ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

The mission of the **Bachelor of Fine Arts in Film** Program is to provide a deeply immersive, experiential learning environment that promotes creative expression, best practices, and collaboration as students prepare for a variety of career paths in motion picture production for traditional and emerging media markets.

Program Description

The 120 semester credit **Bachelor of Fine Arts in Film** program builds knowledge of the craft of film through a series of core courses culminating in a production workshop and portfolio experience. The program consists of 66 semester credits that cover a variety of aspects of film production including narrative and commercial filmmaking and screenwriting.

In addition, students take 45 semester credits in general education and 9 semester credits in business courses designed to support their professional goals as filmmakers and broaden their understanding and experience of other subject areas.

Upon the completion of the Film Program students should be able to:
* Students can apply film aesthetics in a specific film-making discipline.
  (Visual Literacy, Problem Solver)
* Students can analyze the global context of media production and distribution.
  (Problem Solver, Global)
* Students collaborate effectively and ethically to accomplish professional goals.
  (Ethics, Collaboration, Communication)
* Students use contemporary motion picture tools to communicate a story or
  concept. (Communication, Adept)

Course Title	**Editing I**
Course Code	**FLM283**

Credit Hours	3 Semester
Contact Hours	4 Hours
Prerequisites	FLM127 or CMO364
Course Type	Lecture/Studio
Instructor	Susan Bloom
Email	sbloom@brooks.edu

Course Syllabus

Telephone   (805) 585-8042

Term Start/End Date   September 8 – December 18, 2015

Course Description   This course provides the basic disciplines and vocabulary of the editing room and provides organizational and practical editing experience to prepare students for future sync-sound production. Post-production techniques including picture editing, sound and music editing, and mixing are considered.

Learning Objectives   Upon completion of this course the student should be able to:
- Demonstrate the skills to technically edit picture and sound
- Demonstrate the skills necessary to prepare and organize a narrative film project for post-production
- Demonstrate the skills necessary to fulfill the role of the head editor in the post-production process
- Demonstrate an understanding of the vocabulary of film language as it applies to post-production
- Demonstrate an understanding of the aesthetic and theory of picture and sound editing
- Demonstrate the skills necessary to edit work tracks and create a composite sound mix

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Required Textbook(s)   <u>Media Composer 7: Editing Essentials</u> by Bryan Castle, Jr.. Avid Learning Series, Avid Technology 2013. *As part of our Avid Learning Partnership, this text must be ordered through your Instructor.*

Course Outline

Week 1:   Course introduction. Basic Media Management. Intro to history of film editing.

Week 2: Project Creation. Intro to Workflow.

Week 3: Basic Editing Skills. Creating professional header elements. Intro to Editing Theory – Emotion, Space, Time.

Week 4:   Refining a Basic Sequence. Creative lecture on Visual Rhythm.

Week 5: Basic finishing and export. Creating slates and basic titles.

Week 6: Basic AE Skills. Prepare a professional project for edit. Editing Room Protocol. Syncing dailies and creating Dailies Sequences.

Week 7: Building a scene. Creative lecture on Scene Analysis for the edit.

Week 8: NLE techniques for trimming dialogue. Creative lecture on Dialogue Rhythm.

Week 9: Critique of Dialogue Editing Assignment.

Week 10: NLE Techniques for Refining the Edit. Approaching re-cutting creatively and professionally.

Week 11: Technical Fundamentals. Intermediate Workflow.

Week 12: Mixing Audio. Creative lecture on Sound Design.
Week 13: Finishing and Delivery. NLE export techniques and professional scheduling and delivery considerations.

Week 14: Final Exams. Avid Certification and Class Exam.

Week 15: Critique of Final Project.

GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS
Letter grades (A, A-, B+, B, etc.)
The student's overall grade for this class is derived from a combination of online instructional activity, class participation, assignments, quizzes and exams, projects, and final project/final exam. A student's grade will be adversely affected by being tardy to class and by any unexcused absence. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
Course Area	%	Percent	Letter	Numeric
		93–100	A	4.00
		90–92	A-	3.70
Class Participation	15%	87–89	B+	3.30
		83–86	B	3.00
Assignments	50%	80–82	B-	2.70
		77–79	C+	2.30
Final Project	15%	73–76	C	2.00
		70–72	C-	1.70
Exams	20%	67–69	D+	1.30
		60–66	D	1.00
Total	**100%**	0–59	F	0.00

DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

ATTENDANCE POLICY

Each faculty member takes attendance for each class period and posts it to the student's record through the portal. Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. Students may review their attendance through the student portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

Course Syllabus

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

• **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including images and motion clips. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws is prohibited.

• **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source.

• **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.

• **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulations or to exempt from compliance.

• **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

> • Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.

> • Brooks Institute will only use legally acquired software on our computers.

> • Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.

> • Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.

• **Communication Devices**-To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

Course Syllabus

CREDIT ASCRIPTION ADDENDUM

FLM283 Editing I - **3 semester credit hours**
Type: Lecture/Studio

Credit Ascription- The amount of hours spent outside of class and assignment alignment with Course Learning Objectives

Course Learning Objectives:
1. Demonstrate the skills to technically edit picture and sound
2. Demonstrate the skills necessary to prepare and organize a narrative film project for post-production
3. Demonstrate the skills necessary to fulfill the role of the head editor in the post-production process
4. Demonstrate an understanding of the vocabulary of film language as it applies to post-production
5. Demonstrate an understanding of the aesthetic and theory of picture and sound editing
6. Demonstrate the skills necessary to edit work tracks and create a composite sound mix

The following indicates a **minimum** number of hours per assignment:

	Assignment Title	Homework Hours	Assignment Objectives
Week 1	Avid reading and assignment 1 from Media Composer 7: Editing Essentials	3	1,2
Week 2	Avid reading and assignment 2 from Media Composer 7:EE	6	1,2
Week 3	Avid reading and assignment 3 from Media Composer 7:EE	6	1,2,3,4
Week 4	Avid reading and assignment 4 from Media Composer 7:EE	6	1,2,3,4
Week 5	Avid reading and assignment 5 from Media Composer 7:EE	6	1,2,3,4
Week 6	And the Band Played On Part one, syncing	8	1,2,3,4
Week 7	Avid reading and assignment 6 from Media Composer 7:EE	6	1,2,3,4
Week 8	Avid reading and assignment 7 from Media Composer 7:EE	6	1,2,3,4
Week 9	Avid reading and assignment 8 from Media Composer 7:EE	6	1,2,3,4
Week 10	The Band Played On Part two, editing a dialogue scene	10	1,2,3,4,5,6
Week 11	Avid reading and assignment 9 from Media Composer 7:EE	6	1,2,3,4,6
Week 12	Avid reading and assignment 10 from Media Composer 7:EE	6	1,2,3,4,6

Week 13	Final Exam	10	1,2,3,4,5,6
Week 15	Final Critique	10	1,2,3,4,5,6
Total		95	