

COMM135 Introduction to Video Production - Section 201
Fall 2023

Mondays, 12:35-3:05pm – School of Communications, Room 002

Instructor: John Otterbacher

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Office hours: One hour before class or by appointment

TEXT: No formal text book for this class. Online readings will be assigned on Sakai.

COURSE DESCRIPTION:

This course is a hands-on introduction to video production. By designing and executing a series of short, creative production projects of varied forms, students explore how video techniques are used to structure meaning in media messages.

LEARNING OUTCOME:

Student will be able to demonstrate an understanding of basic video production skills such as: preproduction planning, shooting and editing. This will be achieved by producing several video projects.

COURSE RATIONALE:

COMM135 is a course that aims to promote creative expression and basic competency in media production. The course will serve as an introduction to video production, sound recording and editing, as well as exposing students to various approaches to visual storytelling. The goal of the course is for the student to develop a personal aesthetic and production skills via an integration of theory and practice.

LEARNING OBJECTIVES:

Upon completion of this course students should be able to:

- 1. Understand the basics of videography and composition.**
- 2. Create a story using the essential concepts of cinematic storytelling.**
- 3. Recognize and practice a variety of cinematic forms, styles and strategies.**
- 4. Edit video and sound using non-linear editing software.**
- 5. Produce both narrative and non-fiction short videos.**

EQUIPMENT & SOFTWARE REQUIREMENTS

Students will need to obtain their own SD/SDXC memory cards(32-64gb and 100mbs speed) as well as an external hard drive(500gb minimum with USB connection) to store and edit their projects on.

GRADING:

Assignments	Percentage of final grade
Video Project 1 – Atmospheric	20%
Video Project 2 – Interview/Video Essay	20%
Video Project 3 – Short Film	20%
Professionalism	20%
Quiz/Practical/Exam	20%

Professionalism, you ask? Show up on time, participate, always inform the professor and/or team members when you will be missing, late, or need to leave early.

Sakai Gradebook will be used – you should be able to see your grade standing throughout the term.

Assignment descriptions will be on Sakai.

ASSIGNMENT AND FINAL GRADE SCALE:

Grade Criteria	Letter Grade	Points
Performs at the highest level and demonstrates full and uncompromised commitment and effort. Delivers all assignments with 100% requirements fulfilled	A	100 – 94
	A-	93 – 90
Performs at a high level and demonstrates consistent and effective achievement in meeting course and assignment requirements	B+	89 – 87
	B	86 – 84
	B-	83 – 80
Meets the basic requirements of the course and the assignments	C+	79 – 77
	C	76 – 74
	C-	73 – 70
	D+	69 – 67

Performs at a level sub-par to basic requirements, though meeting some minimum standards.	D	66 – 60
Fails to meet minimum course requirements	F	59 or less

The use of all video recordings will be in keeping with the University Privacy Statement shown below:

Privacy Statement

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

School of Communication Statement on Academic Integrity

A basic mission of a university is to search for and to communicate truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty. Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student’s work, and submitting false documents. These examples of academic dishonesty apply to both individual and group assignments.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Taking an examination by proxy. Taking or attempting to take an exam for someone else is a violation by both the student enrolled in the course and the proxy.
- Unauthorized collaboration, or the use in whole or part of another student’s work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;

- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts.

Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
 - Submitting as one's own, another person's unpublished work or examination material;
 - Allowing another or paying another to write or research a paper for one's own benefit; or
 - Purchasing, acquiring, and using for course credit a pre-written paper.
- Submitting the same work for credit in two or more classes, even if the classes are taken in different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml . Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Associate and Assistant Deans of the School of Communication. Instructors must provide the appropriate information and documentation when they suspect an instance of academic misconduct has occurred. The instructor must also notify the student of their findings and sanction.

The Associate and Assistant Deans of the School of Communication may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean's office may convene a separate hearing board to review these instances. The student has the right to appeal the decision of the hearing board to the Dean of SOC. If the student is not a member of the SOC, the dean of the college in which the student is enrolled shall be part of the process. Students have the right to appeal the decision of any hearing board and the deans of the two schools will review the appeal together. Their decision is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost upon recommendation of the dean or deans.

Students have a right to appeal any finding of academic dishonesty against them. The procedure for such an appeal can be found at:

http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml .

The School of Communication maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver which releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

Student Accommodations

Loyola University Chicago provides reasonable accommodations for students with disabilities. Any student requesting accommodations related to a disability or other condition is required to register with the Student Accessibility Center (SAC). Professors will receive an accommodation notification from SAC, preferably within the first two weeks of class. Students are encouraged to meet with their professor individually in order to discuss their accommodations. All information will remain confidential. Please note that in this class, software may be used to audio record class lectures in order to provide equitable access to students with disabilities.

Students approved for this accommodation use recordings for their personal study only and recordings may not be shared with other people or used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Recordings are deleted at the end of the semester. For more information about registering with SAC or questions about accommodations, please contact SAC at 773-508-3700 or SAC@luc.edu.

Title IX Notice of Reporting Obligations for Responsible Campus Partners

As an instructor, I am considered a Responsible Campus Partner ("RCP") under Loyola's Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation (located at www.luc.edu/equity). While my goal is for you to be able to share information related to your life experiences through discussion and written work, I want to be transparent that as a RCP I am required to report certain disclosures of sexual misconduct (such as sexual assault, sexual harassment, intimate partner and/or domestic violence, and/or stalking) to the University's Title IX Coordinator.

As an instructor, I also have a mandatory obligation under Illinois law to report disclosures of or suspected instances of child abuse or neglect (<https://www.luc.edu/hr/legal-notices/mandatedreportingofchildabuseandneglect/>).

The purpose of these reporting requirements is for the University to inform students who have experienced sexual/gender-based violence of available resources and support. Such a report will not generate a report to law enforcement (no student will ever be forced to file a report with the police). Furthermore, the University's resources and supports are available to all students even if a student chooses that they do not want any other action taken. Please note that in certain situations, based on the nature of the disclosure, the University may need to take additional action to ensure the safety of the University community. If you have any questions about this policy, you may contact the Office for Equity & Compliance at equity@luc.edu or 773-508-7766.

If you wish to speak with a confidential resource regarding gender-based violence, I encourage you to call The Line at 773-494-3810. The Line is staffed by confidential advocates from 8:30am-5pm M-F and 24 hours on the weekend when school is in session. Advocates can provide support, talk through your options (medical, legal, LUC reporting, safety planning, etc.), and connect you with additional resources as needed. More information can be found at luc.edu/coalition or luc.edu/wellness.

Use of Appropriate Names and Pronouns

Addressing one another at all times by using appropriate names and gender pronouns honors and affirms individuals of all gender identities and gender expressions. Misgendering and heteronormative language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. If you wish, please share your gender pronouns with me and the class when you introduce yourself; and/or on your name placard; and/or on your Zoom profile. If you do not wish to be called by the name that appears on the class roster or attendance sheet, please let me know. My goal is to create an affirming environment for all students with regard to their names and gender pronouns.

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Student Diversity, Equity and Inclusion

As Loyola's mission statement holds, "We are Chicago's Jesuit, Catholic University-a diverse community seeking God in all things." Together, as a community rich in diversity, we are called to "expand knowledge in the service of humanity through learning, justice and faith." Recognizing and appreciating the diverse collection of identities, experiences, perspectives, and abilities of the students, faculty, staff, and community partners with whom we collaborate, the School of Communication commits itself to enriching academic experiences through the advancement of diversity, equity, inclusion, anti-racist, and anti-oppressive practices.

Managing Life Crises and Finding Support

Should you encounter an unexpected crisis during the semester (e.g., securing food or housing, addressing mental health concerns, managing a financial crisis, and/or dealing with a family emergency, etc.), I strongly encourage you to contact the Office of the Dean of Students by submitting a CARE referral (LUC.edu/csaa) for yourself or a peer in need of support. To learn more about the Office of the Dean of

Students, please find their websites here: LUC.edu/dos or LUC.edu/csaa; phone number 773-508-8840, email deanofstudents@luc.edu

ADDITIONAL CLASS POLICIES:

- **Students are expected to be actively engaged in class discussions**
- **Late assignments will be accepted for one week following the original due date. For each day late the grade will be reduced 10%, until passing day seven, at which time the grade will be a ZERO.**
- **Please turn off cellphones when live in a class session.**

Course Calendar

Week One

Aug 28

Course Intro – Screenings
Student meet and greet
Video concepts

Labor Day - No Class September 4

Week Two:

Sept 11

Owl-Lab equipment
Sony PXW-X70 camera overview

Week Three:

Sept 18

Editing

Week Four:

Sept 25

Video One Projects DUE - screenings
Documentary & Non-Fiction
Intro Video Two Project

Week Five:

Oct 2

Camera and Lights – 3 point Lighting
Interviewing Skills

Mid Semester Break - No Class on Oct 9

Week Six:

Oct 16
Documentary, screen rough footage from
Video Two Projects

Week Seven:

Oct 23
Video Project 2 DUE - screening
Practical Exam

Week Eight:

Oct 30
Intro to Final Video Project 3 - Short Film
Fictional Narrative Storytelling

Week Nine:

Nov 6
Final Project meeting with Instructor
Master Shot Technique & Continuity

Week Ten:

Nov 13
Scripts, Pre-visualization and working with
actors

Week Eleven:

Nov 20

Pre-vis and actors cont.

Screen Dailies

Week Thirteen:

Nov 27

Final Video Project 3 Due - screenings

Week Fourteen:

Dec 4

Final Exam Preparation

Week Fifteen:

Final Exam Schedule

COURSE CALENDAR IS SUBJECT TO CHANGE WITH NOTIFICATION