

MRTS 4740.001 – VISUAL EDITING

Tuesday & Thursday 9:00am – 11:20am FALL 2020

Instructor: James M. Martin

Office Hours: Mon 2:00 – 4:00pm & T/TH 4:00-5:00pm (online)

Office: RTFP – 272B

Phone: 940-369-7448

Email: james.martin3@unt.edu

TEXT:

Media Composer Fundamentals I (MC101 – 2019/2020)

Media Composer Fundamentals II (MC110 – 2019/2020)

The Art of the Cut: Conversations with TV & Film Editors by Steve Hullfish - (Recommended)
(can be viewed via UNT Willis Library online collection)

OBJECTIVES:

This course will introduce students to the history, theory, creative and technical techniques and general workflow used in film and television editing using industry standard digital editing software. The primary aim by the end of the course is to allow those enrolled to:

- Develop critical evaluation skills to determine narrative intent and narrative clarity.
- Develop the skills needed to map out postproduction needs before starting an edit.
- Develop artistic skills needed to make storytelling decisions a priority in all phases of postproduction.
- Learn the technical and critical decision - making skills needed for efficient project completion.
- Learn how the basic principles and theory of editing applies to various formats and genres of media.
- Learn how editing technique, aesthetics and theory are the guiding forces behind editing decisions.

CLASS COMMUNICATION:

UNT student email accounts are used for all course correspondence about projects, scheduling and online meetings. The course learning hub will be Canvas. Any needed information will be sent via individual campus email via Canvas or my.unt.edu. Frequently both. Students who predominantly use another email service will need to set up forwarding from their UNT email account to remain up to date.

TARDINESS AND ABSENCE POLICY:

With MRTS 4740 currently being online attendance is still vital. However online access is not the same for all participants. **Three unexcused absences and late arrivals are allowed without penalty.** Each subsequent **unexcused** absence will result in a 2% deduction in the overall course grade percentage. Students who miss (with unexcused absences) **four or more** unexcused absences during the full semester may be subject to administrative withdrawal if they have not met with the instructor prior to this action. Subsequent late arrivals penalties are:

Late Arrival: (three are allowed without penalty)

If you arrive after	9:40 am	penalty of	0.5	percentage	points
If you arrive after	9:45 am	penalty of	1.0	percentage	points
If you arrive after	9:50 am	penalty of	2.0	percentage	points
If you arrive after	10:00 am	penalty of	2.5	percentage	points
If you arrive after	10:10 am	penalty of	3.0	percentage	points

Arrivals after this time will be marked as an unexcused absence.

These deductions will be factored into the final course grade.

NOTE: Students who leave class early without instructor approval (with exceptions for documented situations such as illness or emergency) will be assigned an unexcused absence.

GRADING:

Project ONE	10%	Editing Project Fundamentals
Project TWO	15%	Intermediate Editing
Project THREE	20%	Comprehensive Editing & Workflows
Media Management	10%	Organization of Project Files
Attendance	15%	Online Attendance
Exam Average	15%	Lesson/Chapter Exams 1 - 4
Final Exam	15%	Comprehensive Final

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

Assignments must be submitted online by the submission deadline. Assignments submitted within 24 hours of the due date will receive an automatic 15% grade deduction. An additional 5% deduction will be applied for each 24-hour period elapsed before the assignment is submitted for grading.

COURSE EXPECTATIONS:

The course goal 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 (regardless of the format) include tone, balance, pacing, color as well as the use of music and sound effects. *But the story is the primary concern.*

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 other students' opportunity to learn is both disruptive and unacceptable in an instructional forum in person or online. Students engaging in unacceptable behavior will be dismissed from the online meeting. A dismissed student will be referred to the student to the Center for Student Rights and Responsibilities to determine how the conduct in question violated the Code of Student Conduct. The Code of Student Conduct can be found at deanofstudents.unt.edu/conduct.

CLASSROOM SCREENINGS:

Course meetings will include viewing and discussion of various editing examples from multiple forms of media including, television, film, video on-demand, streaming platforms, video games, trailers and documentaries. Examples will cover various genres, cultures, and subject matter providing a holistic view of editing styles and techniques. Students who have or have not seen the examples used has no bearing on how and when an example will be screened. Students who participate in course discussions are expected to do so in a courteous and constructive manner. If there is any uncertainty, please refer to the section on student behavior above.

BASIC COURSE SCHEDULE:

Along with assignments this course also includes guest speakers, screenings and supplemental lectures and readings. *Information from any supplemental course materials is subject to formal examination.*

The Schedule Below May Be Altered Slightly Based on Course Needs

MEETING	CONTENT AREA
Week 1	Course Introduction & Intro to Media Composer Starting a Project
Week 2	Brief Editing History, Continuity Editing & Types of Cuts Building A Sequence
Week 3	Drag and Drop Editing & Refining the Edit Effective Use of Cuts & Types of Montage EXAM ONE
Week 4	Introduction to Transition & Segment Effects Narrative Clarity & Dramatic Emphasis
Week 5	Creating Subtext Combining Multiple Effects Project 1 Due
Week 6	Combining Multiple Effects / Freeze Frames & Motion Effects Editing Action & Comedy
Week 7	Creating Titles, Exporting & Technical Fundamentals Murch's Editing Principles EXAM TWO
Week 8	Workflow and Formats Additional Ingest Techniques
Week 9	Preparing Dailies & Quick Editing Tools Editors To Know & Their Work Project 2 Due
Week 10	Re-cutting a Scene Understanding & Trimming Dialogue
Week 11	Contributions of Sound & Mixing Sequence Audio Assistant Editor and Editor Roles EXAM THREE
Week 12	Working with High Resolution Footage Retiming Effects
Week 13	Multilayer Effects Nesting Multiple Effects
Week 14	Tracking & Blurring / Chroma Key Effects Animated Titles & Graphics Project 3 Due
Week 15	Packaging and Export EXAM FOUR
Thursday DEC. 10th	FINAL EXAM 8:00am – 10:00am

NO MAKE-UP EXAMS WILL BE GIVEN WITHOUT A VERIFIED EXCUSED ABSENCE.

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.

DROP POLICY:

As this is a Media Arts 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 absent on the first day of class who do not immediately contact the instructor with a legitimate excuse may be dropped immediately and without notice.

ODA INFORMATION:

The Department of Media Arts cooperates with the UNT Office of Disability Accommodation to make reasonable accommodations for qualified students. Students seeking accommodation must first register with the ODA to verify eligibility. If verified the ODA will provide an accommodation letter for faculty to initiate a confidential discussion of specific course needs. You may request accommodations at any time though you are encouraged to do so as early as possible in the semester in order to avoid delays in implementation. Students must obtain a new ODA letter and meet with their instructor at the beginning of each semester. For more information see disability.unt.edu or call **940.565.4323**.

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 Department of Media Arts. And this evaluation is considered an important part of your participation in this class.

MOBILE DEVICE POLICY:

Department of Media Arts production courses prohibit the use of personal electronic devices during class, unless specifically determined by the individual Instructor. Unless those exceptions are contained in a course syllabus and/or altered by the instructor of record, department policy takes precedence.

Personal electronic devices include (but are not limited to) mobile phones, digital media players, digital readers/tablets, and some handheld computers. All devices should be turned off before entering the classroom or laboratory area. Personal computers and some tablets may be used in the classroom for note taking with instructor permission.

Each student will receive one warning. Afterwards, any student found in violation of the personal electronic device policy will incur a 5% penalty to their overall final course grade for each occurrence.

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.

SUCCESS IN THE COURSE:

UNT endeavors to offer a high-quality education and a supportive environment to help you learn and develop as a future creative professional. My job is to help you make the most of that opportunity. Help me help you. Do your part by: Showing up. Being prepared. Staying Focused. Getting involved. Communicating with your advisors and finding support when you need it.

Everyone has a different learning style and learning pace. If you are having trouble with any aspects of the classroom instruction or assignments, please see me during the office hours listed above. If you cannot schedule time during the posted office hours contact me to make an additional appointment. In addition, there are numerous on-campus resources for help found at: success.unt.edu/.

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). Students who cheat or plagiarize in their work - submitting the work of others as their own, their own work from previous semesters and/or other classes instead of the assigned project- will not receive credit for that assignment. Students who cheat or plagiarize a second time or on the final editing assignment will receive a failing grade for the course. Offenses will be reported to the department chair and UNT Dean of Students. Detailed information is available at: http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

INCOMPLETE GRADE FOR THE COURSE:

From the UNT Office of the Registrar: An Incomplete Grade ("I") is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has a justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule.

Under no circumstances will an "Incomplete" be assigned automatically. A student must make a formal request from the instructor (see the above information from the UNT Registrar) which satisfies the listed guidelines, not have excessive absences or late arrivals, and be able to demonstrate proficiency in the creative and technical techniques covered in the course. All requests will be considered on a case by case basis and students must provide verifiable documentation of the reason for the request.

SUCCESS AND ACADEMIC INTEGRITY NOTES:

Submitting an assignment that mimics a pre-existing version, regardless of how a template for this action was obtained *is still plagiarism*. Within the editing industry this would result in banning the individual from future work, jeopardizing their career. In this course such an action is a direct violation of academic integrity and will be treated as such. The thing to remember above all else is:

Do Not Copy the Work of Others. Not Even from The Internet. Don't Do This.

The license agreement which provides the editing footage used in the course limits use to on campus editing assignments. Footage *is not to be downloaded from the server* for outside editing. Students who do so are in violation of academic integrity policies.

The network storage system ***is not accessible outside of the editing lab***. Assignments submitted through online hosting or download sites will not be accepted unless otherwise stated.

As MRTS 4740 is a production course, equipment checkout penalties in other production courses can result in the *suspension of equipment checkout privileges as well as lab access privileges*. Students in the course who have such penalties should always attend class but are still subject to lab access penalties.