

COMM 240: Digital Editing

Spring 2022

French G208

11:00-11:50

M-W-F

Instructor: Clint Wright

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Office Hours

M-W-F: 9:00-10:00 a.m.

T-T: 10:00 a.m.-12:00 p.m.

or by appointment

Course Catalog Description:

A comprehensive study of digital editing equipment and techniques used in the media industries. Emphasis will be placed on non-linear video and audio editing.

Prerequisites: COMM 101 (with grades of 'C-' or better). 3 credits.

Course Objectives:

As a result of satisfactory completion of this course, students will be able to:

1. Edit video & audio using digital tools such as Premiere & Audition.
2. Develop topic with clear central message supported by relevant, accurate supporting evidence.
3. Clearly organize presentation
4. Adapt the presentation for purpose, context, and audience.
5. Exhibit effective delivery with non-verbal and verbal attributes.
6. Plan, film, write, report and edit individual media projects for publication.

Course Materials

- You will be required to purchase both a [CF card](#) and an [SD card](#). We will discuss the necessary equipment and its relevance in class.

Course Expectations:

Attendance: If you are absent, you are absent. With very few exceptions discussed below, there will be no difference between "excused" and "unexcused". If you're gone,

you're gone. You can miss up to 5 classes without penalty. See grading section for rubric.

In the most extenuating circumstances (e.g., prolonged illness, death of a family member) we can discuss how absences will affect your grade. Other than that, you have 5, so use them wisely.

For any University excused absence (athletics and/or university-sponsored events), you are responsible for presenting official written documentation for the absence. I expect that you will coordinate with me to revise your due dates at least 1 week in advance.

If you are going to miss class, contact me ahead of time to check on the possibility of making up any assignments. If you miss class and contact me later, you will not be eligible to make up any missed assignments.

Tardiness is unacceptable. Two late entries into our classroom will count as 1 absence.

Early Departures from class count the same as late entry

Attendance will be taken at the beginning of each class. If you are late or absent from a class, it is *your* responsibility to gather missed notes/assignment material from a classmate.

Honor Code: For an overview of Longwood's policies, check out pages 33-38 of your [Student Handbook](#). All material used in class must be appropriately attributed to the original source. Violations will bring about Honor Board Hearings as detailed in the policy.

Accessibility Needs: If you have a physical/learning accessibility need, contact me during the first week of the semester to discuss your specific needs. Make sure you are registered through the [Accessibility Resource Office](#) (434-395- 2391)

In accord with its history and mission, Longwood University believes that each individual should be treated with respect and dignity and that any form of crime or violence is incompatible with Longwood's commitment to the dignity and worth of the individual. Longwood University is committed to providing a healthy living, learning and working environment which promotes personal integrity, civility and mutual respect. If you have been the victim of a crime or sexual misconduct we encourage you to report this. If you disclose this to a faculty member or employee, she or he is required by law

to notify the appropriate University officials. The faculty member or employee cannot maintain complete confidentiality and is required to report the information that has been shared. Please know that all reported information is treated with discretion and respect and kept as private as possible. For more information about your options at Longwood:

<http://www.longwood.edu/police/crimereports.htm>

<http://www.longwood.edu/studentconduct/12050.htm>

<http://www.longwood.edu/titleix>

General Longwood Syllabus Statements:

Please see <http://www.longwood.edu/academicaffairs/syllabus-statements/> to familiarize yourself with the most up to date policies and resources.

Student Responsibilities: Assignment instructions, additional readings, and other materials can be found on Canvas. You are responsible for reading and understanding all course material posted to Canvas in a timely manner. Make sure you have the appropriate announcements configured so you receive notification of any new material.

Classroom Discussion: You are expected to maintain a professional, welcoming, and comfortable environment for your colleagues. This means all perspectives, viewpoints, and questions should be respected during class discussions. Any disruptive behaviors will not be tolerated. You will be asked to leave the class if you are harming this environment.

Technology: Please STORE cell phones before class starts. That means no calls, texts, Snapchat, etc. at any time. If you have a situation where this rule might be violated, see me before class. Computer use is allow during class for appropriate classroom usage.

Messaging of any sort via computer is not permitted during class time.

if you break these rules, the first time you will be marked absent for the day. The second time you will be asked to leave the room. If this does not solve the problem, all phones and computers will be banned from the classroom entirely.

Equipment Use: Regarding the field and studio equipment you will handle through our course, 'If you broke it, you bought it.' I can't stress enough the importance of precaution and care with the equipment provided to you. Accidents happen, but negligence is not tolerated. The equipment is **not** your *property*; but once the equipment is in your hands, it **is** your *responsibility*. Part of this responsibility is

returning the equipment on time. Multiple late returns will result in the revoking of equipment privileges.

*The equipment is for **class/professional use only**. Using it for personal or recreational reasons is unacceptable. Doing so constitutes academic misconduct, leading to immediate removal from class, potential fines and suspension or expulsion in accordance with the university's Honor Code policy.

Course Credits: This course is worth three credits, with approximately 3 hours of classroom meeting time per week. On a weekly basis about 4 hours of work is expected outside of class for each hour spent in class.

Assignments: All assignments will be due at the beginning of class.

If a legitimate reason has arisen that will cause your work to be late, notify me of the situation before the due date to seek alternate arrangements. Note, just contacting me does not mean deadlines will be altered.

In a professional environment, late work is not accepted, however in our environment I believe in second chances and will still accept late work; however it will be penalized as follows:

Time Late	Penalty
1 Day	10%
2 Days	30%
3 Days	50%

Contacting Me: This class is a professional environment and as such all communication should occur in a professional manner. This means all emails will contain the proper salutation and structure of a business professional email. If your email is not formatted in such a way, I will not respond.

I will respond to all properly formatted emails within 24 hours and 48 during the weekend. Please do not hesitate to contact me, I am here to help.

Deadlines: The add/drop deadline is 1/20/22 at 5:00 p.m. The withdrawal deadline is 3/30/22 at 5:00 p.m.

Course Content:

Your grade is based on your performance on the following elements (*additional details for all assignments will be presented on Canvas throughout the semester*).

1. **Editing Assignments (440 pts.)** You will complete four editing assignments. Some assignments may require teamwork and production in a group, but each individual will submit their own edit for grading. Meets course objectives #1, #2, #3, #4, #5, #6.
 - a. **Editing Assignment 1: Studio Bio (100 pts)** Working with a small group you will conduct a studio interview and acquire b-roll. You will produce an individual edit, putting the content together into a 90 second piece using Adobe Premiere Pro.
 - i. **Pre-Production (15 pts)** You and your partner will complete pre-production with the appropriate documentation prior to beginning production.
 - ii. **Production (20 pts)** You will complete production by acquiring and organizing the necessary content.
 - b. **Editing Assignment 2: Story Recording (100 pts)** Working with a small group will produce an audio recording of a children's book. Using Adobe Audition you produce an individual edit of the story.
 - i. **Pre-Production (15 pts)** Your team will complete pre-production with the appropriate documentation prior to beginning production.
 - ii. **Production (20 pts)** Your team will complete production by acquiring and organizing the necessary recordings and sound elements
 - c. **Editing Assignment 3: News Package (100 pts)** Working with a small group you will produce a news package. You will each produce an individual cut with a personal standup. It must be between 1:30-2:00 minutes in length. You will edit this project in Adobe Premiere.
 - i. **Pre-Production (15 pts)** You and your group will complete pre-production with appropriate documentation prior to beginning production.
 - ii. **Production (20 pts)** You will complete production by acquiring and organizing the necessary content.
 - d. **Editing Assignment 4: Creative Project (140 pts)** You and a teammate will produce a creative project between 3-5 minutes in length. In your

individual edit, you incorporate b-roll, music, sound effects, and interviews using Adobe Premiere Pro

- i. **Pre-Production (15 pts)** You and your partner will complete pre-production with appropriate documentation prior to beginning production.
 - ii. **Production (40 pts)** You will complete production by acquiring and organizing the appropriate content.
2. **Quizzes (4 @ 20 pts each = 80 pts)** You will have four timed quizzes throughout the semester covering class and assignment content. Meets course objective #1.
3. **Edit Critique (25 pts)** You will present a “vlog style” critique during the semester. Meets course objectives #2, #3, #4, #5.
4. **Camera Training (2 @ 20 pts Each= 40 pts)** You will be required to complete hands-on training with the cameras used in this course outside of class.
5. **Final Exam (100 pts)** There will be a comprehensive skills exam at the end of the semester requiring the demonstration of professional editing and production skills. Meets course objectives #1, #6.
6. **In-class activities (100 pts)** You will be required to complete various in class production and editing activities. Meets course objectives
7. **Attendance (50pts)** Points will be awarded based on the table below. Keep track of your absences. Meets course objectives #1,#2, #3, #4, #5, #6

Classes Missed	Points
0-5	50 pts
5+	30
7+	15
10+	0

-If you do not attend on a day with an in-class activity, you will receive a zero for that assignment-

8. **Professionalism and Participation (80 pts)** As stated above, this course should be treated as a professional endeavor. You are expected to participate and interact during in-class discussions and are expected to present a

professional appearance. No sweats, no pajamas, no workout clothes. Meets course objective #5.

Grading

915 PTS Possible			
A	93-100%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%
C+	77-79%	F	Below 60%

A: Exceptional work You demonstrate full command of course material and a high level of originality and/or creativity.

B: Good work You demonstrate comprehension of the project materials and complete all requirements.

C: Average Work You demonstrate less than full comprehension of the materials but attempt all tasks.

D: Below average work Your performance does not indicate comprehension of material, assignments are significantly incomplete, there are major errors.

F: Unacceptable work There are major errors, missing components, and the performance does not reflect comprehension of course materials.

-Grades will be kept on Canvas and updated regularly, ideally within two weeks of any due date. Any appeal for a grade change must be done via email at least 24 hours after the grade has been posted and no more than 5 days after posting.-

Course Schedule

Module 1: Video Practices			
Date:	Day:	Topics:	Content/ Assignment Due:
1-12-22	Wednesday	Introductions <ul style="list-style-type: none"> • Course • Equipment 	
1-14-22	Friday	What is Digital Editing, Brief History of Editing, Introduce EA #1	
1-17-22	Monday	MLK DAY: No Class	MLK DAY: No Class
1-19-22	Wednesday	Editing Styles, The Video Interview, Pre-Production, B-Roll	
1-21-22	Friday	Production Process/Adobe Premiere, Saving your sh*t	
1-24-22	Monday	Premiere Continued, Shot Composition, Camera Techniques	EA#1- Pre-production,
1-26-22	Wednesday	In Class Shooting Exercise	DSLR Training Completed
1-28-22	Friday	Group Filming (In Studio), Off Group Work Day	XF300 Training Completed
1-31-22	Monday	Group Filming (In Studio), Off Group Work Day	
2-2-22	Wednesday	Transitions, Edit Errors, Titles	
2-4-22	Friday	L&J Cuts, Key Framing	EA#1-Production,
2-7-22	Monday	EA#1 Work Day	Content Quiz #1

2-9-22	Wednesday	Story Presentation	EA#1-Studio Bio
Module 2: Sound Recording			
Date:	Day:	Topics:	Content/ Assignment Due:
2-11-22	Friday	Mechanics of Sound Recording, Introduce EA#2	
2-14-22	Monday	Introduction to Audition and production workflow	In class VO
2-16-22	Wednesday	Narrative Structure Mics	
2-18-22	Friday	Shaping Your soundscape	EA#2-Pre-Production
2-21-22	Monday	In Class Audio Exercise	
2-23-22	Wednesday	Editing Audio with Video	EA#2-Production
2-25-22	Friday		
2-28-22	Monday	EA#2 Work Time	
3-2-22	Wednesday	Story Presentation	Content Quiz #2 EA#2: Story Recording
3-4-22	Friday	Introduce EA#3, Video News: What is Non-Subjective Storytelling?	
Module 3: Non-Subjective Story Telling			
Date:	Day:	Topics:	Content/ Assignment Due:
3-7-22	Monday	Spring Break: No Class	Spring Break: No Class
3-9-22	Wednesday	Spring Break: No Class	Spring Break: No Class
3-11-22	Friday	Spring Break: No Class	Spring Break: No Class

3-14-22	Monday	Gear Change (XF300), In class Shooting Exercise	
3-16-22	Wednesday	Using and Editing Dual Mono Audio	
3-18-22	Friday	Interview for News	EA#3: Pre-Production,
3-21-22	Monday	Pacing, Graphics	
3-23-22	Wednesday	The Package Puzzle	
3-25-22	Friday	The Package Puzzle (pt2)	
3-28-22	Monday	Same Story-Different Platform	EA#3: Production
3-30-22	Wednesday	In class Editing Exercise	

Module 4: Creative Video Production

Date:	Day:	Topics:	Content/ Assignment Due:
4-1-22	Friday	Creative Video, Introduce EA#4	
4-4-22	Monday	News PKG Presentation	Content Quiz #3, EA#3: News PKG
4-6-22	Wednesday	Classic V Modern Editing (pt1)	
4-8-22	Friday	Classic V Modern Editing (pt2)	
4-11-22	Monday	Find Your Style, Shoot for The Edit	EA#4: Pre-Production
4-13-22	Wednesday	Music Videos	
4-15-22	Friday	In class shooting exercise	
4-18-22	Monday	Color Correction,	

		Color Grading, Chroma Key In Class Editing Exercise	
4-20-22	Wednesday	In Class Editing Exercise	EA#4: Production
4-22-22	Friday	Shooting for Social Media	
4-25-22	Monday	Work Day	
4-27-22	Wednesday	Work Day	
4-29-22	Friday	Creative Project Presentation, Last Day of Class	Content Quiz #4, EA#4: Creative
		Final Exam	Final Exam

-This document is subject to change-