

# COURSE SYLLABUS Intro to Video Production COMM 135-203

Loyola University Chicago  
SPRING SEMESTER 2020

INSTRUCTOR  
JOHN C.P. GOHEEN

<b>CLASS LOCATION:</b>	Water Tower - School of Communication- Room 003
<b>OFFICE LOCATION:</b>	Lewis Towers Room 910A
<b>OFFICE HOURS:</b>	Wednesday 2:00 -4:00 p.m. / Thursday 6:00 - 7:00 p.m. or by appointment
<b>OFFICE PHONE:</b>	312.915.8537
<b>E-MAIL ADDRESS:</b>	<a href="mailto:jgoheen@luc.edu">jgoheen@luc.edu</a> Email messages from students will be answered within 48 hours. An email on Friday may not receive a response until Monday.
<b>INSTRUCTOR WEB PAGE:</b>	Sakai
<b>CLASS HOURS:</b>	Thursday 7:00 – 9:30 p.m.
<b>PREREQUISITE:</b>	None

## A. COURSE DESCRIPTION

COMM 135-203 is an entry-level course that will serve as an introduction to basic video/film/audio production. The goal of the course is for the student to develop the ability to capture great video images and audio, and to be able to edit those two elements together to tell a story.

During the course each student will be taught:

- The basic understanding of operating a video camera.
- The basic principles of how to capture great video and audio.
- How to edit video and audio.
- How to tell a story by combining video and audio.

## B. METHOD OF INSTRUCTION

The primary design of this course will be lecture, group discussion and individual participation. Homework assignments will require students to execute the basic fundamentals being taught in the classroom.

Building a good foundation is critical to success and a clear understanding of basic standards is essential before advancing to the next level. Initially students will work in groups of two. Working as a team, students are expected to share what they know with one another in order to reach a common goal of successfully completing each assignment. These group assignments will be graded individually.

Everyone's work will be evaluated and critiqued during class. Students will be asked to participate in the process of critiquing each other's work. Constructive criticism should never be taken personally, understanding that filmmaking is often a collaborative process.

Hands-on training is where each student develops the physical and mental skills necessary to perform each task successfully. This may require some students to put in more time and effort to be successful. Students should reach out to those in the class who may have more knowledge, skill and a willingness to help those with less natural skill or experience.

## C. COURSE OBJECTIVES

- Learn to operate a video camera.
- Capture well composed video images.
- Capture great sound.
- Edit video and audio into a compelling story.

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## D. Class Schedule – Thursday 7:00 – 9:30 p.m.

### January / February

#### WEEK

First Day of Class – Introduction of Course – What’s your story? Assign teams of three.

<b>1</b> January 16	<b>Purchase – At least 1 Class 6, 8 Gig - SD card (2 preferred).</b> Make sure the drive is clean of any other material and is properly formatted for MAC. A PC format will not work with editing on the school’s equipment. For those who purchase a new drive, will format in class. Register for Equipment Checkout. <hr/> <b>DUE –</b> Come to class with hard drive to edit on. Register Equipment for OWL LAB. Do’s and Don’ts.
<b>2</b> January 23	Learn the basics – lecture on composition – rule of thirds – screen direction – the nose rule – framing – light elements – tri-pod use – wireless mic - Lecture on capturing audio in the field. Reading Assignment - Camera manual and screen Video Tutorial (Quiz next week on this). Learn to edit. Walking with Sopo. <hr/> <b>DUE -</b> Editing Assignment #1 Learn to convert a video project.
<b>3</b> January 30	Quiz on Camera Tutorial and manual. Pick-up equipment from OWL LAB. Learn the equipment – In-class lecture and presentations. Take equipment outside to get familiar with it. <hr/> <b>Bring to class – 1 Class 6, 8 Gig - SD card, AA batteries, tape.</b> <hr/> <b>Bring to class – 1 Class 6, 8 Gig - SD card, AA batteries, tape.</b>
<b>4</b> February 6	<b>Video Group Assignment #1 – LAST PHOTO</b> Assignment – Interviews and still photos. The purpose of this exercise is for you to demonstrate your ability to compose interviews, proper use of a level and steady tri-pod, proper color balance, focus, exposure, and good audio. Review composition and following the NOSE rule. <hr/>
<b>5</b> February 13	<b>DUE - Assignment #1</b> footage and hard drive. Learn how to ingest footage during class time. Individually edit Video Assignment #1 into a sequence on the timeline. Lecture on incorporating video and audio to tell a story. Assign Video Assignment #2 <b>Neighborhood/Business Profile.</b> <hr/>
<b>6</b> February 20	<b>DUE - Assignment #1</b> Convert video in class. <b>DUE – Group Video Assignment #2 Neighborhood/Business footage ingested on individual hard drive...begin edit in class.</b> <b>Assign</b> First Individual Video Assignment (#3) – Shooting into Frame/Matched Action/Cut-a-ways. <hr/>

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## DUE Group Video Assignment Neighborhood/Business (#2) Fully Edited.

7  
February  
27 **Assign** - 3 fully developed ideas for Final Project.

**Assign** - Individual Video Assignment #4 “Napoleon Dynamite.”  
Introduce Loyola Music Library.

## March

### WEEK

8  
March  
5 **SPRING BREAK - NO CLASS**

9  
March  
12 **DUE - First Individual Video Assignment (#3)** – Shooting into Frame/Matched Action/Cut a-ways.  
Instruct on how to add TEXT and Music.

10  
March  
19 **DUE First Individual Assignment - Shooting into Frame Fully Edited**  
**Present** Final Project Ideas in front of class.  
Advanced Editing techniques.

11  
March  
26 **DUE – Fully edited** - First Individual Assignment - Shooting into Frame Fully Edited with Title and Music.  
**Begin Edit** on Napoleon Dynamite Assignment (#4).

## April

### WEEK

12  
April  
16 **DUE – Napoleon Dynamite Assignment (#4).**  
**Begin Edit on Final Project.**

13  
April  
9 **Easter Holiday:** No classes Thurs evening (classes that start 4:15 p.m. or later are canceled) through Monday afternoon (classes beginning on or after 4:00 p.m. will be held)

14  
April  
16 **DUE – Rough/Fine-cut Final Project – This is a graded assignment.**

15  
April  
23 **LAST DAY CLASS MEETS**  
**Final Project DUE** – This is a graded assignment.

## April/May

### WEEK

16  
April 27  
May 2 **Finals Week – We do not meet during Finals week.**

## E. TEXTBOOK AND SUPPLIES REQUIRED

**No Textbook is required for this course.**

### Supplies

- "AA" batteries
- Lens Cleaning Tissue
- 1 Roll of Clear Medical Tape
- 2 - Portable Hard Drives (1 recommended as a back-up drive)
- The Sony camera we are using this semester requires a Class 6 SDHC card. Sony recommends an 8 Gig card. This chart illustrates the various storage capacities for different size cards. It is **recommended each student obtain at least 160 minutes of storage** in the form of multiple cards.
- Mouse for personal computer editing.

Class 6 SDHC card (Required)	<b>2 GB</b>	<b>4 GB</b>	<b>8 GB</b>	<b>16 GB</b>	<b>32 GB</b>
Fine mode (Best Quality)	20 min.	40 min.	80 min.	160 min.	320 min.

Should you currently have a drive that does not have a connection that is compatible with the school's MACs you may need to get an adapter or new drive. If you have a drive with a Firewire 400 or 800 connection this will not work with the computers without a cable that adapts to fit the port on the iMac computers.

If you are purchasing a new hard drive it is recommended it have a USB 3.0 port. If you have an older drive with only Firewire, you will need to purchase a converter cable that converts Firewire to Thunderbolt (current port on iMacs).

The drives should meet the following specifications:

Minimum USB 3.0. It works best to not have a drive that you have to plug into external AC power. Look for a drive that powers off the computer.

Minimum of 120GB (the larger, the more versatile) Minimum 5400 RPM (7200 RPM recommended, especially for video/film concentrators).

There are many different brands that will serve you will. Some brands to consider would be Toshiba, Maxtor, Seagate, Western Digital, and Lacie.

Many online and local retailers provide these kinds of drives. Local stores such as Best Buy, Apple, OfficeMax, Office Depot, etc., are good places to consider a purchase as well.

When possible, come to class with your hard drive without any material on it.

## F. GRADING PLAN

GRADING SCALE	NUMERICAL VALUE
A 4.0	<b>A</b> 96-100 = A
A-3.67	90-95 = A-
B+ 3.33	<b>B</b> 86-89 = B+
B 3.0	83-85 = B
B- 2.67	80-82 = B-
C+ 2.33	<b>C</b> 76-79 = C+
C 2.0	73-75 = C
C - 1.67	70-72 = C-
<b>Non-Passing</b>	<b>D</b>
D+ 1.33	67-69 = D+
D 1.0	64-66 = D
D- .67	61-63 = D-
	<b>F</b> 0-60 = F

- **A, A-** Indicates well-executed assignments and full understanding of the subject. The letter A is reserved for extraordinary distinction.
- **B+, B, B-** Indicates a good comprehension of course requirements to include a good understanding of the skills needed to adequately function in this area of study.
- **C+, C, C-** Indicates a basic comprehension of the course material and has met the requirements for completing assigned work and participating in class activities.
- **D+, D, D-** Work is unsatisfactory.

## Grading System

- In-class participation accounts for 20% of overall grade – this includes attendance, quizzes, exams and classroom involvement in critique and question and answer sessions.
- Individual and group projects account for 40% of grade.
- Final project accounts for 40% of grade.

## G. CAUSE FOR DEFICIENCIES

### Attendance

Regular and on time attendance is essential for the educational process to work. Loyola University expects all students to attend every scheduled class on time. Exceptions may be made for University sponsored activities, illness, or valid emergency situations.

You should make every effort to inform me ASAP of any absence. If you know of a conflict with a school program outside this class, please don't wait to inform me at the last minute. You will not be allowed to make up any in-class work on a day you are absent unless it is an excused absence. Remember, we are in the School of Communication...so please make an effort to communicate.

## **Late work or failure to complete assignment(s)**

Any work turned in after the designated due date will receive a 10 point grade reduction for each week it is late, even if by one day. No work will be accepted after two weeks have passed from the due date and that assignment will receive a 0 or incomplete grade.

## **H. COURSE COMPONENT SPECIFICS**

Students will be given multiple homework assignments to be completed outside the normal scheduled classroom. Initially these assignments will be conducted working with assigned partners. Students will do their best to coordinate times to work on each project at the same time.

### **Group participation**

Some initial homework assignments may involve working in teams. This will require each individual to be responsible to their teammate(s) for meeting deadlines, be it to shoot an assignment or to edit an assignment. It's expected that these assignments are to be completed as a team. Inevitably, there are always individuals who show up late or not at all, and yet they expect the others in the group to "carry" the load for them. When this occurs and is brought to my attention, there will be a one-grade reduction for that assignment to the individual responsible for letting their team down. If this occurs on more than one occasion, a failing grade will be awarded to the student for that assignment.

### **Class Participation**

Participation is always valued and is expected of all students. Each student should make an effort to contribute in all classroom discussions. Class participation will be considered as grading criteria for your Final course grade.

### **Grading Components**

The following are the major areas by which each assignment may be reviewed and graded:

- Video stability
- Tri-pod usage
- Hand-held shots
- Jump-cuts
- Content
- Following directions of assignment
- Audio quality
- Framing
- Screen Direction
- Use of proper settings on camera
- Pacing
- Sequencing
- Use of audio
- Storytelling

## I. LOYOLA'S POLICY ON ACADEMIC DISHONESTY

Loyola Students are called upon to know, to respect, and to practice a high standard of personal honesty.

Plagiarism is a serious form of violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the university into a learning community:

Submitting as one's own:

- Material copied from a published source: print, internet, CD, audio, still photos, video, etc.
- Another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper, shoot or edit a video for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper or video story.

The critical issue is to give proper recognition to other sources. To do so is both an act of personal, professional courtesy and of intellectual honesty.

Plagiarism on the part of a student in academic work or dishonest examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved. The chairperson may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending upon the seriousness of the misconduct.

## J. ILLEGAL ACTIVITY

Documenting with either audio or video, being present at an illegal activity or knowingly violation of any local, state, or federal laws related to the execution of any assignment will automatically exclude it from being accepted for a grade. In addition, the same exclusion applies if you learn after the fact that your actions were of an illegal nature.

Incorporating the use of inappropriate or socially unacceptable images or audio into your work will automatically exclude it from being accepted for a grade.



## K. CLASSROOM RULES OF CONDUCT

Please turn off cell phones and other electronic devices such as iPods before entering class.

You will not need a personal laptop for this course, so please do not bring it to class unless you have your own editing software on that computer with the intention of using it for that purpose. Once class has started, do not sign onto a classroom computer unless instructed to do so. Non-compliance will have a negative impact on your participation grade. Be respectful of other people's opinion in discussions.

Do not take naps or fall asleep during class. It is disrespectful toward the other students and the instructor. If you sleep during class you will be asked to leave and your participation grade will be negatively affected.

Do not leave class early. Do not come to class to take a quiz and then leave. If you foresee that you will not be able to stay the whole class, let me know beforehand.

If the work done in this class is not something you would show your family, it's probably not right for screening in this course. Your work should not involve nudity, vulgarity or anything deemed social unacceptable in most circles.

If you have any questions or concerns, let me know as soon as possible so we can discuss.

## L. SPECIAL NEEDS

Students are urged to contact me should they have questions concerning course materials and procedures. If you have a special circumstance that may have some impact on your course work and for which you may require accommodations, please contact me early in the semester so that arrangements can be made with the Services for Students with Disabilities (SSWD). Additional information about the services available at Loyola, including eligibility for services, is on the SSWD website:  
<http://www.luc.edu/sswd/index.shtml>

## M. LIABILITY ISSUES

Students will be instructed prior to their first assignment on the general nature of privacy and trespassing laws. From time to time students may find themselves in a position where someone may not approve of them capturing their image. In cases such as this, it is best to honor the wishes of this person. Even though you may very well be within your rights to gather this information to include both audio and video, it would be best if students "walk away" from the situation before it escalates.

In the event something does occur, please do the following:

- Contact faculty advisor
- Contact the department head

## N. EQUIPMENT USE

Loyola University prides itself on providing state-of-the-art equipment for its students to learn the craft of visual story telling.

The School of Communication provides cameras, tripods, microphones, lighting and editing equipment that can be checked out from the Equipment Room in SOC 004.

This equipment passes through the hands of many students and in order to assure that the equipment remains in good working order, treat it like your own. **You** are financially responsible for all of the equipment you use and should treat it with great care. This kind of equipment is not indestructible and it is susceptible to various environmental situations such as a dirt, dust, rain, snow, water, and heat. Caution should be taken when transporting all equipment as this equipment is fragile and can easily be damaged. Be aware of your environment and where you are at all times. This type of equipment is popular with thieves and can easily be pilfered if you are not paying attention. Do not rely on others to be the one responsible for “watching” the equipment.

In the event something should happen, everyone in the group will be considered a responsible party.

Do not leave equipment in a parked vehicle where it can easily be stolen from the backseat. If you do have to leave equipment in your car, do so by placing in the trunk. But again, as a reminder, do not let the equipment roll around uncontrollably.

You may use your own equipment, but first clear this with me before any assignment.

**SCHOOL OF COMMUNICATION - PRODUCTION FACILITIES WATER TOWER CAMPUS SOC 51 E. PEARSON Audio and Visual Production Coordinator:** Jillian Musielak (SOC 004 – OWL LAB) for assistance or reservation of equipment - 312.915.8830 / [jmusielak@luc.edu](mailto:jmusielak@luc.edu)

### FACILITY AND EQUIPMENT RULES

- Schedule all equipment use through the OWL LAB. Do not assume equipment is reserved unless you receive confirmation. Use of facilities is available on a first come first serve basis anytime they are not being used for classes.
- If you anticipate a problem picking up equipment, whenever possible, you should telephone Jillian to advise her of the situation. Anyone more than 15 minute late for equipment pick-up may forfeit the use of the equipment at that time. Students who are repeatedly delinquent may lose their equipment privileges.
- Audio and video equipment is checked out on a 48 hour basis during the week and Friday to Monday on weekends. Equipment must be signed out in room SOC 004 with authorized personnel. Students will beresponsible for returning

equipment and materials within 24 hours and in their original condition. Students must report immediately any damage or theft of equipment. Failure to do so may result in a suspension or loss of equipment privileges.

- Students may bring additional crew members, if needed, to the lab for production.
- There is no smoking in any lab space. No eating or drinking at any work/edit station.
- Students are responsible for careful handling of all equipment, and for abiding by all rules and regulations governing the use of the facility.

## **O. SUGGESTIONS FOR SUCCESS**

- Treat the class like a job
- Show up on time
- Come to class prepared
- Pay attention
- Do the work
- Stay for the entire class period
- Be fully engaged in class
- Pay attention and take good notes
- Don't be afraid to ask for help
- Be resourceful
- Take the initiative to learn and succeed
- Communicate
- Make no excuses
- Don't wait until the last minute to do the assignment

## **P. INSTRUCTOR BIO**

John C.P. Goheen has been an award-winning broadcast television journalist and documentary filmmaker for over 36 years. He has traveled the world documenting major news events and sharing stories with all the major American television networks and international clients. He continues to shoot and produce for various domestic and international news organizations.

He has received over 300 local, national and international awards with work he has produced for a variety of U.S. television networks, local TV stations and international broadcasters. He has received virtually every major broadcast award there is, to include 16 Emmys, as well as being honored three times with the most prestigious award a television photojournalist can receive, the National Press Photographer's Association Television News Photographer of the Year.

He has produced dozens of documentary films, many having received top awards at various film festivals from across the United States.