

# COURSE SYLLABUS Video Documentary COMM 339-20E

Loyola University Chicago  
SPRING SEMESTER 2016

INSTRUCTOR  
JOHN C.P. GOHEEN

**CLASS LOCATION:** Water Tower - School of Communication- Room 003

**OFFICE LOCATION:** Lewis Towers Room 910A

**OFFICE HOURS:** Wednesday 3:30 – 4:30 p.m.  
Thursday 4:00 – 6:00 p.m.  
or  
by appointment

**OFFICE PHONE:** 312.915.8537

**E-MAIL ADDRESS:** [jgoheen@luc.edu](mailto:jgoheen@luc.edu)  
Email messages from students will be answered within 48 hours. An email on Friday may not receive a response until Monday.

**INSTRUCTOR WEB PAGE:** Sakai

**CLASS HOURS:** Thursday 7:00 – 9:30 p.m.

**PREREQUISITE:** Intro to Video Production

# COURSE SYLLABUS Video Documentary COMM 339-20E

## A. COURSE DESCRIPTION

COMM 339-20E is an advanced video production course that is designed to give students an introduction to the practical considerations of making a documentary film as well as exposure to various types of documentary styles and subject matter.

The course will explore the process from concept through development to production and post-production with the intention of completing two films ranging in length from 3 to 10-minutes. Students will produce a 3 – 5 minute film that will serve to fulfill their Engaged Learning requirement. Students will produce a second 7 –10 minute film of their choice. To complement the process we will critically analyze a variety of documentary films.

In addition to completing several documentary assignments, students will learn about the technology and implications of media production as they study and engage with the community and individuals.

### **During the course students will learn:**

- What defines a documentary.
- How to prepare to produce a documentary.
- How to prepare to go into the field to shoot a documentary.
- What goes into the post-production of a documentary.
- How to bring a documentary to the audience.

## B. METHOD OF INSTRUCTION

The primary design of this course will be lecture, group discussion and individual participation. Assignments outside the classroom will require students to execute the basic fundamentals being taught in the classroom.

Building a good foundation is critical to success and a clear understanding of basic standards is essential before advancing to the next level. Individual class participation is required from all students as they are expected to contribute in a constructive manner on other student's work. Filmmaking is a collaborative art and feedback is an important part of the process of accomplishing the common goal of successfully completing each assignment.

Everyone's work will be evaluated and critiqued during class (time permitting). Students will be asked to participate in the process of critiquing each other's work. One should never take constructive criticism personally, understanding that learning is a life-long process. This should be viewed as an opportunity to grow.

Hands-on training is where each student develops the physical and mental skills necessary to perform each task successfully. This may require some students to put more time and effort into an assignment in order to achieve a comparable level of success. Students should reach out to those in the class who may have more knowledge, skill and a willingness to help those with less natural skill or experience.

## C. COURSE OBJECTIVES

- Students will gain an understanding of the skills necessary to produce interesting and creative documentary films.
- Students will become skilled in executing all aspects of documentary production.
- Students will experience how to critically analyze contemporary documentary films and will engage in debate over content, style and subject matter.
- Students will fulfill Loyola Engaged Learning requirement.

## Engaged Learning Requirement

To advance the mission of Loyola University Chicago and to “expand knowledge in the service of humanity through learning, justice, and faith,” the Engaged Learning requirement of the Core Curriculum is designed to support the mission by embedding opportunities in courses through the many different forms of experiential learning, helping students enhance their knowledge, skills, and values. All undergraduate Loyola University Chicago students will be required to complete one three (3) credit course designated as Engaged Learning as part of their Core Curriculum.

### What is expected in this course.

**Service-learning** – In this course students will complete 25+ hours of service work in the community or a community-based project connected to the content of the course. Course assignments and final projects synthesize classroom - and community - based learning. This engaged learning course offers students the opportunity to engage directly with and reflect on service and justice issues in the community.

Students will produce a 3-5 minute video that will serve a Chicago non-profit organization they have partnered with.

Each student will be required to submit a service-learning agreement, project delivery confirmation, as well as keep a record of time spent working on this project.

### Illegal Activity

Documenting with either audio or video, being present at an illegal activity or knowingly violation of any local, state, or federal laws related to the execution of any assignment will automatically exclude it from being accepted for a grade. In addition, the same exclusion applies if you learn after the fact that your actions were of an illegal nature.

Incorporating the use of inappropriate or socially unacceptable images or audio into your work will automatically exclude it from being accepted for a grade.

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## D. Class Schedule – Thursday 7:00 – 9:30 pm

### January

#### WEEK

**1**  
January 21 Introduction of Course/Students – What’s your story? Definition of a documentary – discuss various types. Film vs. Video. Provide list of documentaries to be screened outside the classroom. **Engaged Learning requirement** – Preparing the treatment before the shoot. Constructing a documentary.  
**Assignment** - Screen camera tutorial and read manual.  
**Assign Non-Profit Dog Rescue and Grad Student Assignments.**  
**Treatments due next week.**

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#### Camera Quiz.

**Edit Assignment – Walking with Sopo.** The importance of logging Media.

**DUE** – Treatment for Morph Cut Assignment.

**DUE** – Treatment for Non-profit Dog Rescue.

**2**  
January 28 Story development. Character development. Discuss research techniques. Assign Video Assignment #1 – Sit-down/standing-up matched action interview. Assign Video Assignment #2 – Active Interview. How to conduct an interview. The Nose Rule. Do’s and Don’ts of production. Assign Preparation Design for Non-profit Dog Rescue Project and Morph Cut Assignments.

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### February

#### WEEK

**3**  
February 4 **DUE – Edited Walking with Sopo.**  
**DUE** - Video Assignments #1 and #2. Assign Video Assignment #3 and #4.  
Assign Final Project – Bring to class 3 fully developed story ideas for your Final Project. Shooting and editing a sequence. Editing Essentials. Pacing; sound/audio; dissolves. Screen short documentary examples in class.

**4**  
February 11 **DUE** - Video Assignment #3 and #4.  
**DUE** - Morph Cut Preparation Design.  
Screen short documentary examples in class.

**5**  
February 18 **DUE** - Non-Profit Dog Rescue Preparation Design.  
**DUE** - Present Final Project Ideas.  
Assign Treatment Final Project.  
Dissecting the documentary. Screen Lady Warriors.

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**6**  
February 25 **DUE** - Morph Cut Rough-cut  
Problem solving – dealing with people, unforeseen problems and the unknown.  
Dissecting the documentary. Screen Confessions of a Super Hero

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## March

### WEEK

**7** **DUE - Treatment Final Project.**  
March **DUE - Morph Cut Fine-cut**  
3 **Assign Preparation Design Final Project.**

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**8**  
March **SPRING BREAK – NO CLASS**  
9

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**9**  
March **DUE - Morph Cut Final**  
17

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**10**  
March **EASTER OBSERVANCE – NO CLASS**  
24

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**11** **DUE - Non-Profit Dog Rescue Rough/Fine-cut**  
March **DUE - Preparation Design for Final Project**  
31

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## April

### WEEK

**12** [Advanced Storytelling Workshop](#)  
April **DUE - Dog Rescue Final**  
7 10 documentaries should have been screened by this date.  
**DUE - Written critique of 10 docs. Class discussion of 10 docs.**

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**13**  
April **DUE - Rough-cut of Final Project due at beginning of class. Classroom critique of project.**  
14

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**14**  
April **DUE - Fine-cut of Final Project. Course review.**  
21

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**15** **LAST DAY CLASS MEETS**  
April **DUE - Final Project**  
28

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## May

### WEEK

**16**  
May **FINALS – We do not meet during Finals Week.**  
3

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## E. TEXTBOOK AND SUPPLIES REQUIRED

No textbook required for this course.

### Supplies

- "AA" batteries
- Lens Cleaning Tissue
- 1 Roll of Clear Medical Tape
- 2 - Portable Hard Drives (1 recommended as a back-up drive)
- The Sony camera we are using this semester requires a Class 6 SDHC card. Sony recommends an 8 Gig card. This chart illustrates the various storage capacities for different size cards. It is **recommended each student obtain at least 160 minutes of storage** in the form of multiple cards.
- Mouse for personal computer editing.

Class 6 SDHC card (Required)	<b>2 GB</b>	<b>4 GB</b>	<b>8 GB</b>	<b>16 GB</b>	<b>32 GB</b>
Fine mode (Best Quality)	20 min.	40 min.	80 min.	160 min.	320 min.

Should you currently have a drive that does not have a connection that is compatible with the school's MACs you may need to get an adapter or new drive. If you have a drive with a Firewire 400 or 800 connection this will not work with the computers without a cable that adapts to fit the port on the iMac computers.

If you are purchasing a new hard drive it is recommended it have a USB 3.0 port. If you have an older drive with only Firewire, you will need to purchase a converter cable that converts Firewire to Thunderbolt (current port on iMacs).

The drives should meet the following specifications:

Minimum USB 3.0. It works best to not have a drive that you have to plug into external AC power. Look for a drive that powers off the computer.

Minimum of 120GB (the larger, the more versatile) Minimum 5400 RPM (7200 RPM recommended, especially for video/film concentrators).

There are many different brands that will serve you well. Some brands to consider would be Toshiba, Maxtor, Seagate, Western Digital, and Lacie.

Many online and local retailers provide these kind of drives. Local stores such as Best Buy, Apple, OfficeMax, Office Depot, etc., are good places to consider a purchase as well.

When possible, come to class with your hard drive without any material on it. If the drive is brand new, make sure it is properly formatted before attending class. If necessary, see Andi Pacheco in tech support (SOC 004) for assistance.

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## F. GRADING PLAN

## NUMERICAL VALUE

A 4.0

A- 3.67

B+ 3.33

B 3.0

B- 2.67

C+ 2.33

C 2.0

C- 1.67

Non-Passing

D+ 1.33

D 1.0 D- .67 F

### A

95-100 = A

92-94 = A-

### B

89-91 = B+

86-88 = B

83-85 = B-

### C

80-82 = C+

77-79 = C

74-76 = C-

### D

71-73 = D+

68-70 = D

65-67 = D-

### F

Below 65 = F

## Grading System

- Participation accounts for 10%
- Individual video projects account for 15% of grade
- Written assignments account for 20%
- Engaged Learning Project 20%
- Final project video accounts for 35% of grade

## G. CAUSE FOR DEFICIENCIES

### Attendance

Regular and on time attendance is essential for the educational process to work. Loyola University expects all students to attend every scheduled class on time. Exceptions may be made for University sponsored or work related activities, illness, or valid emergency situations.

You should make every effort to inform me ASAP of any absence. If you know of a conflict with a school program outside this class, please don't wait to inform me at the last minute. You will not be allowed to make up any in-class work on a day you are absent unless it is an excused absence. Remember, we are in the School of Communication...so please make an effort to communicate.

## **Late work or failure to complete assignment(s)**

Any work turned in after the designated due date will receive a 10 point grade reduction for each week it is late, even if by one day. No work will be accepted after two weeks have passed from the due date and that assignment will receive a 0 or incomplete grade.

## **H. COURSE COMPONENT SPECIFICS**

Students will be given multiple homework assignments to be completed outside the normal scheduled classroom. Some assignments may be conducted working with assigned partners. Students will do their best to coordinate times to work on each project at the same time.

### **Group participation**

Some assignments may involve working in teams. This will require individuals to be responsible to their teammate(s) for meeting deadlines, be it to shoot an assignment or to edit an assignment. It's expected that these assignments are to be completed as a team. Inevitably, there are always individuals who show up late or not at all, and yet they expect the others in the group to "carry" the load for them. When this occurs and is brought to my attention, there will be a one-grade reduction for that assignment to the individual responsible for letting their team down. If this occurs on more than one occasion, a failing grade will be awarded to the student for that assignment.

### **Class Participation**

Participation is always valued and is expected of all students. Each student should make an effort to contribute in all classroom discussions. Class participation will be considered as grading criteria for your Final course grade.

### **Grading Components**

The following are the major areas by which each assignment may be reviewed and graded:

- Video stability
- Tri-pod usage
- Hand-held shots
- Jump cuts
- Content
- Following directions of assignment
- Audio quality
- Framing
- Screen Direction
- Use of proper settings on camera
- Pacing
- Sequencing
- Use of audio
- Storytelling



## I. LOYOLA'S POLICY ON ACADEMIC DISHONESTY

The basic commitment of a university is to search for and to communicate the truth as it is honestly perceived. The university could not accomplish its purpose in the absence of this demanding standard. To the extent that this standard is respected, a genuine learning community can exist. Students of this university are called upon to know, to respect, and to practice this standard of personal honesty.

Plagiarism is a serious form of violation of this standard. Plagiarism is the appropriation for gain of ideas, language, or work of another 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 deliberate taking and use of specific words and ideas of others without proper acknowledgement of the sources.

The faculty and administration of Loyola University Chicago wish to make it clear that the following acts are regarded as serious violations of personal honesty and the academic ideal that binds the university into a learning community:

Submitting as one's own:

- Material copied from a published source: print, internet, CD, audio, still photos, video, etc.
- Another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper, shoot or edit a video for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper or video story.

The critical issue is to give proper recognition to other sources. To do so is both an act of personal, professional courtesy and of intellectual honesty.

Plagiarism on the part of a student in academic work or dishonest examination behavior will result minimally in the instructor assigning the grade of "F" for the assignment or examination. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved. The chairperson 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 upon the seriousness of the misconduct.

Academic cheating is another serious act that violates academic integrity. Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher; providing information to or obtaining information from another student during the examination; attempting to change answers after the examination has been submitted; and falsifying medical or other documents to petition for excused absences all are violations of the integrity and honesty standards of the examination process.

## **J. CLASSROOM RULES OF CONDUCT**

Please turn off cell phones and other electronic devices such as iPods before entering class.

You will not need a personal laptop for this course, so please do not bring it to class unless you have your own editing software on that computer with the intention of using it for that purpose. Once class has started, do not sign onto a classroom computer unless instructed to do so. Non-compliance will have a negative impact on your participation grade. Be respectful of other people's opinion in discussions.

Do not take naps or fall asleep during class. It is disrespectful toward the other students and the instructor. If you sleep during class you will be asked to leave and your participation grade will be negatively affected.

Do not leave class early. Do not come to class to take a quiz and then leave. If you foresee that you will not be able to stay the whole class, let me know beforehand.

If you have any questions or concerns, let me know as soon as possible.

## **K. SPECIAL NEEDS**

Students are urged to contact me should they have questions concerning course materials and procedures. If you have a special circumstance that may have some impact on your course work and for which you may require accommodations, please contact me early in the semester so that arrangements can be made with the Services for Students with Disabilities (SSWD). Additional information about the services available at Loyola, including eligibility for services, is on the SSWD website: <http://www.luc.edu/sswd/index.shtml>

## **L. LIABILITY ISSUES**

Students will be instructed prior to their first assignment on the general nature of privacy and trespassing laws. From time to time students may find themselves in a position where someone may not approve of them capturing their image. In cases such as this, it is best to honor the wishes of this person. Even though you may very well be within your rights to gather this information to include both audio and video, it would be best if students "walk away" from the situation before it escalates.

In the event something does occur, please do the following:

- Contact faculty advisor
- Contact the department head

## M. EQUIPMENT USE

Loyola University prides itself on providing state-of-the-art equipment for its students to learn the craft of visual story telling.

The School of Communication provides cameras, tripods, microphones, lighting and editing equipment that can be checked out from the Equipment Room in SOC 004.

This equipment passes through the hands of many students and in order to assure that the equipment remains in good working order, treat it like your own. **You** are financially responsible for all of the equipment you use and should treat it with great care. This kind of equipment is not indestructible and it is susceptible to various environmental situations such as a dirt, dust, rain, snow, water, and heat. Caution should be taken when transporting all equipment as this equipment is fragile and can easily be damaged. Be aware of your environment and where you are at all times. This type of equipment is popular with thieves and can easily be pilfered if you are not paying attention. Do not rely on others to be the one responsible for “watching” the equipment.

In the event something should happen, everyone in the group will be considered a responsible party.

Do not leave equipment in a parked vehicle where it can easily be stolen from the backseat. If you do have to leave equipment in your car, do so by placing in the trunk. But again, as a reminder, do not let the equipment roll around uncontrollably.

You may use your own equipment, but first clear this with me before any assignment.

**SCHOOL OF COMMUNICATION - PRODUCTION FACILITIES WATER TOWER CAMPUS SOC 51 E. PEARSON Audio and Visual Production**  
**Coordinator: Andi Pacheco 312.915.8830 or [apacheco@luc.edu](mailto:apacheco@luc.edu)**

## FACILITY AND EQUIPMENT RULES

- Schedule all equipment use through Andi Pacheco. When individuals request use of the equipment outside of class time, the request should be made 5 working days in advance of the desired time. Andi will schedule requests for equipment and facilities in person, by phone, or by e-mail. Do not assume equipment is reserved unless you have confirmation from Andi. Equipment and use of facilities are available on a first come first serve basis anytime they are not being used for classes.
- Whenever possible, students should telephone Andi well in advance of their scheduled equipment pick-up or facility appointment should they anticipate a problem in arriving at the scheduled meeting time. Anyone more than 15 minute late for equipment pick-up may forfeit the use of the equipment at that time. Students who are repeatedly delinquent may lose their equipment privileges.
- Audio and video equipment is checked out on a 24 hour basis during the week and Friday to Monday on weekends. Equipment must be signed out in room SOC 004 with authorized personnel. Students will responsible for returning

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equipment and materials within 24 hours and in their original condition. Students must report immediately any damage or theft of equipment. Failure to do so may result in a suspension or loss of equipment privileges.

- Students may bring additional crew members, if needed, to the lab for production.
- There is no smoking in any lab space. No eating or drinking at any work/edit station.
- Students are responsible for careful handling of all equipment, and for abiding by all rules and regulations governing the use of the facility.

## **N. SUGGESTIONS FOR SUCCESS**

- Treat the class like a job
- Show up on time
- Come to class prepared
- Pay attention
- Do the work
- Stay for the entire class period
- Be fully engaged in class
- Pay attention and take good notes
- Don't be afraid to ask for help
- Be resourceful
- Take the initiative to learn and succeed
- Communicate
- Make no excuses
- Don't wait until the last minute to do the assignment

## **O. INSTRUCTOR BIO**

John C.P. Goheen has been an award-winning broadcast television journalist and documentary filmmaker for over 36 years. He has traveled the world documenting major news events and sharing stories with all the major American television networks and international clients. He continues to shoot and produce for various domestic and international news organizations.

He has received over 300 local, national and international awards with work he has produced for a variety of U.S. television networks, local TV stations and international broadcasters. He has received virtually every major broadcast award there is, to include a 16 Emmys, as well as being honored three times with the most prestigious award a television photojournalist can receive, the National Press Photographer's Association Television News Photographer of the Year.

He has produced dozens of documentary films, many having received top awards at various film festivals from across the United States.