SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE:	Editing Fundamentals		
CODE NO. :	FPD231	**SEMESTER:**	3
PROGRAM:	Digital Film Production		
AUTHOR:	David Patterson		
DATE:	Aug 2015	**PREVIOUS OUTLINE DATED:**	Aug 2014
APPROVED:			
		_____	_____
		DEAN	**DATE**
TOTAL CREDITS:	4		
PREREQUISITE(S):	FPD115		
HOURS/WEEK:	4hr/week		

I.   COURSE DESCRIPTION:
Editing Fundamentals - This course builds on the skills required for effective storytelling in post production through picture editing using industry standard software. Students will learn about editing theory, organizational skills and cutting techniques as well as trouble shooting for problem projects.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Create independent film projects using development, scripting, pre-production, production and post production techniques

      Potential Elements of the Performance:
      Assignments will include short productions that will be developed, executed and assessed during labs and through homework sessions.

      Students will learn about the components involved in filmmaking from start to finish with a focus on physical production.

2.   Work within a production team in various industry capacities and roles on short projects.

      Potential Elements of the Performance:
      Demonstrate production team skills by performing as a crew member in a major craft area and in more than one craft on a minimum of three film productions and the major class group production.

3.   Schedule and budget for various types of productions with different scopes

      Potential Elements of the Performance:
      Students will demonstrate this knowledge through the completion of their short projects which will require them to stay on budget and schedule.

4.   Develop a portfolio of at least 3 short films and 1 television pilot to show creative and professional skills and abilities in digital filmmaking.

Potential Elements of the Performance:
Demonstrate complete understanding of the various crafts and roles of those involved in the film production industry through simulation and inclusion as evaluated in production values of projects.

5.   Write story-driven, visual and cinematic scripts that fit within proper/professional screenwriting format and style with a focus on effective dialogue, strong structure and character development.

Potential Elements of the Performance:
Demonstrate understanding of character development, effective dialogue, structure and organization of plot, dramatic principles and construction in their own scripts.

6.   Research, pitch, produce, package, market and distribute projects using industry and new media outlets.

Potential Elements of the Performance:
Demonstrate a thorough knowledge of the organization and operation of mass media enterprises by investigation of media management in relation of styles of management, advertising, profit making, entertainment, information, public service and social control.

7.   Edit digital video on non-linear, industry standard software and equipment.

Potential Elements of the Performance:
Will participate in an equipment and materials intensive program and demonstrate respect, and safety skills as required in a highly technical field.

8.   Communication

Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience

Potential Elements of the Performance:
Respond to written, spoken, or visual messages in a manner that ensures effective communication

9.   Numeracy

•   Understanding and applying mathematical concepts and reasoning

- Analysing and using numerical data
- Conceptualizing

Potential Elements of the Performance:

Execute mathematical operations accurately
Students will create schedules and budgets for their productions

10. Information Management

Potential Elements of the Performance:
Locate, select, organize and document information using appropriate technology and information systems and analyse, evaluate and apply relevant information from a variety of sources

Students will have to organize and plan for their productions and manage their digital files through post

11. Critical Thinking and Problem Solving

Potential Elements of the Performance:
Apply a systematic approach to solve problems use a variety of thinking skills to anticipate and solve problems

Students will complete post assessments of their productions to describe issues that presented themselves and how they solved them

12. Inter-Personal

Potential Elements of the Performance:
Show respect for the diverse opinions, values, belief systems, and contributions of others

Students will have to successfully complete short productions by working with a team

13. Personal

Potential Elements of the Performance:
Manage the use of time and other resources to complete projects take responsibility for one's own actions, decisions and

consequences

Students will be expected to complete all projects and defend their work

III.   TOPICS:

1. Non-linear editing review

2. Composites & Effects; Goals of editing: Narrative Clarity

3. Multi-camera editing; Goals of editing: Dramatic Emphasis

4. Conforming & transferring projects; Goals of editing: Subtext

5. Rendering; Goals of editing: Aesthetics

6. System Performance; Editing by Genre: Action

7. Media management; Editing by Genre: Dialogue

8. Troubleshooting offline media, Avid Attic; Editing by Genre: Comedy

9. Titles with Avid Marquee; Editing by Genre: Documentary

10. Linking with Pro Tools; Editing by Genre: Music video

11. Timelapse in post; Editing by Genre: Reality TV

12. Colour Correction; Advanced output; Authoring to DVD or Blu-Ray; Web deliverables; Master file

13. Broadcast delivery conventions

14. Sound sync: Production Techniques, manual method

15. Timecode

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:
Handouts will be provided.

V.   EVALUATION PROCESS/GRADING SYSTEM:
All assignments = 100% of the grade.
Students must complete all assignments to achieve credit for the course.
There will be 5 assignments worth 20% each.

The following semester grades will be assigned to students:

Grade	Definition	*Grade Point Equivalent*
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00

CR (Credit)	Credit for diploma requirements has been awarded.
S	Satisfactory achievement in field /clinical placement or non-graded subject area.
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI.   SPECIAL NOTES:

Professionalism Grade
Attendance, punctuality and attitude are key determinants of success in any work environment. As such, this course's marking scheme includes a "Professionalism" mark, which takes all these factors into consideration in a combined grade item.

This grade is determined by the following factors:

1. **Attendance:** Class attendance is taken at the beginning of each class. Students are given ONE "free" class absence, after which each class missed will result in a 10% deduction from the Professionalism mark. If the student has a legitimate reason for being absent, they will not be penalized. These include:

   - Out-of-class related work, which has been agreed upon ahead of time with the instructor (such as work placements). Note: this does not include work that is being completed for this or any other class.

   - Illness, which can be legitimately accounted for (such as a medical professional's note).

   - Family/personal crisis, which can be legitimately accounted for.

2. **Lates:** Tardiness will be noted and will affect the final grade. This includes not only late arrivals to class, but also failure to return from designated breaks on time, and leaving class before teaching is complete. Any two of these will be counted as equivalent to one absence (see above). Ex. 2 lates = 10% deduction from Professionalism mark.

3. **Distractions:** If a student's actions distract the class or impede other student's ability to concentrate on the lesson in any way, it will be noted and will negatively affect the offending student's Professionalism mark.

4. **Inattentiveness:** Class time is intended for the student to listen to and/or participate in the lesson and other related class activities. If a student fails to make the effort to participate as such, it will be noted and will negatively affect their Professionalism mark. Examples of inattentiveness include (but are not limited to): Using the class or personal computers, or mobile electronic devices for other-than-class activities (such as social media, games, etc.), and doing work for other classes.

Tests/Quizzes
- All tests/quizzes will be taken in class at a predetermined time
- There will be no retake opportunities for in class tests and quizzes
- The quiz with the lowest grade will be omitted from the final grade calculation

Assignments/Projects
- Unless otherwise specified, all assignments/projects will be due at the beginning of class on the date they are due
- All class assignments will be submitted through a pre-determined LMS dropbox, specific to the project and class in question. All submissions are thereby time-stamped by the school's system clock upon upload
- Late assignment submissions will incur a 5% per day mark deduction, up to a maximum of 35% deduction

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COURSE OUTLINE ADDENDUM

1. <u>Course Outline Amendments</u>:
    The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

2. <u>Retention of Course Outlines</u>:
    It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

3. <u>Prior Learning Assessment</u>**:**
    Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

    Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

    Substitute course information is available in the Registrar's office.

4. <u>Accessibility Services</u>:
    If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5. <u>Communication</u>:
    The College considers *Desire2Learn (D2L)* as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of this Learning Management System (LMS) communication tool.

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6.   Academic Dishonesty:
      Students should refer to the definition of "academic dishonesty" in *Student Code of Conduct.*
      Students who engage in academic dishonesty will receive an automatic failure for that
      submission and/or such other penalty, up to and including expulsion from the
      course/program, as may be decided by the professor/dean. In order to protect students from
      inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the
      author of the material, it is the policy of the department to employ a documentation format for
      referencing source material.

7.   Tuition Default:
      Students who have defaulted on the payment of tuition (tuition has not been paid in full,
      payments were not deferred or payment plan not honoured) as of the first week of November
      (fall semester courses), first week of March (winter semester courses) or first week of June
      (summer semester courses) will be removed from placement and clinical activities due to
      liability issues. This may result in loss of mandatory hours or incomplete course work. Sault
      College will not be responsible for incomplete hours or outcomes that are not achieved or
      any other academic requirement not met as of the result of tuition default. Students are
      encouraged to communicate with Financial Services with regard to the status of their tuition
      prior to this deadline to ensure that their financial status does not interfere with academic
      progress.

8.   Student Portal:
      The Sault College portal allows you to view all your student information in one place.
      mysaultcollege gives you personalized access to online resources seven days a week from
      your home or school computer. Single log-in access allows you to see your personal and
      financial information, timetable, grades, records of achievement, unofficial transcript, and
      outstanding obligations, in addition to announcements, news, academic calendar of events,
      class cancellations, your learning management system (LMS), and much more. Go to
      https://my.saultcollege.ca.

9.   Recording Devices in the Classroom:
      Students who wish to use electronic devices in the classroom will seek permission of the
      faculty member before proceeding to record instruction. With the exception of issues related
      to accommodations of disability, the decision to approve or refuse the request is the
      responsibility of the faculty member. Recorded classroom instruction will be used only for
      personal use and will not be used for any other purpose. Recorded classroom instruction
      will be destroyed at the end of the course. To ensure this, the student is required to return
      all copies of recorded material to the faculty member by the last day of class in the semester.
      Where the use of an electronic device has been approved, the student agrees that materials
      recorded are for his/her use only, are not for distribution, and are the sole property of the
      College.