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University of New Orleans Syllabi

Fall 2015

FTA 3520

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University of New Orleans

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Syllabus: FTCA 3520 - Section 001
              T/T 2:00PM-3:15PM
              PAC Room 320

Course Title: Intermediate Motion Picture Editing
Term: FA15

Instructor: Danny Retz
Office: PAC 324
Office Hrs: M/T/W/T   9:00 A.M.– 10:30 AM

fretz@uno.edu

COURSE GOALS AND OBJECTIVES

Through the use of lectures, viewing selected motion picture clips, and editing assignments students will learn techniques of motion picture editing with regard to the organizing procedures required, styles of editing employed, and the process necessary to successfully navigate from first day shoot to answer print. The objective of this course is to give the student the knowledge and tools to best explore and express his artistic talents through editing.

REQUIRED TEXTS

On Film Editing
by Edward Dmytryk
ISBN-13:978-0-240-51738-4

RECOMMENDED TEXTS

In the Blink of an Eye: A Perspective on Film Editing 2nd ed.
by Walter Murch

When the Shooting Stops the Editing Begins (DeCapo 1979)
 by Rosenblum and Karen

First Cut: Conversations with Film Editors (1962) by Gabriella Oldham

REQUIRED EQUIPMENT

Quality headphones for the Avid

PREREQUISITES

FTCA 3510 Itermediate Production

Grading Criteria/Standard

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

100-90 A
89-80 B
79-70 C
69-60 D
59-00 F

The following weight will be given to each component.

Quizzes/ Exercises –25%
Cuts –25 %
Mid Term Exam – 25%
Final Exam –25%

LAB WORK

In addition to class work, students should expect to spend two to three hours per week in the Avid lab to complete assignments.

ATTENDANCE

This class will be taught in a highly interactive manner.   Your attendance at every class session is especially important. A student's overall grade will be reduced by 2% for each unexcused absence beyond two. It is highly unlikely that you will pass this course if you miss multiple classes

ASSIGNMENTS and QUIZZES

No late assignments will be accepted for a grade without written excuse. An assignment is late if it is not turned in by 8A.M. the morning it is due. Quizzes can be unannounced and will cover lectures and assigned readings up to that date. There are no make ups for quizzes.

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, IPOD's and other electronic devices must be turned off before class begins.

2. Feel free to ask questions of the instructor during class. But please do not ask other students, as talking disturbs my concentration and the concentration of other class members.

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**

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 available in the Equipment Checkout Room and on the Department's websites.

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 will be locked and/or

PACPOST key access will be denied. 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 offense. If a second 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 FTA 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.

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 is to be permanently stored on local computer hard drives. You must back up your work on removable drives or discs to ensure that it is not lost or accidentally deleted. You are solely responsible for securing and preserving all work. Credit will not be given for work that is lost due to hardware failure or accidental deletion. Once the course is completed all drives will be wiped clean.

MOODLE

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

WORK CREATED WITH FTCA RESOURCES

All projects made in this class must include the full UNO animated film logo (on the Video Library drive) at the head (first item) and the following statement after end credits:

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 Student Code of Conduct for further information. The Code is available online at
http://www.studentaffairs.uno.edu

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to http://www.ods.uno.edu.

LESSONS

August

20   Overview of the course

25   Overview of the Editorial Process- Editing Tips Lecture
        Create project
        Created proper bins/establish Take Bin View
27   Import audio and video
        AMA Link, Consolidate and Transcode Dailies
        Sync Transcoded Takes with Production Audio

September

01   Quiz on Editing Tips - Finish set up of project
03   Lecture: Smoothing Audio Tracks- start Cut 1

08   Edit Cut1 in class
10   Edit Cut1 in class

15   Edit Cut 1 in class
17   Cut 1 due- View cuts

22   View Cut 1
24   View Cut 1 - Assign read Ch1-7 of Dmyrtyk

29   Give back cuts w/ notes - Discuss Ch1-7 Dmytryk

October

01   Review for Midterm

06   MIDTERM FA 15
08   Edit Cut 2 in class

13   Edit Cut 2 in class
15 Edit Cut 2 in class

20   Edit Cut 2 in class
22   Cut 2 due (with smooth dial trks, BG's, Mx, SFX)

27   View Cut 2
29   View Cut 2 - Assign read Ch 8-13 of Dmyrtyk

November

03   Give back cuts w/ notes - Discuss Ch 8-13 Dmytryk
05   Quiz on Ch 8-13 Dmytryk - Edit Cut3 in class

07-08 Reshoots (weekend)

10   Edit Cut3 in class
12   Cut 3due for FINAL CUT GRADE (with reshoots) – view cuts

17   View Cut 3
19   View Cut 3

24   DVD and Archive of Final Cut due
26   THANKSGIVING HOLIDAY

December

01   Lecture: Editorial Process – review for Final Exam
03   Review for Final Exam– Last Day of Class

10   Final Exam   3:00-5:00 PM

Important Dates*
Last day to adjust schedule w/out fee 08/18/2015
Semester Classes Begin 08/19/2015
Last day to adjust schedule w/fee,
or withdraw with 100% refund 08/25/2015
Last day to apply for December commencement   09/25/2015
Final day to drop a course or resign 10/14/2015
Mid-semester examinations 10/05-10/09/2015
Final examinations 12/07-12/11/2015
Commencement 12/18/2015
*Note: check Registrar's website for Saturday and A/B sessions, and for items not listed here: http://www.registrar.uno.edu

Fall Semester Holidays
Labor Day 09/07/2015
Mid-semester break 10/15-10/16/2015
Thanksgiving 11/26-11/27/2015

Withdrawal Policy – Undergraduate only
Students are responsible for initiating action to resign from the University (withdraw from all courses) or from a course on or before dates indicated in the current Important dates calendar. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance. Failure to attend classes does not constitute a resignation. Check the dates on the Registrar's website, http://www.registrar.uno.edu. Please consult The Bulletin for charges associated with dropping and adding courses.

Incomplete Policy – Undergraduate only
The grade of I means *incomplete* and is given for work of passing quality but which, because of circumstances beyond the student's control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. For all

graduate and undergraduate students, a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the Important Dates Calendar) of the next regular semester including summer semester.

Repeat Policy

When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless, (1) the catalog description indicates that the course may be repeated for credit, or (2) the student's Dean gives prior approval for documented extenuating circumstances.

Graduate Policies

Graduate policies often vary from undergraduate policies. To view the applicable policies for graduate students, see the Graduate Student Handbook:
http://www.uno.edu/grad/documents/GraduateStudentHandbook2014.pdf

Academic Dishonesty Policy

http://www.uno.edu/student-affairs-enrollment-management/documents/academic-dishonesty-policy-rev2014.pdf

Safety Awareness Facts and Education

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://www.uno.edu/student-affairs-enrollment-management/

UNO Counseling Services and UNO Cares

UNO offers care and support for students in any type of distress. Counseling Services assist students in addressing mental health concerns through assessment, short-term counseling, and career testing and counseling. Find out more at http://www.uno.edu/counseling-services/. First-year students often have unique concerns, and UNO Cares is designed to address those students succeed. Contact UNO Cares through http://www.uno.edu/fye/uno-cares.aspx.

Emergency Procedures

Sign up for emergency notifications via text and/or email at E2Campus Notification: http://www.uno.edu/ehso/emergency-communications/index.aspx. All emergency and safety procedures are explained at the Emergency Health and Safety Office: http://www.uno.edu/ehso/.

Diversity at UNO

As the most diverse public university in the state, UNO maintains a Diversity Affairs division to support the university's efforts towards creating an environment of healthy respect, tolerance, and appreciation for the people from all walks of life, and the expression of intellectual point of view and personal lifestyle. The Office of Diversity Affairs promotes these values through a wide range of programming and activities.
http://diversity.uno.edu/index.cfm

Learning and Support Services

Help is within reach in the form of learning support services, including tutoring in writing and math and other supplemental instruction. Visit the Learning Resource Center in LA 334, or learn more at http://www.uno.edu/lrc/.

<u>Affirmative Action and Equal Opportunity</u>

UNO is an equal opportunity employer. The Human Resource Management department has more information on UNO's compliance with federal and state regulations regarding EEOC in its Policies and Resources website: http://www.uno.edu/human-resource-management/policies.aspx