

F/TV20: Beginning Video Production, 4 Units, Spring Quarter 2025, HYBRID

**IMPORTANT DATES:**

- April 7 - First day of spring quarter
- April 20 – Last day to add classes
- April 20 - Last day to drop classes without a W
- **May 24-26 – Memorial Day Holiday, no classes, offices closed**
- May 30 - Last day to drop classes with a W
- **June 19 – Juneteenth Holiday, no classes, offices closed**
- June 23-27 - Final exams
- **Final exam 09:15am-11:15am** per the College exam schedule
- To Request a "Pass/No Pass" (Links to an external site.)
- To Apply for degree or certificate (Links to an external site.)
- College-wide listing available at <http://www.deanza.edu/calendar/>

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**Office hours in AT-105:** Mondays 08:30am-09:20pm  
Thursdays 8:30am-10:20am

Creative Arts Division: <http://www.deanza.edu/creativearts/>

Film/TV Department: <http://www.deanza.edu/ftv/>

Film/TV Degrees and Certificates: <https://www.deanza.edu/ftv/degrees-certificates.html>

Requisite/Advisory: EWRT 1A or EWRT 1AH or ESL 5.

**Course Objectives**

Digital video production, film-style production techniques including digital video and HD formats: camera operation and procedures, basic principles and techniques of sound and scriptwriting, and film and nonlinear editing.

This course will teach students using lectures, film excerpts, class discussion, handouts, and practical exercises, the principles of film and video pre-production, production and post-production. The students will become comfortable applying basic principles of storytelling and scriptwriting, video camera operation, lighting, producing, directing, field sound recording, and nonlinear editing.

It is paramount that students review the first module in Canvas for this hybrid course in order to familiarize themselves with established guidelines, course policies and support available to them. Students should view the lectures regularly on their own time and submit assignments on a weekly basis in order to avoid falling behind. Students will also learn to critique constructively. Effort will be taken into consideration when the final grade is given, as will class participation.

The quarter will start with an introduction to filmmaking basics and an explanation of the basic tools that one needs to make a movie: framing and composition rules, f/stop, three-

point lighting, depth of field, etc. The course is designed to give an overview of all stages of the film making process: development, writing, producing, directing, and editing. By the end of the quarter, students should have a solid foundation on how to successfully conceive, produce, direct, and edit a short film.

This is a hybrid lecture/laboratory class. In-person attendance of the lab portion of the course which takes place on campus is mandatory and will be monitored by the instructor. For the online portion of the course, students must have access to a computer, the internet and an individual email address. De Anza recommends a laptop or desktop computer to successfully complete the course; a tablet or phone may not be adequate for all assignments and tests.

Information about Canvas and Online Education Orientation can be found in Canvas on the Student Resources page: <https://deanza.instructure.com/courses/3382>. The Student Online Resources hub with extensive information and tips can be found at <https://www.deanza.edu/online-ed/students/remotelarning.html>.

### **Student Learning Outcomes:**

- Apply the creative use of camera, sound, and editing techniques to produce a completed video project.
- Develop the visual storytelling skills needed to take a film idea from concept to realization.

Students will be evaluated on their informed in-class and online participation, completion of all assignments and exams, as well as on the overall quality of their projects per each assignment rubric and the corresponding student learning outcomes.

**Food, Housing, Transportation and Emergency Resources:** [www.deanza.edu/resources](http://www.deanza.edu/resources)


**HEFAS:** <https://www.deanza.edu/hefas/> - support for undocumented, low income and AB 540 students


**EOPS/CARE:** <https://www.deanza.edu/eops/> - state-funded program helping low income and academically disadvantaged California residents be successful in college


### **Student Success Center (SSC):**


**Need help with your classes? You are not alone.**


Our centers are open and we are ready to help! Now is the best time to check out our services, connect with tutors, and prepare to thrive, not just survive, in your classes this quarter. Drop by the Student Success Center today, even if it's just to say hi! Go to our [SSC homepage](#) [Links to an external site](#) and click the yellow links for on-campus schedules, services, and Zoom links for each area.

 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions, or just stop by to check it out.

 **Workshops:** Skills [Links to an external site.](#) [Links to an external site.](#) are offered on a variety of topics—managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more! Also: Math/Science workshops in [MSTRC Links to an external site.](#) and ESL workshops in the [LSC](#)

[Links to an external site.](#)  **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others...give it a try!

 **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

 **Need after-hours or weekend tutoring?** See the [Online Tutoring Links to an external sit](#) page for information about **NetTutor** --accessible via Canvas!

#### **SSC Links & Locations:**

- **Math, Science & Tech Resources Center:** S43 & [Zoom](#)
- **Writing & Reading Center:** AT 309 & [Zoom](#)
- **General Subjects Tutoring:** AT 309 & [Zoom](#)
- **Listening & Speaking Center:** AT 313 & [Zoom](#)
- **Skills Workshops:** AT 303 & [Zoom](#)

Please [click to Join SSC Resources Canvas](#)

Questions, comments, or suggestions? Contact Diana Alves de Lima [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu), Melissa Aguilar [aguilarmelissa@fhda.edu](mailto:aguilarmelissa@fhda.edu) or the appropriate [SSC contact](#).

Zoom links for tutoring and workshops--Join [SSC Resources](#)

**Follow us on Instagram! @deanzassc**

#### **Academic Accommodations for Students with Verified Disabilities:**

Students who have been found to be eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) – Room 141 for information on eligibility and how to receive support services.

- You can also go online to <https://www.deanza.edu/dsps/> ([Links to an external site.](#)) for additional information.

#### **Veterans Services:**

Students who are veterans or are survivors of veterans, can get help applying for educational and VA benefits through the variety of resources on campus. Please, visit the following web page for more information: <https://www.deanza.edu/veterans/>

### *GUIDED PATHWAYS VILLAGES:*

Students! Visit your Village Today! At De Anza, you can find academic and social support through your [Guided Pathways Village](#). Each [Village Space](#) is a place on campus where you'll **find a community** of students, faculty and staff members who share your interests, along with events, **services, and resources** that are relevant to **your major**. The Villages are a [great starting point](#) for the whole college experience:

- Each Village offers events and fun activities keyed to your major and related subjects.
- Each Village has space for you to study alone or in groups.
- Each Village has charging stations, books, and games
- Each Village has student ambassadors, instructional faculty, and counselors available to help you.
- Each Village has Support Service professionals and information to help you find the support you need.
- Each Village can be reserved for club, group, or class use, so if you belong to a group looking for a great space to have meetings, ask us how to reserve your space and time!
- Villages are generally open from 10am to 3pm, Monday through Thursday, but there are also special event hours, so check with your Village!

There are also [virtual Villages](#) where you can find relevant [information and services](#) – including [degree and transfer maps](#), which can help you save time and make steady progress toward your goals.

If you don't yet belong to your Village, [join yours today!](#)

### *Your Guide to the Quarter:*

Visit this website for important information on the Quarter:

<https://www.deanza.edu/quarter-guide/index.html> (Links to an external site.)

### *Resources:*

- Looking for tips and assistance with online learning?  
Visit [deanza.edu/online-ed/students/remoteteaching](https://www.deanza.edu/online-ed/students/remoteteaching) (Links to an external site.)
- Want to save money on books and materials?  
Visit [deanza.edu/save-on-books](https://www.deanza.edu/save-on-books) (Links to an external site.)
- Want help paying for college?  
Visit [deanza.edu/financialaid/apply](https://www.deanza.edu/financialaid/apply) (Links to an external site.)

- Need assistance with food or financial emergencies?  
Visit [deanza.edu/resources](https://deanza.edu/resources) (Links to an external site.)
- Check out our Video Help Series for quick tips on completing assessment, getting priority enrollment, preparing for transfer and other important tasks.  
Visit [deanza.edu/vhs-guide/](https://deanza.edu/vhs-guide/) (Links to an external site.)

**Class Assignments:** Each student will be expected to demonstrate his/her competence in an area by completing the assignment. Each assignment will only help you with your video projects so it is in your best interest to complete it to the best of your ability. Late assignments will be automatically downgraded one letter grade for each week late. Except under special circumstances, I will not accept work late more than one week. Please follow the detailed instructions provided for you in class or on Canvas.

### **How to View Instructor Feedback in Canvas:**

Excerpted from: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523>

1. Open Grades
2. In Course Navigation, click the Grades link.

View Assignment Details:

3. Click the title of an assignment.

View Feedback:

4. Click the View Feedback link. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

Notes:

- If the assignment attachment displays a Preview button, your file is not DocViewer compatible.

The above directions are also posted in your Canvas shell under the Syllabus module. It is important that you view the feedback from your instructor as this will help you succeed in the course.

**Class Attendance:** This course is held half of the time face-to-face on campus, and half of the time online to provide students with flexibility in their schedules. During the course of the quarter, I will be holding weekly office hours where you can meet with me one-on-one to discuss any issues or questions you might have. In addition, if there are particular circumstances that the instructor should know about, please let her know in her office hours or via email through Canvas. I want to reassure you that I am here for you, my goal is to make you successful in this course.

**Late to Class Policy:** Walking into class late disrupts the learning environment for other students in the class and is disrespectful to fellow classmates who come to the classroom on time. Moreover, it prevents students from learning about important announcements, lecture reviews, and other important material. If you are more than 15 mins late to class, you will be considered absent, unless you communicate to me ahead of time that you will be absent and the reason is justifiable. In the case of illness, I may ask you to present a

doctor's note to me. Presence in the weekly lab sessions is **required** and also a crucial aspect of your learning process in this class. More than one absence in the quarter may lead to a lower grade but also to a lesser understanding of the material taught.

**Class Participation in the face-to-face and online portion of the course:** Attendance will be checked regularly in both the on-campus face-to-face labs and online to ensure active participation, which is crucial to the student's success as a filmmaker. Working in groups and forming teams will be highly encouraged as a way of learning how to collaborate with one's classmates, how to create a more robust sense of community, as well as how the professional industry works.

The student is responsible for knowing and upholding the College Rules and Regulations. Please see the Student Handbook.

**The instructor may drop students from the class for several reasons, including:**

- Not logging into Canvas to view the modules for 3 weeks, regardless of the reason and when the student has failed to communicate with the instructor
- Not logging into Canvas by the end of the first week of the quarter (Sunday of Week #1 of the quarter at 11:59pm)
- Not submitting up to 3 assignments, regardless of the reason
- Disruptive behavior and failure to adhere to proper etiquette

**Participation:** Active participation in class discussions and exercises is essential for learning the material in this course. Participation points are added to students who regularly participate in class discussions and exercises, come to class every week and are not tardy. Missing class, entering class late but especially more than 5-10 mins late or leaving class early will lower the participation points for the student. Please avoid scheduling travel or doctor's/dentist's appointments during class time. However, if it is an urgent matter and the student must be excused, I will excuse the absence but may request a doctor's note. If you rely on the bus schedule for coming to this class and this may cause you to be late, then please let me know. If a student engages in disruptive behavior, they will receive 0 points for participation.

**Disruptive Behavior:** This is an important part of the code of conduct for students to ensure everyone's positive learning experience in the classroom. To that end, if a student:

- frequently interrupts the instructor or their peers
- dominates the discussion and does not allow for their classmates to interject
- is disrespectful toward the instructor and/or their peers
- makes loud or inappropriate noises
- sleeps during class
- exhibits abnormal behavior such as wanting to hurt others or themselves
- does not follow the lecture/class exercise and instead continuously stares at their phone/tablet/computer but not for the purpose of taking notes or as a part of their accommodations

Such student(s) will be pulled aside by the instructor for a conversation and referred to a professional counselor, asked to leave the classroom and/or dropped from the course.

Thank you in advance for respecting everyone's right to a welcoming, nurturing, engaging and inclusive learning environment!

For more information, please refer to the Student Rights and Responsibilities:  
<https://www.deanza.edu/student-complaints/rights-responsibilities.html>

**Weekly Lecture Notes:**

After watching the weekly lectures, I encourage you to write notes on them. This will be optional, not required, but this is a great way for you to summarize the material and keep it handy whenever you'd like to review it or use it as a study guide for exams.

IMPORTANT: As we go through the quarter, you will need to watch the lectures one week ahead of time, since we will practice these concepts during the following week's lab in class. Therefore, in order to be prepared to apply the concepts learned in the lecture, you will need to have watched it before coming to the lab so that you can practice the new material successfully. This is reflected in the week-by-week schedule at the end of the syllabus and I will walk you through it.

PLEASE NOTE: The instructor lectures developed by her are intended for educational purposes only and must be viewed as part of this course only by the students enrolled in this course. The lecture materials developed by the instructor are the intellectual property of that instructor and cannot be shared publicly without her specific approval. In addition, you may not publicly share, email or upload other instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

**Video Projects:** Each of the three video projects and their scope and parameters will be discussed in detail in class and under the appropriate module in Canvas.

**Additional Various Assignments, such as:** a Pre-production Packet, a professionally formatted short screenplay, Working with Light Assignment, Microphone placement Assignment, Framing and Composition and Camera Assignment. Each assignment's description will be available on Canvas and will be discussed in class, as well.

**Written examinations:** There will be two exams: one mid-term, and one final exam.

The format of the exams may vary but they will test how well the student has understood the lecture material and practical implementation of equipment, and are designed to help students solidify the knowledge they acquire through lectures. **PLEASE NOTE: If you fail to submit the midterm exam or final exam, you will automatically receive a "no pass" for the course.**

**IMPORTANT:** I reserve the right to drop students from the class if the student does not attend the first meeting or if they do not communicate with me, as well as if I see that a student has not attended class for more than three weeks in a row nor submitted assignments on Canvas or that there's no activity demonstrated by the student. Therefore, it is

important that you reach out to me to let me know of any special circumstances you might be encountering.

**Grading of Course Work:**

Framing and Composition Assignment	10
Two Camera Assignments	20
Story Development Assignment	10
Screenplay Assignment	10
Audio Assignment	10
Working with Light Assignment	10
Pre-Production Packet Assignment	20
Video Project #1	20
Video Project #2	20
Video Project #3	20
Project Self-Assessments	15
Midterm Exam	30
Final Exam	30
Participation	10
<b>TOTAL:</b>	<b>235 points</b>
Survey Extra credit	05

**GRADING SCALE:**

210-235:	A
190-209:	B
165-189:	C
145-164:	D
0-144:	F

**WHAT CONSTITUTES AN “A” GRADE:**

“A” grades are reserved for student work which has followed all the requirements and is submitted on time with outstanding content and technical execution. Skipping one of the video projects worth 20 points or two of the smaller projects cannot earn you an A.

**WHAT CONSTITUTES A “B” GRADE:**

“B” grades are given to outstanding student work which is one week late or which only partially follows the requirements. The content is still well chosen and the technical execution is very good.

**WHAT CONSTITUTES A “C” GRADE:**

“C” grades are for student work which somewhat meets the requirements given by the instructor and/or is submitted more than two weeks late from the due date. Such student projects usually show a noticeable struggle with the content and have an average to poor technical execution.

**WHAT CONSTITUTES A “D” GRADE:**



“D” grades generally indicate very late work that does not reflect the standards of the assignments in this course. Such coursework may need to be repeated in a future quarter.

#### **WHAT CONSTITUTES AN “F” GRADE:**

“F” grades are given to students who come to class regularly but do not accomplish the work assigned. Students who stop attending class after the first two weeks or so CAN-NOT expect to continue to be enrolled in the course in order to be given an “F” at the end of the quarter. If students don’t attend class regularly, they will be dropped by the instructor by the “W” deadline at the latest.

#### **WHAT CONSTITUTES AN “FW” GRADE:**

“FW” grades are given to students who attend class in the first couple of weeks of the quarter but then stop attending class after the W deadline. Since such students do not even attempt to do the coursework, they will be given the “FW” grade.

#### **“I” GRADE or “INCOMPLETE”:**

“I” grades or Incompletes are reserved for students who have already accomplished at least 75% of the work in the course but who encounter an unforeseeable emergency, such as a death in the family, hospitalization, etc. This personal emergency needs to be well documented and the documents presented to Admissions & Records, in order for the instructor to agree to file for an incomplete. The student then has up to one year to complete the coursework or be given the grade that they would have earned by the time they filed for an Incomplete. The Incomplete involves agreement by and signature of the instructor.

#### **Equipment Rules and Regulations:**

To reserve equipment, please use our software checkout system called **WebCheckout**. Since you cannot check out equipment until **Week 3** of the quarter has started, I have uploaded a video that I made on how to sign into WebCheckout and reserve equipment and have posted it in Module 3 for Week 3 of the quarter. Please watch it as it will answer many of your questions. Here is the direct login link for WebCheckout where you can also see the equipment available to you as production students: <https://fhda.webcheckout.net/sso/patron#!/> – **please use this link as Week 3 starts, not before. All checked out equipment needs to be returned by the end of Week 11 of the quarter.**

Equipment Check-in and Check-out Hours are to be determined and will be posted on Canvas and outside the equipment room. Our Equipment Manager and Lab Tech is Fernando Perez De La Rosa. His email is: [perezfernando@fhda.edu](mailto:perezfernando@fhda.edu), and his office phone number is: 408-864-5678. Feel free to reach out to him with any questions you may have regarding equipment.

This quarter, we will also have Brad Meyer working in the Equipment Room. Brad will be checking in or out equipment to you and will be available on the days that Fernando is not working, which will be Mondays and Wednesdays, 9am-5pm. Brad can be reached at: [meyerbradley@fhda.edu](mailto:meyerbradley@fhda.edu) for reservations or equipment questions.

**IMPORTANT:** If you are **late** returning department equipment, a **hold will be placed on your grades immediately** and you will be prohibited from using department equipment in perpetuity. **Students are liable for any damages and loss of equipment.**

Please silence your cell phones during class and do let me know if you might be using your laptop to take notes.

**Substance and alcohol use** during on-campus shoots or while in the classroom is prohibited and may be reported to campus police: [https://www.deanza.edu/policies/drugs\\_alcohol.html](https://www.deanza.edu/policies/drugs_alcohol.html)

**Screening of R-rated material:** please note that some of the material that we screen in class may be for mature audience. Let me know if this may be an issue.

**Make Up Exams:** Exam dates and format are at the discretion of the instructor. Make up exams are only given in the case of a valid and documented emergency. It is each student's responsibility to arrange a make-up with the instructor.

**Plagiarism:** De Anza College defines plagiarism as “presenting the work of others without crediting them.” Plagiarism, cheating or academic dishonesty will result in an “F” on the assignment or exam. **I do not accept the use of ChatGPT or other generative AI tools to complete assignments in this class. All work must be original and produced by the student during the current quarter and for this course.**

**Dropping the Course:** It is the responsibility of the student to withdraw according to the guidelines in the De Anza College Schedule of Classes. Refer to De Anza's website: <https://www.deanza.edu/registration/add-drop.html>. The instructor always recommends that the student talk to her before withdrawal. **Students cannot expect to enroll in the course, not attend, and be given a failing grade instead; they will be dropped** by the “W” deadline at the latest. If the student needs a certain number of units, it is their responsibility to consult with their counselor or advisor; if enrolled in a course, however, the student needs to attend in order to not be dropped. If the student attends class until the “W” deadline but stops attending thereafter, s/he will be given the “FW” grade.

**Recommended Book:**

***The Digital Filmmaking Handbook*** by Sonja Schenk and Ben Long, 7th Edition. The 6<sup>th</sup> and even 5<sup>th</sup> edition of the book are also acceptable. Feel free to read the book on a tablet device or download the .pdf. In the course Canvas shell, you will find the corresponding chapters which I have assigned according to the particular week's topic. This book is not required, but highly recommended as it is a comprehensive companion to the lectures in this course and can serve as a great technical reference beyond this course.

**Materials for class:**

If you own or have access to a video camera, such as a DSLR or mirrorless camera, then you can definitely use it in this class. You are highly encouraged to check out equipment from our own Film/TV equipment room on campus in ATC-106. Check-outs are free and students can generally keep a piece of equipment for up to a week at a time to provide access to everyone in the course. In general, F/TV20 students can have free access to entry-

level DSLR cameras and tripods, as well as to some other pieces of equipment, such as basic microphones and audio recorders.

You will need to purchase your own cards for the cameras that we will check out from our department (unless you already have your own camera). These cards should be **SDHC, Class 10** is recommended, **64GB** or higher for video, and **8GB-16GB** for recording audio. Do not purchase a miniSD card with an adapter – those are good for use in one's phone, but they should not be used in mirrorless/DSLR cameras.

If at all possible, I recommend having your own **external hard drive** (HD) or SSD (solid state drive) as a great way of keeping organized and carrying all your footage around. At the very least having a **flash drive/keychain** would come handy when storing and transferring material. You should try to **always have at least 2 physically different back-ups of your media** as hard drives fail without a warning (we'll discuss this at length once we arrive at the post-production topic).

Also, purchase a **flash drive/keychain** to carry around with you for projects, handouts, etc. They are inexpensive and really convenient, and can save a ton of headaches.

You can also purchase a **set of headphones**, if you don't already have one. You will not be able to edit properly in post without headphones in a classroom lab environment. However, this expense is not imminent; start with buying the camera cards and flash drives first.

You will likely have free access to all Adobe Creative Cloud applications, which are installed on all computers in AT102. The classroom is available to you whenever there is no animation class taking place and during the operating hours of the equipment room (closed on evenings, weekends, or holidays).

#### **ACCESS TO ADOBE CREATIVE CLOUD:**

De Anza College may continue to offer free access to Adobe CC software, which includes Premiere Pro, AfterEffects, Photoshop, Lightroom, and many more. I will notify you when the time comes to collect pertinent information from those of you who would like to have such access outside of campus.

**A NOTE ON MISTAKES:** Filmmaking requires a complex set of skills and is, really, a life-long learning process. You are **EXPECTED** to make mistakes. There is nothing wrong with that. In fact, I encourage you to make mistakes.

**A NOTE ON COLLABORATION:** It takes a village to make a movie. Be reliable, responsible, honest, and be ready to learn what team work means.

#### **A NOTE ON EFFORT:**

Genuine effort counts. Pretending that you are making an effort does not. I will hold all my students to a high standard. I believe you can meet those standards. We will work together on identifying how to do our best during the quarter. And I hope we have fun in the process!

### **COMMUNICATING WITH ME:**

1. I strongly encourage you to visit my weekly office hours (see page 1 of this syllabus). I have set them up on the day of this class so that it is easier for you to reach me on the day that you come to take this class. If none of the times work for you and to provide you with further flexibility, I'm happy to schedule an online zoom meeting, as well.
2. Feel free to reach me by e-mail through Canvas (see page 1 of this syllabus and the Canvas Introductory Module). When emailing me, please **always include your name, as well as the name of the course and the section that you are enrolled in**, as I sometimes teach several sections of the same course. You can expect to hear back from me within 24-48 hours (often sooner), Monday through Friday, 9am-5pm. Emails sent on Friday night or over the weekend will be answered during the work week.
3. Finally, feel free to leave a message on my office phone (see page 1 for the number). When doing so, please state your name, class and section clearly, and leave your email on the answering machine, so that I can get back to you. I will email you instead of calling your phone.

### **FINAL NOTE:**

I am here to help you be the best filmmakers that you can be. I am excited to have you on board, and I am looking forward to a positive and productive quarter!

\*\*The syllabus is subject to change at any time based on class needs.

## **F/TV 20 WEEKLY SCHEDULE:**

Week #1: April 7

### **Welcome To the Course and Introductions**

### **Getting Up To Speed With Canvas and Campus Resources**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other Work: see Canvas

#### **DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

PURCHASE: SD card for a DSLR/mirrorless camera

PURCHASE THE BOOK (OPTIONAL)

READ: Syllabus and Handouts posted

WORK on ideas for your first video project

CREATE GROUPS

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Week #2: April 14

***\*IMPORTANT: Bring an SD card to class***

### **Framing and Composition Basics Lab**

### **Film Language and Types of Shots Lab**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other Work: see Canvas

#### **DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 8

CONFIRM GROUPS for the upcoming video project

SHOOT: Video Project #1

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Week #3: April 21

***\*WebCheckout opens for equipment reservations this Tuesday***

### **Nonlinear Editing and Post-Production Workflow**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other Work: see Canvas

#### **DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 12

EDIT AND COMPLETE: Video Project #1

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Week #4: April 28

***\*VIDEO PROJECT #1 DUE!***

### **Screening and Discussion of Project #1**

### **Screenplay Formatting Lab & Elements of the Story**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other Work: see Canvas

#### **DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 2

DEVELOP: Elements of the Story for your second video project

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Week #5: May 5

*\*Elements of the Story Due*

*\*Hands-on Camera Exercise, part 1*

**The Camera's Manual Settings Lab**

**Story Development Workshop**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other

Work: see Canvas

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapters 3, 7, 8

STUDY: Prepare for Midterm Exam

WRITE: Rough Draft of Screenplay

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Week #6: May 12

*\*Screenplay Drafts Due*

*\*Hands-on Camera Exercise, part 2*

*\*MIDTERM EXAM*

**Discussion of Screenplay Drafts**

**Take the Midterm Exam**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other

Work: see Canvas

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted

WORK ON AND SUBMIT: Pre-Production Packet

BEGIN SCHEDULING/SHOOTING: Video Project #2

TAKE THE MIDTERM EXAM

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Week #7: May 19

*\*Working With Audio Exercise*

*\*Storyboard and Pre-Production Packets Due*

**Lock Scripts and Pre-Production Lab**

**Production Audio and Microphone Lab**

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 9, 15

ORGANIZE/SHOOT/EDIT: Video Project #2

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Week #8: May 26

**MEMORIAL DAY HOLIDAY. NO CLASS, DE ANZA OFFICES CLOSED.**

*\*Work on your Second Video Projects!*

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Week #9: June 2

**\*VIDEO PROJECT #2 DUE!**

**Screening of Video Projects  
Introduce Video Project #3**

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 4, 11

FORM GROUPS: Video Project #3

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Week #10: June 9

**\*Lighting Exercise & White Balance Exercise**

**Working with Light: Natural Light Lab**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other

Work: see Canvas

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: Chapter 6

BEGIN WORK ON: Video Project #3

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Week #11: June 16

**\*All checked out equipment due back**

**Careers in the Film Industry; Film & Editing lab**

Lecture, Lecture Notes, Reading Journals, Online Discussions, Screenings and Other

Work: see Canvas

**DUE BY NEXT WEEK:**

WATCH: Lecture and any associated videos

READ: All Handouts posted; Schenk & Long: 17, 18

STUDY: Prepare for the Final Exam

COMPLETE: Video Project #3

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Week #12: June 23

**\*VIDEO PROJECT #3 DUE!**

**\*FINAL EXAM**

**\*Class meets 09:15am-11:15am**

**Screenings of Student Final Video Projects**

COMPLETE: End-of-the-Quarter Survey for extra credit

\*Grades will be posted as soon as possible