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Fall 2015

FTA 2565

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University of New Orleans

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Introduction to Digital Technology - 3 credits
Instructor: Rashada Fortier
Office: PAC 350
Office Hours: Monday & Wednesday 10:00 AM – 11:00 AM
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FTCA 2565 – Fall 2015
Section 02
9:00-9:50AM M/W/F
PAC Room 320

COURSE DESCRIPTION
This course is an introduction to the applications and techniques of digital editing technology. Students develop an understanding of the fundamentals of computer postproduction applications as they relate to film and video image/sound editing.

LEARNING OBJECTIVES
The student will be able to comprehend how audio and video images are captured and stored in a digital device. The student will be able to identify and interpret the differences between analog and digital devices and formats. The student will be able to operate Avid Media Composer, Adobe Photoshop, and Avid DVD by Sonic and demonstrate how each application is used to create, edit or enhance audio and video. The student will be able to apply these skills as required to create finished video projects with graphics and sound effects.

Grading Criteria/Standard
Students will be evaluated based on attendance, quizzes, lab tutorials, midterm exam, and final exam and graded on the scale below.

100-93 A
 92-85 B
 84-77 C
 76-69 D
 68-00 F

The following weight will be given to each component:
Quizzes – 10%
Assignments/Exercises – 20%
Mid Term Exam – 30%
Final Exam – 40%

Quizzes, Assignments and Exams
Students with an A average on all Quizzes, Assignments and Midterm will be exempt from the Final Exam. Expect quizzes to be given daily. Your two lowest quiz grades will be dropped. Quizzes will

cover lectures and assigned readings up to that date. Quizzes will be given promptly at the beginning of the class at the minute class begins. You will be allowed one minute per question, if there are five questions you will be given five minutes. You must be logged on to your computer at the start of the class, missing the quiz because you were not logged in yet is not an excuse. Any student arriving late will not be allowed to take the quiz. Quizzes cannot be made up. The two lowest quiz grades (major quizzes excluded) will be dropped. Due to the fact that daily quizzes cannot be made up, it is highly unlikely that you will pass the class if you miss multiple quizzes. Make-ups for exams will only be given for **excused absences**; absences will only be excused in extreme circumstances decided by the professor. **Late work will not be accepted**.

Assignments in this class are given for your benefit. Failure to complete assignments on time will put you behind schedule for your final project. Assignments are due at the beginning of the next class session, **BEFORE** the class begins. Assignments will not be graded for assignments not labeled correctly with your last name. Assignments **WILL NOT** be graded if they are not in the correct bin.

Headphones
Headphones are required to be brought to class every day. They do not need to be nice, but they do need to work. Ear buds will do. We will be doing some audio work and it makes things much easier when you don't have your neighbor's computer audio competing with yours. Headphones are not allowed to be worn during lectures where students are not listening to audio.

Back Up Your Work
Your work stored on the ISIS system is protected to some degree by redundant drives; however this is not a guarantee that it is completely safe. The local drives of FTA computers are cleaned and deleted on a regular basis and no work it to be permanently stored on local computer hard drives. You should back up your work on removable drives or discs to ensure that it is not lost or accidentally deleted. You are sole responsible for securing and preserving all work. Credit will not be given for work that is lost due to hardware failure or accidental deletion.

Text
Media Composer 7: Part 1-Editing Essentials - available at the bookstore.

Additional Essentials
1 blank DVD (to be used later in the semester)

Attendance
This class will be taught in a highly interactive manner. Practical tests of your ability to use the software will constitute a large part of your final grade. Your attendance at every class session is especially important. Attendance is required daily and will be monitored every day in the form of a quiz. Besides attending class, students should expect to spend 2 to 3 hours a week in the Avid lab to complete assignments.

Classroom Conduct

Civility in the classroom and respect for the opinions of others is very important in an academic environment. It is likely you may not agree with everything that is said or discussed in the classroom. Courteous behavior and responses are expected.

1. Be in class on time. Please do not come five, ten, or twenty minutes late. Distracting interruptions are inconsiderate, disrespectful, and time wasting. There is no excuse for repeatedly arriving late. Parking is often a hassle; allow enough time for it. Cell phones, iPods, and other electronic devices should be turned off before class begins.

2. Feel free to ask questions of the instructor during class.

3. Students are expected to treat faculty and fellow students with respect. Any actions that purposefully and maliciously distract the class from the work at hand will not be allowed. Bullying, intimidation and harassment (sexual, cultural, ethnic, etc.) will not be tolerated.

4. No food or drink allowed in the lab.

Moodle

Students must have Internet access to www.uno.edu and the Moodle portion of FTCA 2565. Students are responsible for all e-mail communications from the instructor to their UNO email drop box. Your UNO email must be your email of choice in Moodle. Help with Moodle can be accessed at http://www.uno.edu\moodle.

Equipment Care and Use

By taking this class you are accepting responsibility for all equipment you will be using in the course. The equipment room guidelines are detailed in class handouts, which are also available in the Equipment Checkout Room and on the Department's websites (Sharepoint).

Any student who damages or does not return gear will be responsible for the repair or replacement of that equipment. The student's account in the Equipment Room will be locked to further equipment check out until the equipment is repaired, replaced or paid for. The student will have a hold placed on their UNO registration account until the equipment is repaired, replaced or paid for. If equipment is returned late, the student's Equipment Room account and FTCA computer account will be locked for all FTCA courses. Once the equipment is returned, the student's accounts will remain locked for an additional week.

If equipment is lost or damaged the student's accounts will also be locked. Once proof of replacement or repair of the equipment is provided to the Equipment Room, the student's accounts will remain locked an additional week. This will apply to first and second offenses. If a third offense occurs, the student's accounts will be locked for the remainder of the semester. If the equipment has not been returned, repaired or replaced by the end of the semester the student's accounts will continue to be locked and a hold will be placed on the student's UNO registration account until the student reimburses FTCA for the full price of the lost equipment or the repair of the damaged equipment.

In addition, if a student fails to return equipment on time the student will have his/her course grade reduced by 5% (or every team member's grade) per day until the equipment is returned.

Work Created with FTCA Resources
All projects made in this class must include the full UNO animated film logo (on the Dept. LANShare) at the head (first item) and the following statement after end credits:

> This film was made in partial fulfillment of a degree at The University
> of New Orleans, Department of Film and Theatre.
> http://ftca.uno.edu

All films entered in festivals must also include the above logo and statements.

Academic Integrity
Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code for further information. The Code is available online at
http://www.studentaffairs.uno.edu/studentpolicies/policymanual/academic_dishonesty.cm

Accommodations For Students With Disabilities
Students who qualify for services will receive the academic modifications for which they are legally entitled. It is the responsibility of the student to register with the Office of Disability Services (UC 260) each semester and follow their procedures for obtaining assistance.

**Final date to drop course(s) and receive 100% refund is August 25, 2015
Exam Dates
MID TERM: Friday, October 9th
FINAL EXAM: Wednesday, December 9th. 7:30 AM-9:30 AM