

Fall 2015

## FTA 2565

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*University of New Orleans*

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**Course:** Introduction to Digital Technology - 3 credits  
**Instructor:** Kathleen Vieira  
**Instructor's Office:** PAC 350  
**Office Hours:** Monday 11AM-12PM, Tuesday 11:15AM-12:15PM  
**Email:** kmvieira@uno.edu

**FTCA 2565 – Fall 2015**  
**Section 02**  
**10:00-10:50AM 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.

A: 93-100%  
B: 84-92%  
C: 74-83%  
D: 63-73%  
F: 62% and below

The following weight will be given to each component:

Quizzes – 20%  
Assignments/Exercises – 20%  
Mid Term Exam – 20%  
Final Exam – 40%

**Quizzes, Assignments, and Exams**

Students with an overall A average on 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 and last for 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 teacher. **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. Assignments not labeled correctly will not be graded. Assignments **WILL NOT** be graded if they are not in the correct bin. Failure to complete an assignment will earn a grade of zero. No late assignments will be accepted except in cases of extreme circumstance as deemed by the teacher.

### **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 suffice. 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 unless part of an assignment.

### **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 should 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.

Note: Unless instructed by the teacher, nothing is to be saved to the C drive or downloaded from an external source.

### **Text**

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

### **Additional Essentials**

3 blank DVDs (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. By missing class you will receive a zero for that day's quiz. Besides attending class, students should expect to spend 2 to 3 hours a week in the Avid lab to complete assignments.

### **Student Athletes**

If you are a student athlete and your practice or game schedule will cause you to miss class, you are strongly advised to drop this course. The largely interactive nature of this course requires your presence in class and the out of class exercises necessitate you spend considerable time each week working in the Avid lab.

### **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, as well as the following:

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 and Emails**

Students must have Internet access to [www.uno.edu](http://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 must be your email of choice in Moodle. Help with Moodle can be accessed at [uno.mrooms3.net](http://uno.mrooms3.net). Live help for Moodle can be found at the Computer Center Help Desk (504) 280-4357.

When emailing the instructor you must include FTA2565 in the subject line of the email. Failure to do so may result in your email being discarded.

### **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 FTA 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:

This film was made in partial fulfillment of a degree The University  
of New Orleans, Department of Film and Theatre.

<http://fta.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](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: Friday, December 11. 10:00AM - NOON

### **Lessons**

Lesson 1: Exploring the Interface

Lesson 2: Assembling the Basic Edit

Lesson 4: Manual Timeline Editing

Lesson 5: Refining the Edit

Lesson 6: Refining and Mixing Audio

Lesson 7: Customizing Media Composer

Lesson 8: Introduction to Multicam Editing

Review for Midterm

Midterm Exam

Lesson 9: Creating Quick Titles and Basic Transitions

EXERCISE: Creating Titles with Adobe Photoshop

LECTURE: CODECES, DVD

EXERCISE: Authoring DVD w/ Menu

Lesson 10: Preparing for Output and Exporting a File

LECTURE: Creating a Bars and Tone Leader

Lesson 3: Ingesting File Based Media

EXERCISE: Pre Made Menu

Review for Final

Appendix A Technical Fundamentals

Appendix B Capturing Tape-Based Media

Appendix C Outputting to Tape

### 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/>.

## **Affirmative Action and Equal Opportunity**

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>