Course Information

- LTEC 4210 – Digital Multimedia in Education and Training (3 credit hours)
- LTEC 5111 – Introduction to Video Technology (3 credit hours)
- There will be no face-to-face campus meetings. Communication will consist primarily of asynchronous discussions. Some online synchronous meetings may be scheduled as needed.

Course Instructor

Dr. Regina Kaplan-Rakowski is Lecturer of Learning Technologies and the Director of the Master of Science Program at the University of North Texas. Dr. Kaplan-Rakowski’s research investigates immersive learning environments (virtual reality, augmented reality, virtual worlds), computer-assisted language learning, mobile learning, 3D visualizations of learning content, multimedia learning, emerging technologies, and second language acquisition.

Communication

Email: Regina.KaplanRakowski@unt.edu
Office Location: Discovery Park, G159

Course Pre-requisites, Co-requisites, and/or Other Restrictions

No pre-requisites.

Materials – Text, Readings, and Supplemental Readings

The textbook for this course is The Bare Bones Camera Course for Film and Video. Schroeppe1. ISBN is 978-1-62153-526-3.

Other readings will be provided in the modules or you will be given the information that you need to search for the article using library skills.
Course Objectives

After completing the course, the student will be able to:

- **CO1.** Create a digital video product using prescribed parameters.
- **CO2.** Digitize (or capture) still and motion video images in accordance with current technical procedures and standards.
- **CO3.** Utilize post-production processes to create titles, add music, create sound effects, and produce voice-over narrations.
- **CO4.** Use various editing techniques such as insert editing, assemble editing, title superimposition and other special effects to create programs that deliver a specific message.
- **CO5.** Perform basic camera techniques such as frame composition (medium shot, close up, etc.) and camera movements (pan, tilt, zoom, etc.).
- **CO6.** Set up equipment such as cameras, tripods, microphones, etc. for use in video production.
- **CO7.** Record and edit digital sound in accordance with generally-accepted practices and standards.
- **CO8.** Define technical and equipment terms related to video and audio production in analog and digital domains.
- **CO9.** Compress video files to meet the requirements set by screen size, capture rate, and digital file size.
- **CO10.** Identify the various file formats related to digital media.
- **CO11.** Organize, plan, script and produce effective video programs.
- **CO12.** Create digital media for distribution via CD-ROM, Internet, multimedia, and other platforms.

Course Requirements

Plan a minimum of three hours of preparation for each hour of class to successfully complete this course. Project themes must be approved by the instructor before the beginning of the project in order to be accepted. All work submitted in this class must be free of any sexual content, profane language, racial slurs and other inappropriate material. If you are not sure or have any questions regarding this policy, please check with the instructor. Student work with inappropriate material will not be accepted and consequently receive a grade of zero.

Required Software for the Course

Most, if not all, of the software required for this course is free or low-cost. If you are a PC user, you'll be using Windows Live Movie Maker (up to Windows 8), Adobe Premiere, Audacity Sound Editor, and LAME MP3 Encoder. If you're using a Mac, you'll use iMovie, Audacity, and LAME, or Garage Band (your choice). Similar software in PC or Mac format is acceptable.
There are also freeware/shareware alternatives. And there's Adobe Premier Pro and Apple Final Cut Pro, Pinnacle Studio, Avid, Sound Forge, Camtasia and a lot of other production software. If you have them, or have access to them, please feel free to use them. But, you don't need to purchase them in order to do well in this course.

**Required Hardware for the Course**

Most computers (PC or Macintosh) built within the past few years should suffice. If the software runs, you're OK. Likewise, even the most basic video cameras will work; a workable zoom is nice. But, more than one student has shot us using a smart phone. Microphones, lights, tripods and other equipment are nice to have, too. But, even basic pieces will work. Whatever you do, do not spend a huge sum of money on a camera or any other piece of equipment. And if you have access to production equipment, please feel free to use it.

The most affordable virtual reality headset (up to $30). You will be fine just having something as simple as [https://www.walmart.com/ip/New-3D-Virtual-Reality-VR-Box-2-0-Glasses-Smart-Phone-Universal-VR-Headset-Goggle-Video/936249360?wmlspartner=wlpa&selectedSellerId=5911](https://www.walmart.com/ip/New-3D-Virtual-Reality-VR-Box-2-0-Glasses-Smart-Phone-Universal-VR-Headset-Goggle-Video/936249360?wmlspartner=wlpa&selectedSellerId=5911) (Links to an external site.)

If you have any doubts, please contact your instructor to confirm your purchase.

**Method of Evaluation**

Students will be evaluated through a series of formative projects that focus on the various skills and techniques used in video/multimedia production. There will also be weekly discussion forums and a final project.

In that this is a course that deals with multimedia and video technology, students are expected to craft their assignments, definitions, explanations, and other work with media and video technology in mind. Responding to assignments with themes or information that relates to other fields will not be accepted. Assignments will generally be accompanied by a rubric or other grading guide; please make use of these in order to increase your understanding of the requirements and to maximize your performance.

Due dates for all assigned projects and forum postings appear in the Assignments and Activities Schedule. Changes, on the assignments requirements or due dates may be announced later. It is the students' responsibility to keep up with these updates and to have all assignments and forum postings ready on time. Students whose personal or professional commitments require travel or other activities during the semester must arrange to have assignments submitted early.

All assignments and activities are to be submitted on or before the published due date. If work-related responsibilities, health or personal challenges will prevent you from submitting an assignment on time, please notify me in advance and the late submission will be excused without penalty; in fairness to the students who submit assignments on time, informing me of these circumstances after the fact will result in a 1% per day reduction in the possible score for
that assignment. Unexcused late assignments are subject to a 5% per day reduction in the possible score for that assignment. Thus, an assignment worth 50 points that is turned in four days late will be worth a maximum of 40 points before actual grading begins. Late assignments will not receive feedback. Forum postings and responses, and extra credit assignments (when available), will not receive credit after their due dates.

Grades will be determined as follows:

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The assignment of a grade of **Incomplete** will only be made for the reasons specified by university regulations. Running out of time or not getting things done is not one of the specified reasons.

**Late Work Information**

All course-related assignments are expected to be submitted on time. Any assignments not turned in by the stated deadline may be assigned a grade of zero unless the student has made prior arrangements with the instructor. If there are any questions concerning a late policy, please contact your instructor.

**Incomplete Grade Information**

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see [http://essc.unt.edu/registrar/academic-record-incomplete.html](http://essc.unt.edu/registrar/academic-record-incomplete.html) for information. Per UNT policy, a grade of Incomplete can only be awarded to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

**Turnitin Notice**

Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. If your instructor requires you to use this service, please remove your title page and other personal information prior to submitting your assignment to Turnitin.

**Correspondence**

The instructor can be contacted through emails sent to the email address listed on the [Contacting the Instructor](#) page. All students should activate and regularly check their [EagleConnect](#) (e-mail) account. EagleConnect is used for official communication from the University to students. If you do not use Eagle Connect as your primary email, please send the
instructor a message from your preferred email account. Otherwise, all emailed announcements, grade postings, and returned assignments will be sent to your UNT account. Many important announcements for the University and College are sent to students via EagleConnect. For information about EagleConnect, including how to activate an account and how to have your email forwarded to another e-mail address, visit http://eagleconnect.unt.edu/.

Academic Ethics

You are expected to create and print out your own assignments without outside assistance. All work is expected to be your own. Cheating and disciplinary action for cheating is defined by the UNT Policy Manual Code of Student Conduct and Discipline.

Cheating is an act of academic dishonesty. It is defined and is to be handled as follows: Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers; representing the work of another as one’s own; collaborating, without authority, with another student during an examination or in preparing academic work; or otherwise practicing scholastic dishonesty. Although there are other possibilities, you should expect the penalty assigned for such infractions will include a failing grade in the course and a recommendation that you be denied a degree. It is your responsibility to clearly identify all elements in your work that are not original works of authorship as defined by the United States Copyright act. You are expected to strictly obey the provisions of all laws of the United States and the State of Texas in the completion of all course activities, taking particular notice of the provisions of the United States Copyright Act (Title 17 United States Code). This law provides that you may legally use, with certain limitations, certain copyrighted materials in the context of research and scholarship. Do not confuse your ability to legally copy materials under the fair use provisions of the Copyright Act with the ability to claim that such a copy is an original work of authorship.

Being a Successful Online Student

• What Makes a Successful Online Student? (http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp)
• Self-Evaluation for Potential Online Students (http://www.ion.uillinois.edu/resources/tutorials/pedagogy/selfEval.asp)

Student Support

The University of North Texas provides student technical support in the use of Blackboard and supported resources. The student help desk may be reached at:
Email: helpdesk@unt.edu
Phone: 940.565-2324
In Person: Sage Hall, Room 130
Online: http://www.unt.edu/helpdesk/

Regular hours are maintained to provide support to students. Please refer to the website (http://www.unt.edu/helpdesk/hours.htm) for updated hours.

This course depends on technology for its delivery. UNT is committed to providing a reliable online course system to all users. When a UNT system is unavailable or down, students should
immediately communicate with the instructor and contact the UNT Student Help Desk to report the issue. If the technology failure is local to the student and impacts his/her ability to submit an assignment or complete a quiz on time, the student should contact the instructor during the outage as soon as convenient using e-mail (if available on another device), text message (if available), or phone to request an opportunity to make up the work. Instructors will use their judgment on how best to resolve any technology issues in the course.

Additional Resources

- UNT Portal: http://my.unt.edu
- UNT Library Information for Off-Campus Users: http://www.library.unt.edu/services
- UNT Computing and Information Technology Center: http://citc.unt.edu/services-solutions/students
- Computer Labs:
  General access computer lab information (including locations and hours of operation) can be located at: http://www.gacl.unt.edu/

Copyright Notice
Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: http://copyright.unt.edu/content/unt-copyright-policies.

UNT POLICIES
Student Conduct and Discipline
You are encouraged to become familiar with the University Student Code of Conduct maintained by the Dean of Students in the Office of Student Affairs: https://deanofstudents.unt.edu/conduct.

ADA Policy
The University of North Texas makes 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.

Add/Drop Policy
The department adheres to the add/drop schedule established and published by the UNT Office of the Registrar. See the registration calendar for information (http://essc.unt.edu/registrar/index.html).

Important Notice for F-1 Students taking Distance Education Courses:
Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at http://www.ecfr.gov.

The specific portion concerning distance education courses is located at "Title 8 CFR 214.2 Paragraph (f) (6) (i) (G)" and can be found buried within this document: http://frwebgate.access.gpo.gov/cgi-bin/get-cfr.cgi?TITLE=8&PART=214&SECTION=2&TYPE=TEXT

The paragraph reads:
(G) For F–1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F–1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance
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 an 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 Student and Scholar Services Office. ISSS 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, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-
565-2195 or email internationaladvising@unt.edu to get clarification before the one-week deadline.