

# Audio/Visual Production

## Career & Technical Education Academy

### GENERAL INFORMATION

Instructor: Nathan Hoffman

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### COURSE DESCRIPTION

Audio/Visual Production offers instructional lessons designed to provide students with the technical skills and knowledge to work in the business of film making. Students will learn how to script, plan, produce, film, and edit digital video while creating video production projects both individually, and in groups. This course emphasizes the craft of film making, and students should be prepared to learn many of the crew positions, as well as master the techniques used to succeed as a member of a film production crew. Students will become proficient with studio equipment and procedures, as well as mastering the Adobe Production Creative Suite, shooting video with DSLR cameras, gathering audio, and field lighting. This course includes lectures, discussions, and student audio/video projects and presentations.

### METHODS OF INSTRUCTION

- Textbooks: *Television Production* by Phillip L. Harris  
*Digital Communication & Production, 2<sup>nd</sup> Edition* by Jim Stinson
- Video examples will be used to help students visualize their own projects
- Lab work utilizing the KLRN Studio
- Field Production on site at various locations
- Learn, use and master DSLR Cameras
- Understand and use various audio recording equipment including wireless, boom, handheld, and lavalier microphones
- Learn and perfect lighting techniques with studio and field lights
- Instruction of Adobe CS6 Production Suite
- Explore means of copying video including DVD and web compatible video

### ASSIGNMENTS & GRADES

Grading will be divided between video projects, participation, competency tests and daily lab grades. If a student has an unexcused absence, that student loses his or her daily lab points. Daily lab points lost from excused may be made up through special assignments arranged by the instructor and the student, but must be completed before the end of the quarter. Late assignments may be turned in for a partial grade, however all assignments and tests in a given quarter are due at the end of the quarter. **After the**

**last day of the quarter, any missing assignments will not be accepted and scored a zero.** This course uses the Sioux Falls School District grading scale policy:

A = 93-100

B = 85-92

C = 76-85

D = 65-75

F = 64 and below

### **ATTENDANCE**

This is a “hands-on” course and working on in class projects develops the majority of students’ skills. If a student is absent, consistently tardy, or not participating, their daily lab grade will reflect these absences. If a student is absent, it is the students’ responsibility to find time to catch up on any course work they may have missed. Being absent hurts the students’ grade, their team, and the project.

### **ARRIVING LATE**

Being on time in the professional world is not only common courtesy, but it is expected. Arriving late is discourteous, disruptive, disrespectful, and annoying. **BE ON TIME!** If the student arrives late (tardy), it is school policy that the student checks in at the office and receives a pass before entering the classroom, as stated in the CTE School Handbook.

### **PROFESSIONALISM**

When the students are working on a production, the students are to behave in a professional manner as if they were hired, and can be fired, by the producer/director. It is expected that the students’ job responsibilities are being performed thoroughly, and when completed the student will seek to help others.

Cell phones are to be kept in student’s pocket or bag and turned off or set to vibrate during class. The instructor will monitor usage and remove cell phones at his or her discretion.

**ABUSE OF EQUIPMENT WILL NOT BE TOLERATED UNDER ANY CIRCUMSTANCES. Over a 100 students per day use the CTE Media Arts equipment, so please handle with care for the benefit of everyone. Consequences for equipment abuse are at the discretion of the instructor. Consequences may include: reduction of points, suspension of equipment privileges, or loss of all equipment privileges. It is understood that accidents happen; however, students will be charged for any intentional damage to equipment, projects, or property.**

Projects must be appropriate to air on KLRN-TV and those guidelines will be clearly defined by the instructor. Failure to follow these guidelines can result in anything from a drop in the student's grade to removal from class. Any project deemed to be inappropriate by the instructor will not be graded, and the student will have to create another appropriate class project. No swearing, vulgar music, or questionable material will be allowed in projects. **Please consider this to be a G rated course.**

Each student should come to class expecting to learn all about creating videos. Creativity often flourishes in teams. Be prepared to work well within a group by keeping an open mind, listening to teammates opinions, and offering suggestions or ideas. We will spend time in class discussing various topics. It is important that we show respect for the opinions of everyone.

The students are never to use the school's equipment in a dangerous or negligent way. If the student borrows school equipment, it is the expectation that the student will use the equipment as if it were the student's own equipment. Never record video in such a way that would violate traffic laws (lying on a moving car, in the trunk, etc). Grades will be lowered and disciplinary action will be taken if these rules are broken.

#### **PLAGIARISM/COPYRIGHT**

Plagiarism is a form of theft, and the penalties can be severe, including failure of the course. The most frequent type of plagiarism is accidental or unintentional. However, intentional plagiarism is outright theft and will not be tolerated. The following are examples of intentional plagiarism:

- 1) downloading all or part of a video from the internet, including that material in your own work, and submitting it as your own;
- 2) copying word-for-word from a printed source without giving proper attribution;
- 3) purchasing an essay or project from the Internet or the back of a magazine;
- 4) submitting as your own a paper or project that someone else wrote or created.

The penalties for plagiarism in this class depend upon the severity of the case. If the plagiarism is found to be unintentional because of careless classwork, the student will be asked to do the project over. If a student submits a paper or project that contains intentionally plagiarized material, the project will receive a zero. The student will not be granted an opportunity to do the work over. Principal Josh Hall will be notified of the incident as plagiarism, and it may result in failure of the course.

Do not use video that is not yours unless you have permission to do so. Copyright laws contain serious consequences, so please ask before you use a picture from the internet (Google Images, etc.) or music from the web.

## CTE HANDBOOK

This course follows the rules, regulations, and procedures outlined in the CTE Handbook. The CTE Handbook can be obtained by check out through Mr. Hoffman. To the view a PDF version of the CTE Handbook visit:

<http://www.sf.k12.sd.us/schools/high-schools/career-and-technical-education-academy> and click on the link at the bottom of the page. Please review the CTE Handbook with your parents.

**Policies and procedures outlined in this document are subject to change.**