

Instructor: Jan Popiden Email: jpopiden@ca.rr.com Cell phone: 310-433-3138

Class WebCT site: https://webteach.csun.edu:31987/SCRIPT/CTVA352_10929-Popiden-Fa09/scripts/serve_home

Class Meeting & Lab: Fridays from 11 am to 4:45 pm. I start on time. Lateness affects grade.

Location: Manzanita Hall, Lab Room 295 Professor's Office location: 161 (but I'm usually in 295)

Office Hours: Fridays from 9:30 am – 11 am, 5pm – 6 pm. Make appointment ahead of time so I can prepare for it.

Furlough Days: Aug 31, Sep 8 & 22, Oct 5 12 19 26, Nov 9 & 25

T.A.: Justin Pitman	Email: whitetiger777@hotmail.com	phone: 503-851-3795
Candice Pope	Email: c322003@aol.com	phone: 626-808-2455
Alex Agabon	Email: alexander.agabon@gmail.com	phone: (818) 912-1101

Avid Certified Tech: Joe Schwartz Email: joe.schwartz@csun.edu phone: **desk:** 818-677-3466
cell: 818-941-2954.

If technical emergency: call office and have them locate Joe.

DO NOT ask Joe for help with your projects, he is not familiar with the material. He is tech support.

Disclaimer: The information in this syllabus is subject to change. It is your responsibility to be sure that you have, and refer to, the correct version.

Course Description:

This course will be a practical one that prepares the student to edit and to assist an editor on the AVID Media Composer. The student will learn the vernacular of postproduction and the Avid Media Composer and will develop an understanding of the organization of an editing project. The student will also become familiar with the necessary elements required for finishing a film project (sound, music, fx, adr). All of this knowledge will prepare the student for the work in CTVA 355, 356, and for the Senior Project. The information presented in this class is also a good preparation for an entry-level position as an AVID Assistant Editor.

Learning Outcomes:

- The student will utilize the group process to determine what is best for the group.
- The student will demonstrate the rudiments of digitizing and/or capturing media.
- The student will perform basic editing techniques.
- The student will apply organization skills learned in setting up an Avid Project
- The student will follow the proper procedures for outputting or exporting the cut.
- The student will incorporate the rules and procedures of the class into their projects
- The student will apply what is learned in this class to the 355 production project.

Class Format:

- Hands on practice & experience on Avid Media Composer by completing assigned projects
- Group evaluation of student work to decide which project will be selected for group grade
- Reading Assignments
- Student note taking of lectures, demos, announcements, reading, work on projects, tech problems, review questions
- Video Demonstrations and Lectures
- Time Management Paper, Editor Interview, Three tests, Final exam (written and practicum)
- Email & WebCT notifications from Professor
- Assignments turned in on CD or DVD
- Documents for class posted on class WebCT
- Backing up projects and user settings to a flash drive

Hands on Experience:

Students will be sharing 4 systems in the classroom and 3 systems in edit bays across the hall from class. This necessitates group sharing of systems. It is incumbent upon each student to share time on the systems during class. This should be seen as an opportunity to use the group process to enhance the learning of concepts and procedures taught in the class. Therefore, each student in a particular group should strive to be a contributing member of the group, whether by asking clarifying questions, sharing answers to questions that arise, or demonstrating procedures and techniques to fellow students. Even if you have your

own copy of Media Composer that you use to work on your projects at home, it is mandatory that you work with your group and stay until you are dismissed. Students will assess each member of the group to determine that person's contributions and students' scores can affect your grade. In addition, groups of 5 students each will evaluate each completed project and designate only one project out of the 5 to be graded. Every person in the group will receive the grade from that project. The person whose project is picked for grading will receive 3 extra points. **No student should use this arrangement as an excuse to leave early or to not learn all of the concepts and procedures taught in the class.**

Class Policies:

- **Report Learning Disabilities**, language challenges, or any other learning concerns to me at the beginning of the semester. Do not hamper your learning in this lab by ignoring your needs. If you are not already registered with the Center on Disabilities, I strongly encourage you to do so. The center on Disabilities is located in Bayramian Hall, room 110. Staff can be reached at 818-677-2684.
- **Attendance is mandatory for the entire class (lecture & lab).** Only a doctor's excuse is accepted to prevent lowering of grade. Having to go to work to an internship or to a shoot is no excuse.
 - If you know you will be absent for a particular class, email me beforehand.
 - Lab work missed will be made up on your own time.
 - The professor is not responsible for informing you of what lecture information you missed.
 - If you choose to miss class and work on an outside project, you do so with the knowledge that your grade will be lowered.
- **Tardiness** (at class beginning or in coming back to lab from a break) will also lower grade.
- **Take notes. Take notes. Take notes.** Even if you get a hand out, **TAKE NOTES.** Jot down questions that arise as you read into your notebook so you can ask them in class.
- Follow directions.
- **Read, Read, Read** all reading assignments. If something you read doesn't make sense, ask a question about it in class or via email. Read over the Modules in **LAB BOOK** that you will be working on in class **BEFORE** you come to class. Your work will go much faster if you are even a little familiar with what's in the module. If you experience technical problems write down the details **in** your notes.
- **No cell phones or cell phone use (includes texting)** during lecture & business time. Cell phones on vibrate only for lab. Excessive cell phone use during lab will lower class participation grade and can result in confiscation of phone.
- **Use of laptops in class** during lecture & business time for any purpose other than taking notes will result in confiscation of the computer.
- **QuickTime Demos** of concepts and skills taught in the class are created by me to demonstrate the Avid skills needed to complete assigned projects. They are works in progress and subject to clarification and change by me. Copies of the demos are available on each lab computer or can be accessed from the class' WebCT page.
 - You are responsible for viewing these demos **BEFORE** coming to class and for taking notes on what you see and hear.
 - You are responsible for asking any questions which arise from viewing these demos **BEFORE** you attempt the assigned project. As said before, the demos are works in progress and contain minor errors and misstatements.
 - You are responsible for asking any clarifying questions if you view something that does not make sense. You will be greatly rewarded if you find errors and share them with me and the class (approximate timecode info where mistake occurs please)
- **IMMEDIATELY REPORT ANY LAB or EDIT BAY COMPUTER** that is having problems. Call Joe Schwartz (use lab phone if needed) try to give as many details as possible. If he doesn't answer, **LEAVE A MESSAGE.** Follow up by filling out the hardware report provided by engineering and turn it in. Leave your phone number on it so Joe can call you for more details of problem. Put an out of order sign on computer for future users with a date/time of when problem occurred.
- No Outside Projects and/or media are allowed on lab computers. Ever.¹
- **Computer screen desktops** should be left **clean** of all extraneous files, folders, exports, etc. Professor Popiden will delete any files left on desktop every week.
- Follow directions.
- **Provide** a flash drive to back up your projects and user settings.
- You are strongly encouraged to obtain a firewire drive (500 Gig minimum) speed: 400 & 800 if you plan to work at home.

¹ Definition of "Outside Project" is any project that is not assigned for this class and this class only.

- If you plan to work on projects at home you **MUST** obtain the media for the project from either Prof. Popiden or from one of the TA's.
- Accessing media files and copying them to an external drive is **EXPRESSLY FORBIDDEN** for you to do on your own. Ask a TA, Joe Schwartz, or me to help you.
- **Back up your work EVERY** time you finish a session on the computer. There is no excuse for you to lose your work due to a computer crashing.
- **Sign up for lab time** to finish your work. Follow department policy for signing up to work on projects outside of class.
- **Use Any Available Computer** when you're in the lab to finish work. You can use the edit bay labs as well. Just remember to REMOVE your projects and user settings from computers you're on which you are a guest.
- **Finished Project & Updated User Settings MUST BE** copied back to your assigned computer after temporarily using other computers in the lab or edit bays.
- **QC All Work** before you turn it in.
- Hand in finished **projects** and **user settings** on CD's or DVD's
 - Write your NAME, Class ID number, Mod numbers, and DATE on disk. No stick-on labels
 - Put disk into plastic jewel case with your Class # that is provided for you
 - Projects not accepted without case or sleeve
 - Projects must be turned in to, and noted by TA. Don't just leave the CD on the pile or in the box
- **Late assignment** can result in the grade lowered by ½ . Assignments turned in later than one week after due date receive a grade of zero. No exceptions.
- **Professor's Emails to you:** I email students with announcements, clarifications of assignments, or happy holiday wishes.
 - You are responsible for checking your email on a **daily basis**
 - You are responsible for keeping your email box empty enough to receive emails.
- **WebCT Updates:** When I put announcements or documents on the WebCT you will be notified.
- **Do not hesitate** to email me for clarification of assignments or problems.
- **Emailing Work:** You may be asked at any time to archive your **finished project and current user settings** and email it to me at the above email address.
- Follow directions
- **Typical Finish Formatting** for a sequence requires (1) Bars and tone, (2) a slate, (3) a countdown leader with a 2 pop (4) and a tail leader with a 2 pop. For this class the specific finish format will be: These numbers will change depending on the assignment.
 - 20 Seconds Bars and Tone start at 00:59:10:00
 - 2 Seconds Black starts at 00:59:30:00
 - 10 Seconds Slate starts at 00:59:32:00
 - 10 Seconds Black starts at 00:59:42:00
 - 8 Seconds of Academy Leader starts at 00:59:52:00
 - Audio "pop" at 2 second frame of Academy Leader at 00:59:58:00
 - 47 frames (24fps) or 59 frames (30 fps) of FILLER placed between 2 pop & FF0A (first frame of action)
 - Picture starts exactly on the hour: (usually 01:00:00:00)
 - To begin sequence any fade up should **start** at the cut. In 24p projects, fades should be film fades.
 - To end sequence any fade down should **end** at the cut.
 - After last frame of picture, 2 seconds of black with a audio "pop" and visual at the end
- **The format for a CSUN project** ALWAYS depends on the person making the projection rules. Follow them.
- **A typical slate** for department projects will contain the name of the student and project, a date that the sequence is handed over, and a total running time. For this class the following specific slate information will be:
 - Student Name and phone number
 - Class 352, Sequence Name, version (if previous versions have been done)
 - Date turned in
 - TRT (xx:xx:xx) this is the total running time from first frame of real picture [story] to last frame of real picture [story]
 - Aspect Ratio (you will be asked this for projecting information at Showcase)
- **A DVC Pro tape or DVD** of a played out project such as the ones you will work on for **CTVA 355** should always have your Name, Project Name, Aspect ratio, Telephone number & TRT

➤ **Use of Copyright Material:** Projects and media provided in this class are not to be used for any other purpose than to complete class assignments. Use of provided media for any other purpose in commercial or non-commercial production or video is expressly forbidden and exposes you to being sued in a court of law.

Don't cheat: You are responsible for knowing what this means. You will be provided a detailed description of this from the **CSUN Catalog**. You will sign a statement verifying that you fully understand the consequences of cheating at CSUN. **I take Academic dishonesty very seriously.** If I find you have cheated, I will take the necessary actions to visit consequences upon you. My options range from failing you on the assignment to failing you in the class, to asking for sanctions against you by the university or any combination thereof. I always notify the CTVA department Option Head and Office of the Vice President for Student Affairs.

Required Reading:

Editing with Avid Media Composer release 3.0, Avid Technology, Inc. Tewksbury, 2008. [isbn#: 0-972-09884-4] Referred to in schedule as LAB BOOK. This is a newly adopted version. The only place to find it is at the bookstore.

MC102 Working with Film and 24P on Avid Editing Systems version 2.7, Avid Technology, Inc. Tewksbury, 2007. Referred to in schedule as 24P BOOK. This book was used last spring so you might be able to find used copies of it.

Recommended Reading:

Cut by Cut. Gael Chandler. Michael Wiese Productions, Studio City, 2004

355 Intermediate Film Production Supplemental Materials, Nate Thomas, Michael Hoggan, CSUN, Fall 2008.

Avid Editing, Third Edition: A Guide for Beginning and Intermediate Users. Sam Kauffman, Focal Press, Boston, 2006.

The Avid Handbook, Fifth Edition: Advanced Techniques, Strategies and Survival Information for Avid Editing Systems. Staten, Greg and Bayes, Steve, Focal Press, Boston, 2008.

In the Blink of an Eye Revised 2nd Edition Rev2. Walter Murch, Silman-James Press, Beverly Hills, 2001.

The Tipping Point: How Little Things Can Make a Big Difference. Malcom Gladwell, Back Bay Books, 2002.

Blink: The Power of Thinking Without Thinking. Malcom Gladwell, Little, Brown and Company, New York, 2007.

Outliers: The Story of Success. Malcom Gladwell, Little, Brown and Company, New York, 2008.

Grades:

Grades are based on items listed below. To know what your grade is at any point in time, divide your total points by the total points possible as of that date. The percentage will tell you your current grade. Calculate your grade frequently so you will not be surprised later in the semester.

<u>Graded Category</u>	<u>Points</u>	<u>Point Spread</u>	<u>Percent</u>	<u>Letter Grade</u>
Attendance	150	1431--1555	92%	A
Hands on Projects	410	1400--1430	90%	A-
Editor Interview	200	1369--1399	88%	B+
3 Tests	225	1276--1368	82%	B
Time Management paper	10	1244--1275	80%	B-
Avid Community Forum Share	10	1213--1243	78%	C+
Final Exam	550	1120--1212	72%	C
TOTAL POINTS	1555	1089--1119	70%	C-
		1057--1088	68%	D+
		964--1056	62%	D
		933--965	60%	D-
		0--932		F

Assignments and schedules are subject to change. It is your responsibility to stay aware of any changes announced.