

Syllabus for
TVF 133—Production Software
3 Credit Hours
Spring 2024

I. COURSE DESCRIPTION

A fundamental course utilizing beginner and intermediate-level concepts and skills for the major types of software common in media production. This course aims to provide basic proficiency in nonlinear editing, and exposure to animation and compositing.

II. STUDENT LEARNING OUTCOMES FOR THIS COURSE

Upon successful completion of this course, students will be able to do the following:

- A. Navigate Adobe Premiere workspace.
- B. Import various file formats from other Adobe applications such as Adobe Photoshop.
- C. Demonstrate the functions of Adobe Premiere Pro software.
- D. Demonstrate basic non-linear editing functions.
- E. Demonstrate ability to execute fine-tuning of video and audio sequences.
- F. Demonstrate ability to edit a dialogue sequence.
- G. Exhibit audio editing capabilities in Adobe Premiere Pro Software.
- H. Demonstrate ability to capturing media and export graphic files.
- I. Demonstrate understanding of media management.

III. ASSOCIATED PROGRAMS

This course meets degree completion requirements for the following program:
Cinema/Television/Digital Media and Media Production.

- A. Cinema/Television/Digital Media and Media Production major
 - a. Outcome 3. Students will demonstrate competency with industry-standard video editing software, including concepts of importing, organizing, assembling footage (both video and audio) on a timeline, and exporting.

II. TEXTBOOKS AND OTHER LEARNING RESOURCES

Required Materials:

Subscription to **Adobe Creative Suite** and **LinkedIn Learning**

(continued)

High speed SD Card

A portable Hard drive or USB drive

III. POLICIES AND PROCEDURES

A. School or Department Policies and Procedures – not specified.

B. Course Policies and Procedures

a. Evaluation Procedures:

i. Grading Categories

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| 1. Quiz & Modules | 30% |
| 2. Exams | 30% |
| 3. Edit Projects | 30% |
| 4. Professionalism/Attendance | 10% |

ii. Grading Scale:

1. A = 100 to 90 percentage points
2. B = 89 to 80 percentage points
3. C = 79 to 70 percentage points
4. D = 69 to 60 percentage points
5. F = 59 percentage points &below

iii. Whole Person Assessment requirement: None

b. Attendance:

i. Attendance at each class or laboratory is mandatory. Excessive absences can reduce a student's grade or deny credit for the course. With the understanding that there are sometimes unavoidable circumstances that prevent perfect attendance, each student is allowed to miss class the number of times per week a class meets. This allowance is for illness, personal business, and personal emergency. Students may consider this personal days or sick leave. If a student has absences in excess of this number, the earned grade for the course will be reduced one letter grade for each hour's absence above those allowed. A student missing class due to illness must take an unexcused absence. Extended illnesses are handled on an individual basis and require a doctor's excuse.

ii. Tardies:

1. Tardies are an inconvenience to the other class members and the professor, and they prevent the late student from obtaining maximum value from the class. Therefore, tardies are calculated in the attendance provision for this course. Three tardies equal one absence and are included in the absences when determining the course grade.

2. It is to the student's advantage to make sure that the professor is informed immediately following the close of the class that the student was tardy and not absent. It is not the professor's responsibility to stop the class to mark the student late; the student is the one responsible to convey that information following that class. Students should not expect to be credible the following class session concerning a late arrival on a previous day.
- iii. Administratively Excused Absences: Students who must miss class for University sponsored activities must follow these procedures:
 1. Inform the professor before the event.
 2. Arrange to complete missed work within one week.
 3. Not commit to class performances (oral reports, speeches, television tapings, group presentations, etc.) on a date the student will be gone. Makeup work is not permitted if the student voluntarily commits to a performance on the date of an administratively excused absence.
 4. Present an excuse, signed by the Dean of Arts and Cultural Studies, the day the student returns.
- c. Other Policies and/or Procedures:
- i. All work is expected to be done on time to receive credit. The student is responsible for obtaining class assignments and material covered during an absence. An absence is not an excuse for turning in late work or for being unprepared with assignments for the class following the absence. If late work is accepted, a substantial penalty will be assessed. It is at the sole discretion of the professor to determine whether any missed work (except for administratively excused absences) may be made up. If any make-ups are allowed, they are subject to grade penalty at the discretion of the professor.
 - ii. All media content must be delivered before the deadline electronically via USB drive or D2L whichever is most appropriate.
 - iii. The classroom is intended to be a distraction-free zone. With that in view the professor will demand students to refrain from cell phone usage and activity. This also demands students refrain from viewing websites or using other software or other online programs or apps not directly applicable to coursework. No other computer use will be allowed unless specifically requested by the professor or approved by the professor. Failure to comply with these provisions may result in temporary surrender of possession of a cell phone, laptop or tablet until class is over.

VI. Course Calendar – See Brightspace (D2L).

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This course contributes to the University and program outcomes as indicated below:

Significant Contribution – Addresses the outcome directly and includes targeted assessment.

Moderate Contribution – Addresses the outcome directly or indirectly and includes some assessment.

Minimal Contribution – Addresses the outcome indirectly and includes little or no assessment.

Program Outcome alignment with University Outcomes	Significant	Moderate	Minimal
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Spiritual Integrity			
CTD/MP Program Outcome 1. Students will demonstrate basic competency in the aspects and processes of storyline development and cinematic storytelling.		X	
CTD/MP Program Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.			X

Personal Resilience			
CTD/MP Program Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.			X
CTD/MP Program Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.		X	

Intellectual Pursuit			
CTD/MP Program Outcome 1. Students will demonstrate basic competency in the aspects and processes of storyline development and cinematic storytelling.			X
CTD/MP Program Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.			X
CTD/MP Program Outcome 3. The student will demonstrate competency with industry-standard video editing software, including concepts of importing, organizing, assembling footage (both video and audio) on a timeline, and exporting.	X		
CTD/MP Program Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.		X	

Global Engagement			
CTD/MP Program Outcome 1. Students will demonstrate basic competency in the aspects and processes of storyline development and cinematic storytelling.			X
CTD/MP Program Outcome 4. Students will use and apply industry tools and technology in the creation, production and distribution of digital media products.		X	

Bold Vision			
CTD/MP Program Outcome 2. Students will demonstrate leadership abilities while creating, organizing, and executing every stage of the production process for a dramatic visual media product.			X
CTD/MP Program Outcome 5. Students will demonstrate business acumen reflecting Christian worldview, emphasizing honest and ethical behavior at professional industry venues.			X