

Indiana University Department of Telecommunications

T351 - Video Field & Post Production

Syllabus v 1.0 - Spring 2008

Instructor: Jim Krause jarkraus@indiana.edu
www.indiana.edu/~telecom/faculty/krause.html
IU: 856-2172 & Studio: 332-1005
Office Hours (RTV Bldg. 350): Mon 8-10 AM & by appointment.

AI: Elizabeth Crosbie elcrosbi@indiana.edu
Office Hours (Production Lab): TBA

Readings: There is no textbook for this course. On-line readings will be assigned from CyberCollege http://www.cybercollege.com/tvp_ind.htm.

Materials: **3 or more miniDV videotapes.** Do not use Sony tapes, unless they are PHDVM-63DM digital Master HDV tapes. **You must bring a tape to every lab. Write name clearly on box spine & tape face!**
Course Exercises (distributed via class website)

Course Description: T351 teaches the technical skills and creative principles required for video field and post production. Topics include video recording technology, composition, lighting, continuity, sound, and editing. Experience planning, shooting and editing video projects will be provided through hands-on exercises, projects and assignments.

Attendance: Attendance at every class and promptness at the start of every lab are mandatory. **Missing a class or repeated tardiness will result in a drop in your final grade.** More points will be deducted if your absence creates a hardship for fellow lab partners.

There is an Indiana University Religious Holy Days/Holidays policy stating that instructors must reasonably accommodate students who want to observe their religious holidays at times when academic requirements conflict with those observances. It is the student's responsibility to inform instructors of conflicts *no later than the second week of the semester* so that reasonable accommodations may be provided.

Computers, Procrastination & Murphy's Law: Late assignments will not be accepted. Please don't come to class without homework due to *technical difficulties*. (My computer crashed, printer ran out of ink, not enough batteries, etc.) Don't wait until the last minute to carry out your work. If you do, you will be rushed, your work will suffer and your computer will probably crash. Expect equipment to malfunction, batteries to run down, and hard drives to crash. ALWAYS make a redundant copy of your work. Save your media into a master directory on your assigned drive. REMEMBER to set the Final Cut Pro Scratch disk to your master directory every time you launch it. Back your folder up onto TC Net Scratch periodically. It is your responsibility to supply backup copies of critiques and other materials if needed.

Lab Usage & Equipment: You are responsible for knowing and adhering to all Lab Policies. Typically cameras and other gear can be checked out in 4-hour blocks of time. **You MUST return equipment on time.** If you will be late, call the lab at 855-7855. Returning equipment late, damaged, or dirty will result in a possible grade reduction and restrictions on using Departmental equipment, and taking 400-level production classes. There is absolutely no food or drinks allowed in the production facilities. You will be financially liable for broken or lost equipment due to negligence. Cameras and editing equipment can only be used for class work.

Course Requirements & Grading: Your grade will be based on your understanding of class material and your competence with skills demonstrated in the labs. There are hands-on graded lab activities, exercises, production assignments, critiques, exams, and a final project, which altogether total 500 points. There are no makeup opportunities for missed quizzes or work due to absence or tardiness. **Assignments are to be turned in on time or not at all.**

Think of the larger production exercises that you will write, shoot and edit as Portfolio Projects (P.P.). These exercises provide a way for you to exercise your creativity while producing a high-quality piece for your portfolio.

The total final points awarded will be resolved into a percentage of 100. The final grading criteria is: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 74-76, C- = 70-73, D+ = 67-69, D = 64-66, D- = 60-63, F = 59 & below.

T351 Grading Criteria - 500 total points

	5	Expectations Exercise
	15	Field Shoot Acquisition Exercise & shot log/critique *
P.P.	30	Storyboard & Action Sequence & critique – Point breakdown:
	5	Storyboard
	20	Production
	5	Critique
	15	Avid tutorial (or alternate exercise) & critique
	10	Photoshop Graphic
	20	Audio/News Lighting Exercise
	60	Midterm Exam
	20	Lighting Exercise
P.P.	50	Interview / Feature Story & critique – Point breakdown:
	10	Pre-production (proposal, questions)
	20	Camera & lighting
	15	Post-production
	5	Critique
P.P.	50	Art Video & critique - Point breakdown:
	10	Pre-production (Proposal, treatment & script or storyboard)
	35	Production
	5	Critique
P.P.	55	Drama / Storytelling Exercise - Point breakdown:
	15	Pre-production (Proposal, script and storyboard)
	35	Production
	5	Critique
	10	Internet Resource Exercise
	10	Multimedia Movie
P.P.	65	Final Project- Point breakdown:
	20	Pre-production & presentation (proposal, treatment, script & other materials)
	40	Production (shooting & editing)
	5	Critique
	70	Final Exam
	15	<u>Participation</u>
	500	Total Points

* Critique: A one-page (**minimum!**), double-spaced, typed, write-up describing your project experience.

T351 Schedule -----

WEEK 1 (1/7): COURSE INTRODUCTION – Video Cameras 101

The Production Process

Expectations exercise

Design elements: proposals, treatments, scripts & storyboards

Discuss & assign continuity exercise: Storyboard / Action Sequence

Readings: Cybercollege units 10, 11, 12, 13, 17, 18, 19, 20 & 57 (cameras, lenses & timecode)

LAB: Basic Camera Operation

Camera Practice (in lab)

Field Shoot Acquisition Exercise (Shoot in lab. Tape, log & critique due at start of next lab)

WEEK 2 (1/14): Video Cameras 202

Readings: Cybercollege units 50, 51, 52 & 53 (Continuity)

LAB: Camera Operation (cont.)

Intermediate camera operation, technical continuity, composition, & POV

Storyboards Due at the start of lab!

Shoot Storyboard / Action sequence in lab. (Can edit in lab next week.)

WEEK 3 (1/21): Editing 101 / Final Cut Pro Intro/Review

Martin Luther King Day – No lecture

Readings: Cybercollege units 15, 16, 54, 55 & 56 (editing & editing guidelines)

LAB: Workstation assignments

Final Cut Pro overview, input & output.

Edit Storyboard/Action Sequence. Complete & view by end of lab.

Critique due at the start of next lab.

WEEK 4 (1/28): Editing 102 / Graphics

Graphic design, editing guidelines, importing & exporting

Readings: Cybercollege units 26 (just part 1) and Jim's Graphic Tips

LAB: Review projects and issues from editing/shooting Storyboard / Action sequences

Photoshop Tutorial

Assign and begin carrying out Promo Graphic Exercise. (Due before start of next lab.)

WEEK 5 (2/4): Audio & Basic lighting for video

Principles of audio, microphones, tips & techniques

Readings: Cybercollege units 37, 38, 39 & 40 (audio)

LAB: Interview / Feature Story ideas due. Discuss in lab.

Microphone techniques for interviews and natural sound

Audio / News Exercise (Shoot in lab. Edited tape & critique due at start of next lab)

WEEK 6 (2/11): Lighting: Setting the Mood

Demonstration: Lighting for Video

Readings: Cybercollege units 27, 28, 29, 30, 31, 32, 33, 34 & 35

LAB: Turn in edited Audio / News Exercise & critique.

Interview / Feature Story ideas due (who, what, why, where, questions etc.)

Discuss Interview / feature story and assign teams for following week.

Lighting Exercise (Begin in lab. Tape, log & critique due at start of next lab)

WEEK 7 (2/18): News & Documentary Production / Scripts

Documentary & news production, treatments & script formats

Readings: On-line readings (TBA)

LAB: Turn in Lighting Exercise & critique

Interview / Feature Story pre-production work due

Shoot Interview / Feature Story

WEEK 8 (2/25): Midterm & Intro to Art / Music Videos

Final Project Proposal Due

Midterm Exam

LAB: Art Video ideas due. Present ideas & discuss in lab.

Edit Interview / Feature Story. (Program due by end of lab. Critique due at start of next class.)

WEEK 9 (3/3): Art / Music Videos & Storytelling

MTV, Video art & expression, story structure

Readings: On-line readings (TBA)

LAB: Music Video scripts & storyboards due

Review Interview / Feature Stories

Shoot music video during lab. Edited tape due at beginning of next lab.

SPRING BREAK – WooHoo!!

WEEK 10 (3/17): Editing 202

Advanced editing concepts

Assign Internet Resource Exercise

Readings: On-line readings (TBA)

LAB: Turn in & review Music Videos

Finish & review Art Videos

Students may shoot their Storytelling Projects as soon as they submit their completed script and storyboards.

WEEK 11 (3/24): Digital Video Architecture & Theory

Video codecs, digitizing, compression & sampling, editing, techniques

Readings: On-line readings (TBA)

LAB: No lab this week. Students should work on Storytelling Projects. Due during the next lab!

WEEK 12 (3/31): Video for Cross-Platform Applications

Video for the web, DVD, and multimedia

Readings: On-line readings (TBA)

LAB: Review & critique Storytelling Projects

Final Project pre-production materials due

Creating Multimedia Movies for the web and DVDs.

Final Project planning

WEEK 13 (4/7): Advanced Techniques for field & post production

Advanced production tips & techniques

Readings: On-line readings (TBA)

LAB: Shoot final projects

WEEK 14 (4/14): Engineering & Troubleshooting

Signal processing & test equipment

Troubleshooting & maintenance techniques

LAB: Edit final projects

WEEK 15 (4/21): Issues in Video Field & Post Production

LAB: Final Projects due at the beginning of lab. View and critique in lab.

WEEK 16: FINAL EXAM – Final Project Highlights Showcase

Turn in FP critiques

Final Exam: 10:15 am - 12:15 pm, Friday, May 2th (Day & time assigned by registrar.)