

JOUR 3300 Section 002– FALL 2015
Intro to Visual Communication for News (VIDEO)

Class: MW 1:00 – 2:20 pm – Room: GAB 337

Instructor: Bryan Lochhead

Office hours: 10:30 – 12:30 MW by appointment - GAB 110B
My virtual office is always open: email at bryan.lochhead@unt.edu
Phone: 469-387-6027 (This is my cell phone for texting or calls)

COURSE DESCRIPTION:

This portion of the class is designed to introduce newsgathering and visual reporting skills to journalism students, including those in Broadcast, Print, and Photography, and to develop understanding of visual storytelling for the journalist. You will learn how to capture and edit video for news reports, and to understand television news standards and visual storytelling concepts.

During either the 1st half or last half of this semester, you will take the digital still photography portion with Professor Anderson in GAB 111, or the Video Photojournalism class with Bryan Lochhead in GAB 101. Your final grade will be determined from work performed for both the video and the stills portions of this course.

Students will “switch” to the stills section at the end of 8 weeks. The exact date will be announced in class.

TEXT (REQUIRED): “Videojournalism – Multimedia Storytelling” by Kenneth Kobre, 2012

REQUIRED ADOBE PREMIERE PRO CC ON-LINE TUTORIAL

<https://helpx.adobe.com/premiere-pro/tutorials.html>

REQUIRED MATERIALS: Computer Flash drive 8 GB minimum, SDHC Card - 8 or 16 GB minimum Class 10, headphones or ear buds for editing. Recommended - SanDisk Extreme CZ80 32GB USB 3.0 Flash Drive from Amazon - http://www.amazon.com/dp/B00KT7DXIU/ref=cm_sw_su_dp
Recommended SDHC Card – ScanDisk Extreme 16 GB Class 10 – From Amazon
http://www.amazon.com/SanDisk-Extreme-Class-Memory-SDSDX-016G-X46/dp/B0037FLUYU/ref=sr_1_18?s=pc&ie=UTF8&qid=1440081462&sr=1-18&keywords=sdhc+class+10

TEXTBOOK POLICY

The Mayborn School of Journalism doesn't require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

FIRST CLASS DAY ATTENDANCE

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

You can be dropped from the class if you miss three classes with unexcused absences.

Exams: 50 points (1 exam, 50 points)

There will be two exams (this includes the final exam), worth a total of 150 points. Exams will be based on text readings, handouts, class exercises, videos, and class lectures and discussions. Students are responsible for all text material, regardless of whether we review the text material in class or not.

Missed Exams: You will be allowed to make up a missed exam only if you have an excused absence. An excused is a note from a doctor, professor or family bereavement document. If you know in advance that you will miss an exam, you **MUST** contact me before the scheduled exam. Make-up exams will not contain the same questions and may contain only essay and short answer questions.

Quizzes – 3 (worth ten points each)

There will be 3 quizzes given at random intervals with the questions coming primarily from reading assignments.

Shooting and Editing Assignments: 650 points (7 assignments)

In addition to the readings from the text, there will be four shooting assignments and three editing assignments. A separate handout will contain further information. No late assignments will be accepted. No emailed assignments will be accepted. These assignments must demonstrate technical use of the equipment, including composition, exposure, editing skills and journalism applications among other things. Some of the assignments will be class assignments and must be completed on deadline during the class period.

Final Project: 150 points

The final project will be a 1:30 – 2:30 minute video using the skills learned throughout the class. The video will be a natural sound story with an interview subject as your narration track. Consider this a profile of a person where the person tells the story. The shooting and editing assignments will have prepared you for this project.

Final Exam: 100 (for video section):

For students in the first half of the semester, the exam will be given on the last class period before the switch to photography. Second half exam will be on the Final Exam day, TBD.

Teacher Evaluation: 20 Points

You may earn up to 20 points in my overall evaluation of your work. I will assess these points at the end of this portion of the course based on attendance, class participation, overall quality of your work, and improvement during the course.

GRADING FOR VIDEO SECTION:

You may earn up to 1000 points in this section of the course. You may earn points as follows:

Shooting Exercise 1 – 5 Shot Formula	100 Points
Shooting Exercise 2 - Sequencing	100 Points
Shooting Exercise 3 – MOS/Interviews	100 Points
Shooting Exercise 4 – Sit Down Interview/Mini Profile	50 Points
Editing Exercise 1 – Camera Package	100 Points
Editing Exercise 2 – JFK Package (nats)	100 Points
In Class Exercise – Shoot and Edit	100 Points
Quizzes (3)	30 Points
Exam	50 Points
Final Project	150 Points
Final Exam	100 Points
Teacher Evaluation	20 Points

Total Possible 1,000 Points

GRADING SCALE:

900 - 1,000 = A
800 - 899 = B
700 - 799 = C
600 - 699 = D
599 below = F

IMPORTANT NOTE: The grade from this portion of the 3300 course will be averaged with the final grade from the stills portion of the class to determine a final grade.

EXPECTATIONS:

I expect you to show up for all classes, turn in all assignments, complete the work and make the deadlines. This course will require a considerable amount of time outside the class period. You must watch and listen to radio and TV newscasts, read newspapers and web articles throughout the semester. As aspiring journalists, you are expected to:

- Possess intellectual curiosity
- Be well-read about the world around you
- Be critical thinkers

Accordingly, you are expected to engage in class discussions. This class is not a monologue prepared by the instructor. To learn, you must exchange ideas and thoughts with the instructor and your peers. You will be expected to do this. Civility is expected at all times toward the professor and one another.

DEADLINES: Journalism is a business of deadlines. Assignments must be turned in at the start of class on the due date. Late assignments receive a zero. Do NOT miss a deadline. I am not going to ask you to turn in your work. It's up to you to remember to turn it in on time. Time in class will often be divided between lectures and hands on exercises. **Late assignments are not accepted.**

EMAIL COMMUNICATION: Communicating with students using the UNT student email account is part of the university's contract with students. Electronic communication with students in the class will be through the students' myunt accounts rather than personal email accounts.

LAB RULES: Food and drinks are NOT permitted in the classroom or lab at any time.

CELL PHONE AND COMPUTER POLICY:

Turn off all cell phones and other electronic devices during class. I will tell you when to turn the computers on and off. If you are online, checking email during class or using the computer without my permission, you may be asked to leave the classroom for that day.

EQUIPMENT USAGE AND CHECKOUT POLICY:

TV field equipment for this class will be checked out from the Equipment Room in GAB 111 Lab. You must pass the camera check and the recorder check before you will be allowed to check out equipment. Editing will be done on the computers in the GAB 101 Lab. Students may also use 2 PC's in the Mac Lab (GAB 305) if GAB 101 isn't open. All shooting will be done on the cameras checked out from the Equipment Room in GAB 111. You **may not use** your own equipment or equipment belonging to anyone else. The use of equipment not designated for this class will result in a zero for the project you are working on.

I must approve overnight checkouts before the checkout. Failure to return equipment on time will result in the loss of use of the equipment for a designated time period. For additional information please refer to the Equipment Policy Handout below.

Mayborn School of Journalism Equipment Checkout Rules

- **You must present your Student ID card to work in the labs or checkout equipment.**
 - **Still Cameras are limited to 3 hours maximum**
 - **Audio Recorders are limited to 3 hours maximum**
 - **Video Cameras are limited to 3 hours maximum**

Overnight Requests

Approval based on need and time of assignment. Email to professor required 24 hours prior to request. Email must include:

Student's Name

Course Number

Equipment Needed

Date needed - include return date Reason for request

The professor will reply with their approval and email the lab assistant. You must bring a printed copy of the approved overnight request with you to check out the equipment.

Late Equipment Returns and Abuse Policy

Late return of equipment and/or other violation of procedures relative to the use of the equipment (including unauthorized checkout) may affect your final course grade (point deductions determined by your instructor). Offenders will receive stronger penalties and will be denied the use of equipment and/or facilities based on the following schedule:

1st Infraction: 1-week loss of equipment/facility use. **2nd Infraction:** 3-week loss of equipment/facility use. **3rd Infraction:** Loss of all equipment/facility use privileges for the remainder of the semester in all Journalism classes.

Gold Card – All Students Must Have A Completed Gold Card On File

The student agrees to retain sole possession of equipment checked out and not to lend or give the equipment to any other person for any reason. The student is responsible for returning the equipment by the date and time specified. The student is responsible for any loss or damage to the equipment during the time the equipment is checked out in his/her name, whether or not the student causes such damage. Any equipment not returned within two weeks from the date checked out will be considered lost. Damaged equipment will be repaired at the student's expense. If the equipment is lost or cannot be repaired, the student will be responsible for replacing the equipment at current market price. In addition, the student will receive an incomplete in the course until the issue is resolved.

Fall 2015 Lab Hours of Operation (subject to change)

101 Lab Hours

Mon, Tue, & Wed 4 pm - 9 pm Thur 4 pm - 6 pm

Fri 9 am - 5 pm

Sat Closed

Sun 2 pm - 6 pm

305 Mac Lab Hours

Mon, Tue, & Wed 8:30 am - 11 pm

Thur 8:30 am - 10 pm

Fri Noon - 5 pm

Sat Closed

Sun 1 pm - 10 pm

* There are 2 PCs in 305 for video editing for use by 4323, 4343 when 101 is not available.

111 Equipment Checkout Hours Mon, Tue, & Wed 9 am - 9 pm Thur 9 am - 6 pm

Fri 9 am - 5 pm

Sat Noon - 4 pm Sun 2 pm - 6 pm

Chuck Weatherall

Media Technology Manager - Office Phone – Room 111 - (940)-565-3580

DUAL SUBMISSION:

You may not submit your work in this class for any other class or another use or vice versa without prior permission from your instructor.

HELP:

Do not wait until the last minute to ask for help. Ask appropriate questions in class or see me before or after class if you need extra help.

JOURNALISM REQUIREMENTS & GUIDELINES

JOURNALISM COURSE REGISTRATION

1. Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.
2. By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you

haven't taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.

3. A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES

Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for 12 months. Once you have waited 12 months after failing a course twice, you may make an appeal to the professor teaching the course to be allowed to enroll a third time.

TEXTBOOK POLICY

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FIRST CLASS DAY ATTENDANCE

Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

OFFICE HOURS

Office hours: 10:30 – 12:30 MW or by appointment - GAB 110B
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email at bryan.lochhead@unt.edu

ATTENDANCE

One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting. I will be in class. I expect you to be here, too. Attendance will be taken during the first two minutes of each class period. To be counted as attending you must be in the classroom at your computer by that time. Be on time. Come ready to work. This class will be challenging and fun.

If you are sick, please email me in advance of your absence. You must bring a *doctor's excuse* to be allowed to make up any work.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit <http://financial.aid.unt.edu/satisfactory-academic-progress-requirements> for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

- It is imperative that students have paid for all enrolled classes. **Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount.** Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student's responsibility to ensure all payments have been made.

IMPORTANT FALL 2015 DATES

FALL 2015

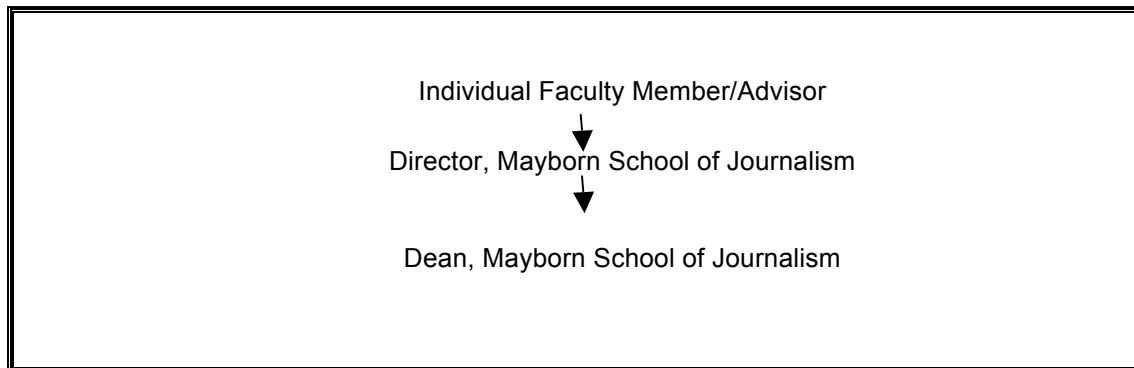
August 24 2015	First Class Day
September 7, 2015	Labor Day
September 8, 2015	Beginning this date, a student may drop a course only with written consent of instructor.
October 2, 2015	Last day for student to receive automatic grade of W for nonattendance. Last day for change in pass/no pass status. Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
October 3, 2015	Beginning this date, instructors may drop students with a grade of WF for nonattendance.
November 2, 2015	Last day to drop with either W or WF.

Last day for a student to drop a course with consent of the instructor.

November 9, 2015	Beginning this date a student who qualifies may request an Incomplete, with a grade of I.
November 26 – 29, 2015	Thanksgiving Break (no classes; university closed).
December 3, 2015	Last Class Day
December 4, 2015	Reading Day (no classes).
December 5 – 11, 2015	Final Exams.

ACADEMIC ORGANIZATIONAL STRUCTURE

Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:



OFFICE OF DISABILITY ACCOMMODATIONS

The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty

members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS

Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works *without* full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action, which may include expulsion from the university. This is explained in the UNT Student Handbook. Academic dishonesty in this class will result in zero for that particular assignment and may be cause to drop the student.

MSOJ ACADEMIC INTEGRITY POLICY

The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school's policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

CLASSROOM POLICIES

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including university and electronic classrooms, labs, discussion

groups, field trips, etc. The Code of Student Conduct can be found at http://www.unt.edu/csrr/student_conduct/index.html.

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

STUDENT EVALUATION OF TEACHING EFFECTIVENESS (SETE)

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide students a chance to comment on how this class is taught. Student feedback is important and an essential part of participation in this course.

FINAL EXAM POLICY

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

ACCESS TO INFORMATION

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site www.my.unt.edu. If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: <http://eagleconnect.unt.edu/>

COURSES IN A BOX

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

DROPPING AN ONLINE COURSE

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This *must be done prior to the UNT deadline to drop a course*.

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar's office before the deadline to make sure you have been dropped from the course with a "W".** If you are taking only online courses and your instructor approves the drop, please contact the MSOJ Director of Advising for instructions.

EMERGENCY NOTIFICATION & PROCEDURES

UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

Statement of Student Learning Outcomes, UNT Mayborn School of Journalism

Since 1969, the UNT Department of Journalism (Mayborn School of Journalism effective September 1, 2009) has been accredited by the Accrediting Council on Education in Journalism and Mass Communication. This national accreditation also extends to the Mayborn Graduate Institute of Journalism, the only accredited professional master's program in Texas. About one-fourth of all journalism and mass communication programs in the United States are accredited by ACEJMC. National accreditation enhances your education here, because it certifies that the department and graduate institute adhere to many standards established by the council. Among these standards are student learning outcomes, covered by journalism courses in all sequences.

This course, JOUR 3300, will help to meet the student learning outcomes that have been checked by your professor, Bryan Lochhead .

Each graduate must:

- 🍏 Understand concepts and apply theories in the use and presentation of images and information.
- 🍏 Demonstrate and understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.
- 🍏 Think critically, creatively and independently.
- 🍏 Apply tools and technologies appropriate for the communications professions in which they work and to understand a digital world.

Class Schedule for Fall 2015 – Subject to Changes

WEEK 1: Syllabus, Grading, Gold Card, Check out Procedures and Introduction to editing. Reading: Chapter 1 – Telling Stories. Watch the Adobe Premiere Pro CC Tutorial - <http://tv.adobe.com/show/learn-premiere-pro-cs4/>

WEEK 2: Introduction to the camera. Composition, The 5 Shot Formula, Reading: Chapters 5,6 & 10, Editing Exercise #1- Camera Package, Keyboard Shortcuts

WEEK 3: Editing basics continued, visual story telling concepts, Shooting Sequences, Composition, Rule of Thirds, Shooting assignment #1 – 5 Shot Formula - Editing Exercise #2 – JFK – start in class, Reading: Chapter 13, Quiz 1

WEEK 4: Sequencing shots, Logging tape, Exam #1, Reading: Chapter 11 – Conducting an Interview, Edit #2 – Using the video from Shooting #1 – the 5 Shot Rule, Shooting #2 assigned – Sequences, Edit #3 assigned – Edit your sequences (in class week 4)

WEEK 5: Conducting Interviews, role play interviews, final project introduction, Editing Exercise #3 (in class), Shooting Exercise #3 assigned – Interviews, Edit #4 assigned – Editing the Interviews, Quiz 2

WEEK 6: Preparing for the Final Project, Homework #3, Read Chapters 3, 4, 7, Advance editing concepts, Quiz 3.

WEEK 7: Final Project Review, Final Exam Review, Reading: Chapters 14 and 15 – Ethics and the Law. Time will be given to work on the Final Project.

WEEK 8: Final Exam, Final Project Due

Sections 002 and 004 will switch to the still portion of 3300 with Professor Anderson in 111B. Students in the second 8 weeks from the still portion will follow the above schedule.