

# RTVF 4740.001 – VISUAL EDITING

Tuesday 5:00 - 7:50 pm      FALL 2011

<b>Instructor:</b> James M. Martin	<b>Office Hours:</b> Mon. / Wed. 3 - 4pm    Tues / Thur. 1 - 1:50pm
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## **TEXT:**

(Required)

*Editing with Avid Media Composer 5*– Peachpit Press; 1<sup>st</sup> Edition; 2010  
*The Technique of Film and Video Editing* – Ken Dancyger; 5th Edition; 2010

## **OBJECTIVES:**

This course will introduce students to the skills and techniques used in non-linear digital editing. While the software platform for this course is Avid Media Composer this is not solely a technical course.

The final objective is to help students develop the technical, critical and artistic skills necessary to edit visual media segments (regardless of format, genre or platform) and gain a background in theory and aesthetics to guide their editing decisions.

## **CLASS COMMUNICATION:**

Student Eagle Mail accounts will be used for all course correspondence. If you choose to use another email service you must enable your Eagle Mail account to forward the correspondence. Instructions on how to configure Eagle Mail can be found at: <http://eaglemail.unt.edu>

## **TARDINESS AND ABSENCE POLICY:**

Due to the limited number of classes, complete attendance is expected. Assignments will be given and/or reviewed during each class and assignments will only be accepted *at the beginning of class on the due date*.

ONE unexcused absence will result in a TEN POINT or ONE LETTER GRADE deduction. Any student who misses the FIRST TWO class meetings (with unexcused absences) WILL be given an administrative withdrawal. Any student with TWO OR MORE unexcused absences MAY be dropped from the course regardless of when those absences occur.

### **Tardiness Penalty Schedule: (one late arrival is allowed without penalty)**

If you arrive after	5:10 pm	you will lose	1 percentage point
If you arrive after	5:15 pm	you will lose	2 “ points
If you arrive after	5:20 pm	you will lose	3 “ points
If you arrive after	5:30 pm	you will lose	4 “ points
If you arrive after	6:00 pm	considered an unexcused absence	

**These percentage points will be deducted from your over-all course grade.**

Given this class only meets once a week, each class is important. Leaving class early when the entire class has not been dismissed by the instructor can be considered an unexcused absence. Scheduling other appointments during class time should be avoided.

## **GRADING:**

<b>Project ONE</b>	--	<b>10 %</b>
<b>Project TWO</b>	--	<b>10 %</b>
<b>Project THREE</b>	--	<b>15 %</b>
<b>Project FOUR</b>	--	<b>15 %</b>
<b>Project FIVE</b>	--	<b>15 %</b>
<b>Exam Average</b>	--	<b>10%</b>
<b>Skills Assessment</b>	--	<b>10%</b>
<b>Final Exam</b>	--	<b>15 %</b>

**A = 100 – 90%    B = 89 – 80%    C = 79 – 70%    D = 69 – 60%    F = 50% - below**

***NO MAKE-UP EXAMS WILL BE GIVEN WITHOUT A VERIFIED MEDICAL EXCUSE.*** If you arrive late for class when an exam is already in progress or has been completed, your grade for that exam will be ZERO.

**FINAL EXAM: Tuesday, December 13<sup>th</sup>, 5:00pm – 7:00pm**

## **COURSE EXPECTATIONS:**

As an instructor, my role is to provide each student with the tools, materials and information to learn about the course content and complete all required assignments. The amount of learning (and resulting depth of knowledge gained) is up to each individual student.

Editing is a both an art and a craft. While it may only take a short time to learn acceptable mechanics, a good editor is more than a technician. The most successful editors also understand the language of the visual medium including tone, balance, pacing, color as well as the use of music and sound effects.

Grades on individual assignments will reflect a total evaluation of how well the skills and theories in the course are exemplified. Each assignment will also be graded based on and how closely each project adheres to the instructions and content of the requisite course unit.

## **STUDENT BEHAVIOR:**

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 for consideration as to whether the student's conduct violated the Code of Student Conduct.

## **CLASSROOM SCREENINGS:**

This course will include viewing and discussion of various editing examples from multiple forms of media including, but not limited to; television, film, computer games, console games, trailers and documentaries. These examples will span various genres and cultures in order to expand the student's view of editing styles and techniques. Whether a student has or has not seen the examples used has no bearing on how and when an example will be screened.

Additionally, various examples of student work may be screened in order to facilitate class discussion.

Students are expected to participate in all discussions in a courteous and constructive manner.

**BASIC COURSE SCHEDULE:**

In addition to normal assignments this course will also include guest speakers, screenings and supplemental readings. These additional meetings will allow students additional information and reference needed to expand their understanding of editing. Each student is expected to participate in a non-disruptive manner and contribute to the positive learning environment of the course.

*Information from any supplemental course information is subject to formal examination.*

<b>WEEK</b>	<b>CONTENT AREA</b>
<b>1</b>	<b>Course Introduction</b> Getting Started: Media Management Saving/Transporting Your Work
<b>2</b>	Navigating the UI Importing, Exporting, Basic Editing
<b>3</b>	Types of Cuts Traditional & Contemporary Montage
<b>4</b>	Working in the Project Window Using the Trim Commands & Controls
<b>5</b>	Advanced Editing Commands Editing For Mood and Tone
<b>6</b>	Working With Sound Editing for Genre
<b>7</b>	Understanding Aesthetics Linking Shots for Effect
<b>8</b>	Editing Principles
<b>9</b>	Technical Timeline Tools (Segment Mode, Slipping & Sliding, Keeping in Sync)
<b>10</b>	Editing to Inform Character Editing Dialogue
<b>11</b>	Editing for Emotional Impact & Subtext Influences on Editing
<b>12</b>	Basic Titles & Effects
<b>13</b>	Advanced Effects & Color Correction
<b>14</b>	Screening & Discussion (content TBA)
<b>15</b>	Editing Skills Assessment, Course & Project Review
<b>16</b>	<b>Final Projects Due &amp; Course Final Exam</b>

**RTVF DEPARTMENT DROP POLICY:**

This is an RTVF major course. Students without the correct prerequisites (both non-majors and pre-majors) are subject to being dropped from the course automatically with or without notice.

Students missing class on the first day who do not immediately contact the instructor with an legitimate excuse may be dropped immediately without notice.

**DISABILITY ACCOMMODATION:**

The RTVF Department cooperates with the UNT Office of Disability Accommodation in order to make reasonable accommodations for qualified students.

Students in need of an accommodation, who have not registered with the ODA, are encouraged to do so. Please present written Accommodation Requests within the first three weeks of class.

**SEMESTER EVALUATIONS:**

Students should complete the SETE (Student Evaluation of Teaching Effectiveness). The SETE is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. Feedback from students is very important to the Radio, TV and Film Department. And this evaluation is considered an important part of your participation in this class.

**MOBILE DEVICE POLICY:**

The Department of RTVF prohibits the use of personal mobile devices during class, unless otherwise allowed by the individual Instructor. If no exceptions are contained in a course syllabus, then the department policy remains in effect until changed by the Instructor.

Personal mobile devices are defined as anything and everything from cell phones to smart phones to digital media players to personal handheld computers.

All devices should be turned off before entering the classroom or laboratory area. Portable Laptop Computers may be used in the classroom if the student sits on the back rows.

Any student using a personal mobile device during class will have 5% deducted from their overall course grade for EACH occurrence.

**SYLLABUS POLICY:**

While this syllabus outlines the expectations for successful completion of the course, it is not a contract. Therefore some elements of the course may be altered by the Instructor as needed.

**ACADEMIC INTEGRITY:**

This course adheres to the standards outlined by the University of North Texas Policy Office (sec: 18.1.16 Student Standards of Academic Integrity). This information may be viewed on the UNT Policy Office website- [http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdf](http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf)

**RELIGIOUS ACCOMODATION:**

HB 256 provides students with an excused absence from attending classes, taking examinations or other required activities in observance of a religious holy day and related travel. It also provides that students be given reasonable time to take an exam or complete an assignment. Requests for accommodation must be made to the instructor a minimum of three days prior to the observed religious holy day.