

MRTS 4740.001 – VISUAL EDITING

Tuesday & Thursday 9:30am – 11:20am SPRING 2023

Instructor: James M. Martin	Office Hours MON / WED 2:00 – 4:00pm & online by appointment
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TEXT:

(Both Provided)

Media Composer Fundamentals I (MC101)

Media Composer Fundamentals II (MC110)

(Recommended)

Grammar of the Edit – by Christopher J. Bowen

Don't Miss Out On Any Avocado Milkshakes - by Troy Takaki

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. **Two unexcused absences and three late arrivals are allowed without penalty.** Each subsequent **unexcused** absence will result in a 2% deduction in the overall course grade percentage. Students with four or more unexcused absences 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: (two 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

Arrival beyond this time will be recorded as an unexcused absence.

Leaving class early without instructor communicating with instructor for a confirmed excused absence (*with exceptions for documented situations such as illness or emergency*) will also be recorded as an *unexcused* absence.

GRADING:

Project ONE	10%	Editing Basics
Project TWO	10%	Intermediate Editing I
Project THREE	15%	Intermediate Editing II
Project FOUR	10%	Sound Design
Project FIVE	15%	Comprehensive Editing
Exam Average	15%	Chapter & Presentation Exams
Online Assignment	15%	Interactive (EditMentor) Lessons
Attendance	10%	

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

Assignments must be submitted by the 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.

NOTE: Late arrivals and unexcused absences (*beyond those without penalty*) are factored into the final grade.

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 (a) is passing the course and (b) 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 topics and activities (creative, technical & overall knowledge) covered in the course. All requests will be considered on a case-by-case basis once verifiable reasons for the requests are approved by the dean’s office (or registrar’s office, ODA, etc.,) with completion of the required documentation.

ENROLLING IN OR DROPPING THE COURSE:

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. Students absent on the first day of class **are not** dropped automatically. There is no such policy.

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**.

SYLLABUS POLICY:

Though this syllabus outlines expectations for successful completion of this course, as well as policies, it is not a contract. Changes to materials, assignments, due dates and test dates may occur due to topics covered, skills covered, general course needs and lab issues.

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 Slightly Altered During The Semester

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
Week 4	Introduction to Transition & Segment Effects Narrative Clarity & Dramatic Emphasis
Week 5	Creating Subtext Combining Multiple Effects
Week 6	Combining Multiple Effects / Freeze Frames & Motion Effects Editing Action & Comedy
Week 7	Creating Titles, Exporting & Technical Fundamentals Murch's Editing Principles
Week 8	Workflow and Formats Additional Ingest Techniques
Week 9	Preparing Dailies & Quick Editing Tools Editors To Know / Films & TV shows with Great Editing
Week 10	Re-cutting a Scene Understanding & Trimming Dialogue
Week 11	Contributions of Sound & Mixing Sequence Audio Assistant Editor and Editor Roles
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
Week 15	Industry Best Practices / Getting Started After Graduation Graduate Student Presentations
Thursday May 11th	To Be Announced

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

EXAM AND PROJECT SCHEDULE:

Course Exams	
Exam 1	January 31 st
Exam 2	February 9 th
Exam 3	March 2 nd
Exam 4	March 23 rd
Exam 5	April 20 th
Exam 6	May 4 th

Editing Projects	
Project One – Editing Basics	January 31 st
Project Two – Intermediate Editing I	February 17 th
Project Three – Intermediate Editing II	March 10 th
Project Four – Sound Design	April 7 th
Project Five – Comprehensive Editing	May 5 th

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.

Should you have trouble with any aspects of the course information or assignments you are welcome to communicate with me during office hours. If those hours do not fit into your schedule, you may request an appointment. There are also numerous on-campus resources for help found at: success.unt.edu/.

USER CERTIFICATION:

A component of the course is use of curriculum, software and exercise materials from Avid Media Composer provided by UNT Media Arts as an Avid Learning Partner. This also allows provides an opportunity for students to take the national exam(s) required to become an Avid Certified User.

Both Part A and Part B (Avid Certification Exam (User) must be completed with a score of 80 or above in order to be recognized by Avid Technologies as an Avid Certified User. Benefits for this certification vary based on user skills and background but offer multiple benefits. More information is available from the instructor or other Avid Certified Instructors.

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.

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.

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 student that has been dismissed will be referred to the Center for Student Rights and Responsibilities to determine how the conduct may have violated the Code of Student Conduct which can be found at deanofstudents.unt.edu/conduct.

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.

SEMESTER EVALUATIONS:

Students should complete the SPOT (Student Perception of Teaching) evaluation. The SPOT evaluation is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester. Feedback from students is very important. Evaluations are used in faculty and curriculum review. Therefore, the SPOT is a way to directly address your evaluation of the department.

UNT 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

COURSE ACADEMIC & PROFESSIONAL INTEGRITY:

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 projects, other classes, social media posts, etc. Students who do so are in violation of academic integrity policies and the media license agreement. Those who violate these will be subject to the corresponding penalties.

The network storage system ***is not accessible outside of the editing lab***. Assignments submitted through hosting or download sites (Google Docs, WeTransfer, etc.,) 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 who have incurred such penalties should always attend class but are still subject to lab access penalties.

MOBILE ELECTRONIC DEVICES :

In years past the Department of Media Arts prohibited the use of personal electronic devices during class, unless specifically determined by the individual Instructor. Unless exceptions were contained in a course syllabus and/or altered by the instructor of record; department policy took precedence.

In this course personal electronic devices (include but not limited to) mobile phones, digital media players, digital readers, tablets, and personal computers are allowed. However, devices may not be used in a manner which disturbs presentations, demonstrations or other students. **Those who cause a disruption will receive one warning.** After a warning, any who use an electronic device (*not including ODA & other approved accommodations*) in a disruptive manner will incur a 1% penalty to their overall course grade **for each** occurrence.