



Arts & Performance Division

Film Production 291A - Introduction to Editing Crafts

1 Unit

Section 12975 Winter 2023

College Website: www.wlac.edu

Address: 9000 Overland Ave., Culver City, CA 90230

Contact Information

Instructor Name: Jennifer Penton

Instructor Email: pentonjk@wlac.edu

Zoom Office Hours:

Friday, 9:00 am - 12:00 pm by appointment, and additional appointment times, email me through the Canvas Inbox to meet. I check my Inbox often.

Zoom ID:

932 729 6385

Course Prerequisites, Corequisites, & Advisories

- **Pre-requisites:** Film Production 100, 101, 126
- **Co-requisites:** None
- **Advisory:** None

Course Description

This lab course will allow students to practice their collaborative skills via post production exercises and projects.

Required Text

MC101 2022 Media Composer Fundamentals I:

Provided free of charge.

MC110 2022 Media Composer Fundamentals II:

Purchase through the WLAC Bookstore.

Course Objectives

These are the course objectives we will cover in class:

1. Describe the role and responsibilities of the film/video editor and the assistant editor.
2. Define the basic steps in a post-production workflow.

Course Information Overview

Class Days / Hours:

Mondays, 1:00 pm – 7:50 pm

Class Location: ATA 218

Certification Exam: To Be Arranged with AVID

Class Meeting Type: In Person & Canvas Assignment

Welcome Statement

Welcome! This is class will lead to AVID Media Composer User Certification. You will be learning AVID Media Composer software from the vantage point of professional, industry standard workflows and practices. This class is designed to prepare you for an entry level position in post-production.

My number-one concern is your success in this class. I am available during my office hours and by appointment to discuss any trouble you are having in class. Please email me through the Canvas Inbox to set up a Zoom appointment, or to meet with me in person.

Required Materials

- Headphone

3. Explain the elements of a digital video file, including aspect ratio, frame rate, encoding, resolution/frame size, and color space.
4. Explain the major techniques editors use to tell a story.
5. Define the major ideas and theories of editing.
6. Explain the differences between a rough cut, fine cut, and final cut.
7. Identify the basic components of an editing workstation.
8. Explain how to set up a basic network between two editing stations.

Student Learning Outcomes (SLOs)

Student Learning Outcomes are expectations of skills you will obtain by completing this course. They are as follows:

1. Describe the role and responsibilities of the film/video editor and the assistant editor.
2. Define the basic steps in a post-production workflow.

Grading Criteria:

Course Requirements and Grading Criteria

Your grade will be weighted as follows:

Participation/Discussions & Communication: 20%

Quizzes: 20%

Homework & Activities: 40%

Final: 20%

Grading Scale

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

Course Requirements

Assignments:

You will have assignments worth 30 points each. Assignments are due on Thursday nights at 11:59 pm. **Generally, there are no assignment extensions, however, if you are having trouble completing an assignment, please contact me by Canvas email to make arrangements so that I can accept your assignment late.** All assignments may have the requirements and scoring rubrics of the assignment detailed in Canvas. Please refer to the assignment in Canvas for additional requirements.

Knowledge Checks/Quizzes:

You will be assigned weekly Knowledge Checks / Quizzes, based upon the *MC101 2022 Media Composer Fundamentals I* textbook and the *MC110 2022 Media Composer Fundamentals II* textbooks. Quizzes are to be taken online in Canvas and are due by Thursday nights at 11:59 pm. There are generally no extensions or make-up of the weekly quizzes, but **if you are having trouble completing a quiz, please contact me by Canvas email to make arrangements so that I can accept your quiz late.**

Avid Certification Exam:

You may be required to complete 2 50-point Avid Certification exams. This exam is administered by AVID and proctored by Jennifer Penton and Laura Guichard at West Los Angeles College. Dates and times will be determined by AVID.

Class Policies:

For more information, refer to the link below:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Communication:

I am available during the office hours listed above or by appointment. Messaging me in Canvas is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from the instructor via email and/or during office hours. In case of an academic work only emergency, you can email me at my work email account at (pentonjk@wlaac.edu). **Please email me to schedule a Zoom meeting during my office hours or by appointment, so that I can be prepared to meet with you and give you my undivided attention.** My Zoom ID is **932 729 6385** and will be activated as long as we agree on an appointment time. I am here to support you! Here are some important things to consider:

- Please send me a message in **Canvas** and you should receive a response promptly, at most within 48 hours seven days per week.
- Please send all messages in Canvas which I check daily. I also check my school email daily, but receive many emails. Therefore, it is better to contact me through the Canvas inbox.

Campus Office Hours:

I am available for office hours at Zoom ID **932 729 6385** by appointment on Fridays from 9:00 am to 12:00 pm, as well as additional times. I check my Canvas Inbox daily, and can often make a Zoom appointment within a few hours of your email. If you make a Canvas appointment, I will send you a link to the appointment through the Canvas Inbox.

Late Work:

- Assignments open on Monday at 8:00 am and are due Thursday at 11:59 pm, and late work is generally not accepted without communication through the Canvas Inbox.

Academic Integrity:

- **Students who turn in plagiarized assignments will receive no credit for the assignment and cannot resubmit it.**
- We may use the Turnitin plagiarism checker for this class.
- While study groups are encouraged, you may not share exam preparation materials or study guides of any sort with students in your cohort or class.
- Absolutely no assignment material may be copied from another student.

Turnitin:

Some of your assignments may be subject to a third-party plagiarism verification program called Turnitin.

- **All assignments that are checked by Turnitin will alert your instructor to possible plagiarism.**
- Not all assignments will be subject to Turnitin.

Homework will consist of the following:

- Weekly reading from textbooks, *MC101 2022 Media Composer Fundamentals I* and / or *MC110 2022 Media Composer Fundamentals II*.
- Exercise Assignments from textbooks, *MC101 2022 Media Composer Fundamentals I* and / or *MC110 2022 Media Composer Fundamentals II*.
- Possible additional assignments.
- Knowledge Checks / Quizzes from textbooks, *MC101 2022 Media Composer Fundamentals I* and / or *MC110 2022 Media Composer Fundamentals II*.

Attendance:

It is imperative that you arrive to class on time. Remember the following old Hollywood adage:
"If you are early, you are on time. If you are on time, you are late. If you are late, you are fired."

Upon your arrival to class, you must sign the sign-in sheet and note your arrival time.

Upon your departure, you must sign the same sign-in sheet and note your departure time.

- Prompt arrival to class is mandatory, as assistant editors must arrive to work on time.
- Class attendance is mandatory, is a requirement of West Los Angeles College, and exhibits your commitment to your career as an editor.
- Students are expected to complete every assignment on time.
- Students may be dropped from class if they fail to attend, however, it is your responsibility to drop this class to avoid receiving an F.

Preparedness:

You are expected to introduce yourself to the other students in the first week, participate in class discussions, complete the assignments by the deadlines, and be active on all other assignments.

Computers & Canvas:

We will be utilizing Canvas to take our Knowledge Checks / Quizzes and complete other assignments. Please familiarize yourself with Canvas as soon as possible.

- Please take the Canvas Orientation in our classroom if you are not familiar with Canvas.
- Computers and Canvas will be provided to you in ATA 218 during class and after class on Thursdays by arrangement.
- You may also use your own computer to access AVID and Canvas in order to practice outside of class time. If you have any trouble with Canvas, please contact Canvas' 24-hour support line at (844) 303-5590. Alternatively, you may contact Distance Learning at (310) 387-4305 Monday – Thursday from 8:30 to 6:00 pm and Fridays from 9:00 – 1:00 pm.
- There are general guidelines for the work you will do in the class listed in this syllabus but a more detailed description of what is expected for each assignment can be found in Canvas.

In-Class Etiquette and "Netiquette"

Personal attacks, profanity, vulgarity, and comments that are not productive to the conversation will not be allowed in class or online.

Policy on Late Work:

Late work will not be accepted unless you email the instructor through the Canvas Inbox.

Drop Policy:

You must drop the class if you no longer want to be enrolled. While you may be dropped for non-attendance, it is not guaranteed. If you stop attending class, you may receive an F. If you are sure that you want to drop the course, please drop the course in your Student Portal. The drop dates can be found in your Student Portal. Select **Academics Menu** then **Class Schedule**. Click the "i" icon to the right of your class which will bring up a page with dates.

Assignment Guidelines:

Please view assignment guidelines listed in Canvas.

Student Conduct

Academic Integrity

Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade.

Student Conduct

Disruption of classes or College activities is prohibited and will not be tolerated. Refer to the College Catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

For more information, refer to the link below:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

College Policies

- **Academic Policies**
https://wlac.edu/academics/pdf/WLAC_Catalog_Academic.pdf
- **Student Conduct Code**
http://www.wlac.edu/academics/pdf/2012/WLAC_12-14Catalog_Policies.pdf
- **Academic Calendar**
[Sharepoint Link to Academic Calendar](#)

Accommodations and Services

Students with disabilities must register with Disabled Students Programs & Services (DSPS) in order to receive accommodations. If you feel that you qualify for the services provided by DSPS contact them at (310) 287-4450, by email at dsps@wlac.edu, or stop by the office located in the Student Services Building (SSB 320). Faculty cannot provide assistance to students seeking disability accommodations unless they have disability documentation and are registered with DSPS. Any student who feels that they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs.

Disabled Students Programs & Services (DSPS)

<http://www.wlac.edu/dsps/index.aspx>

Campus Resources

Office of Disabled Student Programs and Services (DSP&S):
Student Services Building (SSB) Room 320; (310) 287-4450; DSPS@wlac.edu

The Disabled Students Program and Services (DSPS) coordinates academic accommodations for students with documented disabilities at West Los Angeles College. If you have or think you might have, a disability that impacts your educational experience in this class, please contact DSPS to determine your eligibility for accommodations. If you are already registered with DSPS, please submit your accommodation requests as soon as possible to allow adequate time to provide accommodation. All information and documentation are confidential.

Library Services

Heldman Learning Resources Center (HLRC) 2nd Floor | (310) 287-4269 & (310) 287-4408 The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and DVDs the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study.

For more information, refer to the link below:

<http://www.wlac.edu/library/index.aspx>

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404 | wlac-learningcenter@laccd.edu All students are referred to and strongly encouraged to utilize FREE small group and individual tutoring available in our Learning Resource Center, 1st floor of the HLRC building. The LRC is transforming and expanding its services to include dedicated study group sessions with a tutor for specific courses at specific days and times (before and after class). Please let us know what classes you want tutoring for and the days and times you want it at.

For more information, refer to the link below:

<http://www.wlac.edu/learning-center/index.aspx>

Campus Sheriff's Office (Emergency Preparedness) C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314

The Sheriff's Office website includes information about drill or emergency building evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender-Based Discrimination), and what do to in the event of a lock-down or active shooter situation.

For more information, refer to the link below:

<http://www.wlac.edu/sheriff/index.aspx>

Title IX

Title IX (of the 1972 Education Amendments) protects students and staff alike from discrimination based on sex, including Sexual Harassment and Sexual Assault, which are forms of Sexual Misconduct. Under Title IX, all people in the educational environment must be treated equitably, regardless of sex, sexual orientation or expression, and/or transgender identity.

If you have experienced or learned of a possible violation of Title IX and/or would like to know about options, resources (including confidential services), the law, or District policy, please do not hesitate to contact a Title IX Coordinator.

For more information, refer to the link below:

www.wlac.edu/Title-IX/Index.aspx

Title IX Coordinator for WLAC:

Dr. Genice Sarcedo-Magruder | (213) 891-2315 | sarcedg@piercecollege.edu

District Title IX Office:

Office for Diversity, Equity and Inclusion | (213) 891-2315 | TitleIX@email.laccd.edu

The Lactation Room is in: HLRC 3rd Floor Rm 327A

Childcare information can be found at:

<http://www.wlac.edu/child-care/index.aspx>

Additional Resources:

Online Resources

- [Canvas Login Link](https://ilearn.laccd.edu/) <https://ilearn.laccd.edu/>
- [WLAC Library online \(i.e. text, journals, etc.\)](http://www.wlac.edu/Library/index.aspx)
<http://www.wlac.edu/Library/index.aspx>
- [Campus Bookstore](http://www.wlac.edu/Bookstore/index.aspx)
<http://www.wlac.edu/Bookstore/index.aspx>
- [Student Health Center & Wellness Center](http://www.wlac.edu/Health-Center/index.aspx)
<http://www.wlac.edu/Health-Center/index.aspx>
- [Sheriff's Office](http://www.wlac.edu/sheriff/index.aspx)
<http://www.wlac.edu/sheriff/index.aspx>
- [Academic Online Counseling Appointments](http://www.wlac.edu/Counseling/Online-Counseling.aspx)
<http://www.wlac.edu/Counseling/Online-Counseling.aspx>
- [Learning Skills Center \(Tutoring\)](http://www.wlac.edu/learning-center/index.aspx)
<http://www.wlac.edu/learning-center/index.aspx>
- [WLAC Online Learning Help:](http://www.wlac.edu/online/helpdesk.asp)
<http://www.wlac.edu/online/helpdesk.asp>
- **24/7 Canvas Tech Support Number:** 844-303-5590

Other Important Materials

- **Computer:** Please review the [Canvas computer specifications](https://guides.instructure.com/m/67952/l/720328).
<https://guides.instructure.com/m/67952/l/720328>
- **Internet Access:** The latest Firefox or Chrome web browser is recommended. Please review [Canvas browser requirements](https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support).
<https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>
- **Office of Disabled Student Programs**
<http://www.wlac.edu/dsps/index.aspx>

Course Content and Schedule

Please see below for our class schedule. All assignments, Knowledge Checks / Quizzes are due weekly on Thursday nights at 11:59 pm. Please remember, no late assignments, Knowledge Checks / Quizzes will be accepted without written communication through the Canvas Inbox.

Week 1

Introductions

Syllabus

Avid certification – what it means

Week 2

Set up your station

Purchase and set up your digital textbook: *MC110 2022 Media Composer Fundamentals II*

Avid Media Composer system requirements

Lessons and Knowledge Checks based upon students' needs.

Week 3

Lessons and Knowledge Checks based upon students' needs.

Week 4

Lessons and Knowledge Checks based upon students' needs.

Week 5

Lessons and Knowledge Checks based upon students' needs.

AVID MC101 Exam

****Disclaimer: Syllabus/schedule subject to change**

Student Acknowledgement:

Student Name

Student Signature

Date