress at their own rate and to move from one teaching station to another, as space is available.

ASSIGNMENTS/RESPONSIBILITIES:

Commercial, Music Video, Interview, animation, LIVE event, 1 take short film, Short film, Green Screen, HD film, All assignments produced on DVD.

COURSE CONTENT AND OUTLINE:

- Students will have a firm understanding of Pre Production, Production, and Post Production.

- Students will be able to effectively edit on the latest version of Final Cut Pro, Soundtrack Pro, DVD Studio Pro and related software.
- Students will be able to identify the elements of effective visual composition and film structure.
- Each student will have the ability to critique the strengths and weaknesses of a video production or film.
- Students will have an acute understanding on setting up gear for an optimal shot.

ACADEMIC PERFORMANCE STANDARDS

Positive experiences and high expectations should pervade the entire Skills Center environment.

1. Staff members will first and foremost demonstrate a positive attitude and role model for students.
2. Staff and students will set high expectations for themselves and others while seeking ways to achieve them.
3. Objectives, learning activities, and evaluations will all be developed and implemented in the affirmative to facilitate positive direction and success.

AMERICANS WITH DISABILITIES ACT:

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Student Disability Resource Center; (2) bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to Skills Center students with disabilities, contact the Skills Center Student Services Secretary.

Non-Discrimination Statement

The North Central Technical Skills Center does not discriminate in employment or academic programs on the basis of national origin, race, color, religion, sex,

marital status, or presence of sensory, physical, or mental handicaps. (In accordance with state and federal laws (RCW 28.A.85, Title IV of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, and Section 504 of the Rehabilitation Act of 1973).

SYLLABUS CHANGE POLICY:

This syllabus is a guide for the course and is subject to change with advanced notice.