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“Every shot has potential cut points the way a tree has branches, and once you have identified them, you will choose different points depending on what the audience has been thinking up to that moment and what you want them to think next.”

- Walter Murch

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**Course number: CMS - 4450**  
**Digital Video Post Production**  
**Fall / 2016 / 3.0 credit hours**  
**Tuesday/Thursday, 2:10p.m.-3:25p.m.,**  
**ME #144**



Instructor: [Jonathan M. Harris, MFA](#)

Office Location: **ME #214**

Phone: (678) 466-4716

E-Mail: [jonathanharris2@clayton.edu](mailto:jonathanharris2@clayton.edu)

Course Website: [Course Website in GA View](#)

Faculty Website: <http://faculty.clayton.edu/jharris91>

**Office Hours:** Tuesdays 12:30p.m.-2p.m., 3:30p.m.-4:40p.m.

Thursdays, 9:00a.m.-9:50a.m., 12:30p.m.-2p.m.

You can access our course in GeorgiaView by clicking on the link above. You will need to login with your CSU username and password. Don't know what your username and password are?

[Click here.](#)

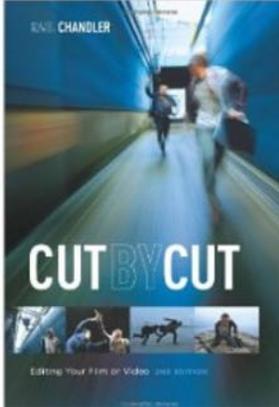
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## Communication

Please feel free to e-mail questions, concerns, ideas or just to check in whenever you like. I will try to respond during the week within 24 hours. I may not respond during the weekend but rest assured, I will get back with you during the week. Please include information about which class you are in when e-mailing, thanks! Also, please be aware that all students and faculty are expected to use the official CSU e-mail system for security reasons and to abide by federal regulations. During office hours I will be available face to face in my office or via phone.

## Introduction

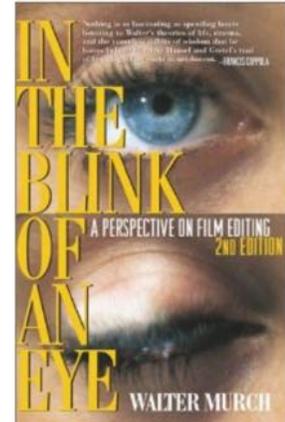
This course will be conducted face to face with many of the materials available online. All lectures, including student questions and comments, will be recorded and made available online for students to review under CONTENT each week. Additional class discussions and assignments will be delivered online and will be indicated in the course calendar. To get started with the class, please purchase the textbook(s), and look over the initial assignments for the course. After that, you will work your way through a series of activities, readings and discussions each week. To be successful, each student should plan to spend substantial time in the design lab or at home using the software and techniques learned in the course each week.



## Textbooks

Chandler, Gael. *Cut by Cut, second edition*. ISBN: 978-1615930906. This text is available [in the CSU bookstore](#).

Murch, Walter. *In the Blink of an Eye, second edition*. ISBN: 1879505-62-2. This text is available [in the CSU bookstore](#).



**Optional texts/tutorials available for free here:**

[claytonstate.skillport.com](http://claytonstate.skillport.com)

[Adobe Premiere tutorials on skillport](#)

[Adobe Premiere 6.0 Bible \(free textbook on skill port\)](#)

[Adobe After Effects Tutorials on skill port](#)

[After Effects 5.0 Bible \(a little old, yes...\)](#)

## Course Catalog Description

Through lectures, demonstrations, and hands-on exercises, students master the basic terminology, and skills of digital post production, with an emphasis on nonlinear video editing. Fundamentals of visual storytelling-including continuity, pacing, and dramatic structure-are emphasized.

## Course Prerequisites:

CMS 2100 with a minimum grade of C

## **AND**

CMS 2410 with a minimum grade of C **OR**

CMS 2420 with a minimum grade of C **OR**

FILM 1520 with a minimum grade of C

## **Course Objectives/Learning Outcomes**

Students will learn to:

Use appropriate editing styles and techniques.

Understand media formats and digital processes used in the post-production process.

Develop basic competency using non-linear editing and motion graphics software.

## **Program Outcomes**

The following link provides the This course provides support for the following Film Production learning outcomes:

- Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design
- Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability

All Film Production learning outcomes can be viewed here:

[www.clayton.edu/vpa/film-production](http://www.clayton.edu/vpa/film-production)

## **Course Format**

Face to face with additional discussions, assignments, videos, and research to be conducted online.

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## Course Assignments/Assessments

Please check D2L for a complete list of assignments and assessments for the course. In general, students can expect the following:

**-Weekly Quizzes** over the reading/lecture due each Wednesday by class time. **The first quiz will be due this coming Wednesday by class time on GaView so let's get started! :-)** All quizzes are open notes, open book, but will require not only the recall of information, but the ability to think critically! Don't wait until the last minute!

**-Reading Quizzes** over the reading for each week. Expect occasional reading quizzes, thanks!

**-Frequent project assignments.** The only way to learn to create digital editing is, well, to practice as much as possible as we learn! We'll be making frequent projects to deepen our understanding of the craft and art of editing.

**-Thorough responses in discussion group** to occasional online discussion assignments. Check for all upcoming assignments in D2L.

**-Periodic timed exams** including a midterm and final exam. Please keep up with the readings and lectures as well as the discussions so you are prepared for the exams!

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## Grade breakdown

Projects (Project I 10%, Project II 10%, Project III 10%)	30%
Midterm examination	15%
Final examination**	15%
Weekly assignments	15%
Online quizzes	15%
Attendance and Participation	10%
<b>TOTAL</b>	<b>100%</b>

## Grading Scale:

<b>A</b>	90-100%
<b>B</b>	80%-89%
<b>C</b>	70%-79%
<b>D</b>	60-69%
<b>F</b>	Below 60%

## Mid-term Progress Report:

The mid-term grade in this course, which will be issued on October 6th, reflects approximately 30% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs on October 9h. [Instructions for withdrawing are provided at this link.](#)

**The last day to withdraw without academic accountability is October 7th, 2016.**

## Late Work

Late assignments will be penalized with point deductions determined by the instructor but will not exceed a 10% penalty per day.

## Grades and turnaround time for assignments

Please be patient. I know you will work hard on the assignments in this course. Please know that I will be diligent in returning graded assignments as quickly as possible. This usually translates into a week after the deadline date. It may be quicker sometimes and at times it may take a bit longer. Quizzes will be auto-graded by D2L so

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that you have feedback more quickly on how you're doing. Whenever possible, peer reviews of work offer another avenue for timely feedback.

## **Computer/Technology/Materials Requirements**

You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm> You must have a stable internet connection which is available to you frequently in order to access the course and keep up with assignments.

### **In-class Use of Student Notebook Computers:**

Student notebook computers will not be used in the classroom in this course. Computers will be required to access course materials and to communicate with your instructor.

## **Required Skills**

Students enrolled in this course should possess the following technology skills:

- The ability to access information via the Internet
  - The ability to use GeorgiaView (WebCT/LMS) and associated tools, including discussion boards, chat rooms, online testing and assignment submission features
  - The ability to use word processing software and to save in alternate formats
  - The ability to send, receive and include attachments using email
  - The ability to demonstrate netiquette (appropriate online conduct)
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## Software

The following software is required in order to view course content and to participate in planned course activities. If you do not have this software currently loaded on your computer or are unsure, you can download the

Adobe Reader	
Flash Player	

software for free by clicking on the following links:

## Technical Support

[HUB URL](http://thehub.clayton.edu/index.php?nav=hub_services) ([http://thehub.clayton.edu/index.php?nav=hub\\_services](http://thehub.clayton.edu/index.php?nav=hub_services))

## Adobe Creative Suite CC

All Adobe Creative Suite assignments can be completed in the ME144 design lab at no additional cost to students. The room code will be distributed to all students during the second week of classes. Access to computers is on a first come, first served basis. Remember that as project deadlines approach, the lab becomes more crowded. Students can benefit from the help of our student lab assistant whose hours will be posted on the door of ME 143, and on our D2L homepage.

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If a student wishes, she/he can subscribe to Adobe Creative Suite for \$20/month and have access to the software on a personal computer.

Please understand that we update the lab computers only once per semester. If you bring in a project file from a newer version of Adobe Premiere or After Effects, it will likely not open.

### **Etiquette Requirements during class**

In order to create an atmosphere of respect and attentive learning, cell phone/mobile use is not permitted, **period**, unless we're using them for coursework. The instructor will silence his cell phone and will refrain from checking it during class time. Please accord the instructor and your classmates the same courtesy. Student attendance/participation score will be reduced if cell phones are used during class time for any reason. They create distractions for all students. It is not o.k. to keep your phone in your hand or on the desk at anytime during class unless requested by the instructor, thank you! :-)

Computers in M144 should be used for coursework only, not for the viewing of videos, Facebook chats etc. As an added incentive, consider that you are losing money and more importantly, knowledge/information everytime you allow yourself to get distracted during class time.

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## Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.
- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.

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## **General Policy**

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

## **University Attendance Policy**

Students are expected to log in and participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

## **Course Attendance Policy**

Students are expected to attend all classes, and to access the online course materials and participate in the required discussions, activities and assignments. Students are expected to be on time for class and to stay for the duration of the class.

**Late students should enter silently and without disruption.**

Students should focus during class time on the material presented by the instructor and by other students. Students may receive a

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zero for attendance and participation if they do not attend and actively engage in the class that day.

### **Attendance Points**

Each student will receive 100 points for each day they are on time and in their seat when class begins and remain the entire class period. If arriving after the start time for the course, students will receive 50 points until 15 minutes into class at which time they will receive 0 points for the day. This score may be reduced if students ignore other rules of etiquette for the class. Any student who fails to attend the first two class sessions or complete a scheduled assignment during the first week of class will be reported as a “No Show”. To maintain the learning environment, no students are permitted to leave class early unless it is worked out in advance with the instructor. Thank you. :-)

Doing so will result in additional 10-20 point deductions from attendance.

### **Disabilities**

Students with disabilities who require reasonable accommodations need to register with Disability Services in order to obtain their accommodations. You can contact them at 678-466-5445 or [disabilityservices@clayton.edu](mailto:disabilityservices@clayton.edu). If you are already registered with Disability Services and are seeking accommodations for this course, please make an appointment with me to discuss your specific accommodation needs and give me your accommodations letter.

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## **Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

## **Student Code of Conduct**

Behavior that disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found at <http://adminservices.clayton.edu/studentconduct/>

## **Operation Study**

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic

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success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

TOPIC AND DATE	DESCRIPTION OF CONTENT	READING AND ASSIGNMENTS
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**Week 1 Introduction to Post-Production and working on the Mac**



**Read:** Chandler: Chapters 1 and 2.

Getting started with Adobe Premiere Pro Beginning (and advanced!) techniques

**Week 2 Editing Technique—Rhythm**

- Begin work on “Documentary”

**Due:** Discussion - Three brilliantly edited music video clips and discussion of those clips.

**Due:** Dropbox - Screenshot of your documentary project setup with at least two clips in the timeline.

**Murch: Chapters 1 and 2**

**Week 3 Rendering, Media Management and Effects**



Finding footage for the Music Video project  
 Editing Technique - Why/where/when we Cut pt. 1

Chandler, Chapter 5  
 Murch: Chapters 4, 5

**Due:** Discussion - Three ideas for music video project

Editing technique - terminology/  
technique for making the cut

**Reading:** Chandler,  
Chapter 8

**Due:**  
-Rough Cut of  
Documentary Project  
uploaded to Dropbox

**Week 4**



Why/where/when we cut, pt. 2

Cutting action sequences, pt. 1

**Read:** Murch,  
Chapters 6 and 7

**Due:** Discussion -  
Three fabulously  
edited action scenes

**Due:** Dropbox - Music  
Video proposal

Chandler, 6

**Due:** Final cut of  
Documentary Project

**Week 5** Cutting action sequences, pt. 2

Chandler 6, pt. 2

**Begin:** Action scene  
project.

**Due:** Discussion - The  
real life of an editor

Cutting action sequences, pt. 3

Chandler 6, pt. 3

**Due:** Rough Cut of  
Music Video

**Week 6** Getting ready for dialogue editing

**-Discussion:** What do  
editors want?



**Dialogue Editing Pt. 1**

Murch Chapter 13

**Due:** Final Cut of  
Music Video

## Week 7

**Dialogue Editing pt. 2**---Slicing and Dicing - Moving from rough cut to finished cut

Chandler, Chapter 9  
Murch, Chapter 8  
**Due:** Rough cut of Action scene.  
**Discussion** - Great dialogue scenes.

**Dialogue Editing Pt. 3**

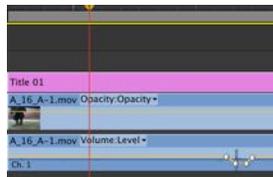
Chandler , 10  
Murch, Chapter 10  
**Begin:** Dialogue  
**Due:** Midterm Review!

## Week 8 Midterm Exam!

**Dialogue Editing Pt. 4**

**Due:** Final cut of Sword fight action scene.  
**Discussion** - Editing and the Internet

## Week 9



Strategies for editing and mixing Sound Pt. 1

Creating Titles/Formats

Chandler 12  
Due: **Rough Cuts of Dialogue** uploaded to Dropbox - H.264 codec.  
**Reading:** Chandler 11; Murch, 11  
**Discussion** - Walter Murch and the Rule of 3

## Week 10

Digital Intermediates - Working with color correction tools in Adobe Premiere Pro

Chandler 13; Murch, Chapters 14, 15  
**Discussion** - Impact of 4k on the industry

Week 11



Creating Titles and working with delivery formats. pt. 2

**Due: Dialogue final cut**  
Murch 12, 13

Week 12

Developing the demo reel and finding work as an Editor

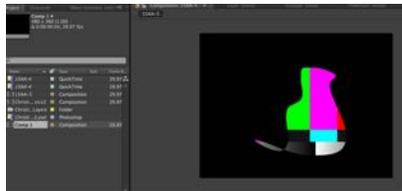
**Chandler 14; Murch, Afterword; GeorgiaView Handouts and Tutorials**

**Motion Graphics**—After Effects, your new bff!  
What are motion graphics?  
Creating and Working with Titles

**Due: Discussion - Motion Graphics**

**Begin work on :**  
Title sequence for action scene.

**Week 13 After Effects Basics, pt. 2**  
Titles and Kinetic Type  
Moving back and forth from Premiere



GeorgiaView Handouts and Tutorials  
**Due: Discussion - Three fantastic motion graphics projects**  
**Due: Dropbox - Screenshot of your After Effects workspace with at least two graphics in place.**

<p><b>Week 14</b> After Effects—Image Manipulation over time</p> <p><b>After Effects Techniques—</b> Keyframes and Complex Compositions Moving back and forth from Premiere</p>	<p>Handouts and Tutorials <b>Begin: Final Motion Graphics Project</b> <b>Due:</b> Motion Graphics proposal.</p> <p>Reading: GeorgiaView Handouts and Tutorials</p> <p><b>Due:</b> Rough cut of final motion graphics project</p>
<p><b>Week 15</b> Thanksgiving holiday - No class</p>	<p>Take a break! :-)</p>
<p><b>Week 16</b> After Effects 3—Mattes and Masks</p>	<p><b>Due:</b> Final Project, uploaded to GA View assignment as H.264 codec - full resolution.</p> <p><b>Due:</b> Discussion - Demo Reel</p>
<p><b>Final Exam</b> TBD</p>	