

Course Summary and Instructor Expectations

Base Fee:

To be paid in the main office and includes all materials you may use during the class that have to be replaced annually.

- Materials may include DVD's, miniDV, and any other "disposable" media and materials

Note: Your base fee does not cover the following:

- I suggest you purchase at least a 2GB Jump or Flash Drive
- Head phones

Grades:

Grades for this class are based on the following areas:

- Daily Effort, behavior, Attendance/Tardiness, altitude, and cooperation with other students in a team atmosphere on projects
- Quality of all Assignments
- Meeting Assignment Deadlines
- Chapter Questions and minilabs
- Projects/Presentations and Handouts
- Keeping a Notebook

Note: Track your own grades. **Interim** reports are mailed and parents contacted for any grade below C.

Attendance:

- Attendance and tardiness are recorded daily. **The school tardy policies are strictly enforced.** Refer to your Student Handbook
- Students must have proper written and dated pass from instructor to enter or leave the classroom.
- Be here. Student's participation in class is part of grade.
- Students are expected to be in the classroom and seated when the bell rings.
- In the event of an absence, the student is responsible for finding what work they missed.
- If an assignment is due day of the absence, the assignment is due the day and period the student returns to class.
- Assignments given during an absence, the assignment is given the amount of days of the excused absence added to the deadline.
- Projects and Presentations are made up within two days of return to class.

Classroom Rules: Consequences can include detentions, calls home, referral to Dean, and even removal from class.

- Conduct yourself in a mature manner and responsible manner at all times.
- Respect and cooperate with the instructor and classmates.
- **Profanity or derogatory slang will not be tolerated!**
- Theft of property or student work **WILL NOT** be tolerated.
- Demoralizing words, gestures, or behavior towards the instructor or students **WILL NOT** be tolerated.
- **Do not use computers without instructor's permission.**
- "Suffering the Web" is not permitted unless related to a class project and permission is given.
- Be on time and seated when the bell rings.
- Raise your hand if you need help in open lab setting or if you have a question in class time.
- No talking during evaluations.
- No food or beverages around computers.
- **All Assignments and Projects must be Edited and/or Completed during class.**
- No cheating. Instructor decides what cheating is.

Technology Education Department Rules:

- No Video or pictures of inappropriate material is allowed to be processed, worked on, or even brought in the school labs or school grounds.
 - Inappropriate material includes any picture or video of drugs, alcohol, violence, and suggestive sexual material. The instructor, dean, and administrators reserve the right to decide what appropriate or inappropriate material is.
- No video or pictures shall be taken of or worked on of fellow students that are demeaning or degrading in any way. The instructor, dean, and administrators reserve the right to decide what could be demeaning or degrading or harmful to other students.
- Remember, all work (video or pictures) are school property and subject to search at any times. If demeaned inappropriate or in violation of school policy appropriate disciplinary action will be taken.
- Do not urn in classroom/lab or studio. No horseplay.
- Do not use school equipment, materials, or supplies without asking instructor.
- The computers are only available to students during their assigned class time. The computers are not available before or after school. The instructor must be present for students to work on the computers.
- Respect other students and school's property.
- Report all accidents, hazards, or broken equipment to the instructor at once.

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- Students are not to be in the studio at the beginning of class until attendance is taken and permission is granted
- Unexcused absences or tardiness are not tolerated, and are referred to the dean for disciplinary action. Refer to the student handbook.
- **NO** students are allowed to come down to work on projects from lunch, study hall, before, or after school.

Note: Failure to comply with these rules will result in discipline according to class rules and student handbook or removal from class or privileges including use of equipment or food/drink in class.

Equipment Sign-Out Forms:

- Students who borrow school equipment must have written permission slip from a parent or guardian before equipment can be used.
- Equipment must be properly checked out by the student. Failure to do this correctly may result in a loss of equipment privileges.
- Students are financially responsible for any damage to school equipment while operating it.
- Students are financially responsible for lost or stolen cameras.
- The school or the instructor reserves the right to limit the student's access to certain pieces of equipment or areas.

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Week By Week Outline (Subject to Change)

Week One

- Syllabus
- Chapter 8 in “Introduction to Multimedia”
 - Key Terms p. 192
 - Reviewing Key Terms p. 192
 - Reviewing Key Facts p. 192
 - Understanding Key Concepts p. 193
 - Applying Multimedia Skills p.193
 - #1
- Weekend Movie Review (due Monday)

Week Two

- Finishing up Chapter 8
- Chapter 9 in “Introduction to Multimedia”
 - Key Terms p.208
 - Reviewing Key Terms p.208
 - Reviewing Key Facts p.208
 - Understanding Key Concepts p.209
 - #1
- “Make your Personal Sound Track”
- Weekend Music Review (due Monday)

Week Three

- Work on “Make your Personal Sound Track”
 - Due Friday
- Show and Listen
 - Bring in you favorite 3 songs and Tell the class why (must be edited)
- Weekend Comedy Review (due Monday)

Week Four

- “Make your Personal Sound Track” due
- Chapter 10 in “Introduction to Multimedia”
 - Key Terms p.224
 - Reviewing Key Terms p.224
 - Reviewing Key Facts p.224
 - Understanding Key Concepts p.225
 - Applying Multimedia Skills p.225
 - #1
- Weekend Drama Review (due Monday)

Week Five

- Storyboards
- Digital Video Packet
 - “What you need to know about your camcorder”
 - Read packet and do handout
- Music Video
 - Items due this week are
 - Lyrics
 - Song
 - Signed up for camera
- Digital Video Packet
 - “Step-by-step Shooting Techniques”

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- Read packet and do handout
- Weekend Movie Review (due Monday)

Week Six

- Shoot your Music Video
- Digital Video Packet
 - “How to Shoot Great Home Movies”
 - Read packet and do handout
- miniLab
 - Camera Techniques
- Weekend Movie Review (due Monday)

Week Seven

- Digital Video Packet
 - “Step-by-step digital video-editing techniques”
 - Read packet and do handout
- Start Editing Music Video
 - Decide Mac or PC
 - Due by the end of the week
- Weekend Movie Review (due Monday)

Week Eight

- Digital Video Packet
 - “Showing and sharing your movies”
 - Read packet and do handout
- Share you Music Videos
 - Turn them into the “Drop Box” to receive credit
- Show and Tell
 - Present your video to the class

Week Nine

- Chapter 12 in “introduction to Multimedia”
 - Key Terms p.270
 - Reviewing Key Terms p.270
 - Reviewing Key Facts p.270
 - Understanding Key Concepts p.271
 - #1&2
- Make your own Commercial
 - Due this week
 - Advertising company’s name
 - Name of product
 - Prototype
 - Storyboard
- Weekend Movie Review (due Monday)

Week Ten

- Applying Multimedia Skills p.271 in “Introduction to Multimedia”
 - Complete 1-5 this week
- Shoot commercial this week
- Weekend Movie Review (due Monday)

Week Eleven

- Edit commercials
- Present Commercial and advertising proposal to class
- Weekend Movie Review (due Monday)

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Week Twelve

- SNL Week
- Digital Shorts
 - Watch Shorts
- Storyboard you skit
- Signup for camera usage
- Start Editing Skit
- Weekend Movie Review (due Monday)

Week Thirteen

- Finishing up Skits and turn them into the Drop Box
- Present skits to the class
- Weekend Movie Review (due Monday)

Week Fourteen

- Short Films
 - Watch some short films
- Story board short films
 - Due by the end of the week
- Weekend Movie Review (due Monday)

Week Fifteen

- Intro to Celtx
 - Due this week
 - Script
 - Cast
 - Shooting schedule
- Shoot Short Films this week
 - Sign up for a camera
- Weekend Movie Review (due Monday)

Week Sixteen

- Finish Shooting
- Start Editing
- Finish Editing
- Turn in to Drop Box
- Start Presentations to the class and watching them
- Weekend Movie Review (due Monday)

Week Seventeen

- Intro to the Studio
- Find a job for the morning show
- Equipment Quiz
- Weekend Movie Review (due Monday)

Week Eighteen

- Make your own DVD
- Finish and Make up Work.
- Come in and do a morning show