
Calumet College



of Saint Joseph

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Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Fall 2020

Course: EMCO 370 Video Production I
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Instructor Information:

Instructor Name	Kimberly Pedersen
Office Number:	
Phone Number:	
Email:	kpedersen@ccsj.edu
Office Hours:	Virtual Zoom Meetings by Appointment - e-mail to book

Instructor Background: BA, MFA candidate

Kimberly Pedersen is a cinematographer, director, and producer. Her work has been screened at film festivals across the country, and her commercial work has garnered regional and national awards. Projects she lensed have been featured by Forbes, Chicago Reader, Now This, and Glamour Brazil. She's the resident cinematographer for Soft Cage Films, a non-profit dedicated to empowering filmmakers to produce visually bold work with strong social justice messages. She is currently producing her MFA thesis film in the DePaul University Cinema Directing program.

Course Information:

Course Delivery Method:	Face to Face
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Course Time: _____	Wednesdays 3:30pm - 6:30pm
Classroom: _____	Room 419
Prerequisites:	ARTS 290 and ARTS 343 or permission of instructor.
Required Books and Materials:	The Filmmaker's Handbook by Steven Ascher - ISBN 9780452297289 Rebel Without a Crew by Robert Rodriguez - ISBN 9780452271876 A minimum 500 GB External Hard Drive
Learning Outcomes/ Competencies: Students in this course will:	
<ul style="list-style-type: none"> • study the 3 stages of video production. • gain practical experience in the operation of cameras, lighting, and studio equipment. • apply principles of composition and lighting to their own work. • learn the basics of A/V scriptwriting and narrative film screenwriting. • understand the basics of non-linear editing. • gain experience in a studio environment and in the field. • apply acquired knowledge of studio and narrative production to create meaningful video content. 	
Course Description: Students study the history of video as an art form and as a tool for effective communication. Students also gain experience in fundamental aspects of project planning, basic camera functions, shooting techniques, lighting principles, and audio recording fundamentals. Includes preproduction issues, production terminology, and some introductory attention to post- production issues. Upon completion of this course, students will be able to work with the basics of Adobe Premiere Pro software to create a video, incorporate transitions, text, audio and incorporate some special effects.	
Learning Strategies	
<ul style="list-style-type: none"> • Lectures will cover key theories and terminology for each topic. PowerPoint and other visual aids will help supplement and reinforce the content of the lectures. • Class discussion will supplement lectures and hands on demonstrations. • Viewing of films and clips will help demonstrate important filmmaking techniques and concepts. • Hands on demonstrations will help familiarize students with production equipment including cameras, editing systems, and studio equipment. • Projects are the primary way of learning the skills needed for professional level video production. The projects are designed to build real world skills while creating reel worthy content. • Writing is a crucial way for students to formulate and examine their own insights into film and video as an art form. • Exams will ensure retention of key concepts and terminology. 	
Experiential Learning Opportunities:	
Live event productions, short film projects, and the creation of other video content will offer experiential learning opportunities for the students in this course. Additionally, this class will support this year's Humanities Fest by documenting performances that will be part of the virtual festival.	

Assessments:		
Major Assignments:	Screenplay Shot List Photo Storyboard Documentary Production Reflective Journals B-Roll Rough Cut Fine Cut How to Video Script Pre-Production Packet Rough Cut Fine Cut	5% 5% 5% 40% 30%
Assessments:	Midterm	5%
Class Participation:		10%
Grading Scale:		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	

Course Schedule:

Week 1 (August 26th)

LECTURE: Syllabus review,
 Stages of production
 Screenwriting Basics
 The Hero's Journey
 EXERCISE: Brainstorming Exercise
 ASSIGNMENT: Screenplay
 READING: Rebel Without a Crew - Chapter 1

Week 2 (September 2nd)

LECTURE: Pre-Production - How to Plan a Scene,

EXERCISE: Table Reads
ASSIGNMENT: Shot List
READING: Rebel Without a Crew - Chapter 2
DUE: Screenplay

Week 3 (September 9th)

LECTURE: Introduction to cinematography, cameras, tripods, and camera movements
Rules of framing
Intro to Lighting
EXERCISE: Camera and Lighting Demo
ASSIGNMENT: Photo Storyboard
READING: Rebel Without a Crew - Chapter 3
DUE: Shot List

Week 4 (September 16th)

LECTURE: Intro to Sound
EXERCISE: Miking the talent, listening exercise
READING: Rebel Without a Crew - Chapter 4
DUE: Photo Storyboard

Week 5 (September 23rd)

Production Day - ATTENDANCE MANDATORY
ASSIGNMENT: Reflective Journal
ASSIGNMENT: B-Roll

Week 6 (September 30th)

Production Day - ATTENDANCE MANDATORY
ASSIGNMENT: Reflective Journal

Week 7 (October 7th)

MIDTERM
LECTURE: Intro To Editing
LAB: Editing Lab
READING: Rebel Without a Crew - Chapter 5
DUE: B-Roll
ASSIGNMENT: Rough Cut

Week 8 (October 14th)

LECTURE: Editing Sound

EXERCISE: Screen Rough Cuts
READING: Rebel Without a Crew - Chapter 6
DUE: Rough Cut
ASSIGNMENT: FINE CUT

Week 9 (October 21st)

LECTURE: A/V Scripts & Writing for Broadcast
EXERCISE: Screen fine cuts
READING: Rebel Without a Crew - Chapter 7
DUE: Fine cut
ASSIGNMENT: How To Video AV Script

Week 10 (October 28th)

LECTURE: Crew Positions, Pre-Production Forms
LAB: Workshop How to Video Scripts
READING: Rebel Without a Crew - Chapter 8
DUE: How To Video Script
ASSIGNMENT: How to Video Pre-Production Package

Week 11 (November 4th)

LECTURE: Location Scouting
READING: Rebel Without a Crew - Chapter 9
DUE: How to Video Pre-Production Package

Week 12 (November 11th)

LECTURE: Pickups and Reshoots
LAB: Editing Lab
DUE: How to Video Footage
READING: Rebel Without a Crew - Chapter 10

Week 13 (November 18th)

LECTURE: Intro to Motion Graphics
READING: Rebel Without a Crew - Chapter 11
DUE: How to Video Rough Cut

Week 14 (November 25th)

THANKSGIVING BREAK

Week 15 (December 2nd)

LECTURE: Intro to Directing - Active verbs
EXERCISE: Meisner Game - Ping Pong

READING: Rebel Without a Crew - Chapter 12

DUE: How to Video Sound Design

Week 16 (December 9th)

Screen Final Films

READING: Rebel Without a Crew Chapter 13

DUE: Final Films

I reserve the right to change this schedule to meet the needs of the class.

Student Responsibilities	
Safety Measures	<p>The safety of our College Family in this unprecedented time is our primary concern. Following guidelines presented by the Centers of Disease Control (CDC), the Indiana Health Department, and best practices among other institutions of higher education, we are requiring the following:</p> <ul style="list-style-type: none">• Face coverings over the mouth and nose in all indoor public spaces, including classrooms, the library, the Tutoring Center, and faculty offices.• Because face coverings are in use, no eating or drinking in the classroom. Plan to meet your needs between classes using appropriate social distancing.• Daily self-monitoring. If you have a temperature of 100.4 or higher, or any symptoms of COVID-19 – fever or chills, a cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, or nausea or vomiting – stay home and consult the class policy for staying on track.• Disinfecting your personal space using the materials provided when you enter the classroom.• Maintaining physical distancing of at least six feet within classrooms and other common spaces. <p>Please note: To accommodate students who may not be able to attend class in person, this class may be taped and posted to the course Blackboard site. Tapes will not be used for any other purpose outside of class.</p>
What to Do in Case of Illness	<p>If you are exposed to COVID 19, become ill, or are otherwise unable to attend classes as required, notify the College by sending an email to illness@ccsj.edu. The message that you are unable to attend class will be relayed to your faculty. The College will contact you with expectations regarding next steps and follow-up.</p>

Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course. Attendance is mandatory and part of your grade. Each unexcused absence will result in a reduction in the attendance and participation portion of the student's grade.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. Late work is penalized 1 letter grade.
Meeting Standards for Classroom Behavior	<ul style="list-style-type: none"> • Use all the class time. Come to class on time and stay in class until the end. Coming late, leaving early, and getting up during class disrupts the class and disrespects others. • Come prepared. Bring your texts, be prepared to take notes, and be able to demonstrate that you have completed the assignments for the day through your participation in class. • Respect others. Listen when your classmates and the instructor are speaking. Think about their contributions. Respond appropriately. • Use electronic devices only for class purposes. Engage with your classmates and the instructor without technological distractions. Cell phones should be put away at the beginning of class. • Please wear clothes that are appropriate for bending and moving. Closed toed shoes on production days is mandatory for your safety.
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.

<p>Doing Your Own Work</p>	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>You'll also find a comprehensive guide to understanding what constitutes plagiarism, "What Is Plagiarism," on the Specker Library Web page at https://www.ccsj.edu/library/What%20is%20Plagiarism.pdf This guide comes from Plagiarism.com, and covers many ways in which plagiarism can occur. Be sure to review this important source!</p> <p>Please note: All papers may be electronically checked for plagiarism.</p>
<p>Sharing Your Class Experience</p>	<p>Your voice matters! At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
<p>Withdrawing from Class</p>	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

<p style="text-align: center;">Resources</p>	
<p>CCSJ Book Rental Program</p>	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
<p>Student Success Center</p>	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library. In addition, you can access online tutoring at Tutor.com. See the link within the Blackboard course.</p>

Disability Services	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Crown Counseling , Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor , at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org .
CCSJ Alerts	Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html .