Instructor Information

Instructor: Jonathan Childs, MFA  
Office: IT 306G  
Mailbox: BUS 312  
Hours: MW: 8:30 – 9:25 TR: 8:30 – 9:25 F: 10:00 – 11:00  
Or by appointment.  
Phone: 501.812.2309  
Email: jchilds@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: April Hearne 501.812.2843 ahearne@uaptc.edu  
Dean: Bentley Wallace 501.812.2858 bewallace@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

DMP 1308 – Introduction to Editing  
On Campus/In Class  
MW: 1:40 – 2:55  
Location: IT 102

Catalog Description

This course covers video editing fundamentals. Topics for the first half of the course include a history of the editorial process. The second half of the course introduces students to the concepts of non-linear editing, and the primary tools involved. (3 credit hours/special course fee) (F)

Course Materials

Required textbook: Adobe Premiere Pro CC Classroom in a Book (2018 Release), by Maxim Jago

Required Materials:

External Hard Drive or Flash Drive that has enough storage capacity for saving and turning in projects. If your major is Digital Media Production you may want to go ahead and opt for an external hard drive that is at least 1 terabyte in size.

The bookstore often has drives in stock, and can order them as well. Be sure to check that the drive you purchase works well with Apple computers (google it).
Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

1. Students will demonstrate the process of digital video editing using industry standard software.

2. Students will demonstrate the process of digital graphic design using industry standard software.

3. Students will demonstrate the process of digital image manipulation using industry standard software.

4. Students will demonstrate the process of digital sound editing using industry standard software.

5. Students will demonstrate basic skills with audio and video production equipment.

Student Learning / Course Outcomes

ACTS

DMP 1308 – Introduction to Editing is not an ACTS course.
The student will:
1. Demonstrate an understanding of non-linear video editing software.
2. Import, edit, and export video files.
3. Develop and articulate the artistic skills needed to creatively tell a story through the medium of digital video.

Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students' active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Students are expected to attend all class sessions. After an unavoidable absence due to illness, emergency, or other extenuating circumstance, the student must take the responsibility for contacting instructors in order to initiate arrangements for completing all activities missed. Excessive absences and work not made up may adversely affect final grades. Failure to attend class for any period of time does not constitute a withdrawal. Students should attend the first day of classes. Instructors establish attendance policies for their classes, and students have the responsibility to know those policies and to comply with them. When absences exceed the number allowed by the instructor of the class, the instructor has the authority to assign the student a grade of “F” at the end of the semester.

Attendance for students receiving Veterans Administration benefits will be reported to the VA representative in Veterans Services. Unavoidable absences such as jury duty, military duties, injuries, or illness must have written documentation supplied by the student. Makeup work for classes or tests missed will be arranged with the instructor’s consent. When a student drops a course the Department of Veterans Affairs will be notified of the last date of attendance and directed to end benefits for the course for the remainder of the term.
Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information:

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Please refrain from using cell phones and/or using the computers for anything other than class work while class is in session.

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades will be based on:

7 Lessons worth 25 points each for a total of: 175
4 assignments worth 100 points each for a total of: 400
4 exams worth 100 points each for a total of: 400
Attendance worth 100 points: 100

Total points possible: 1075

* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.
Participation will be heavily based on attendance, but will also be based on involvement in group workshopping and projects.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Instructor’s Policy Concerning Plagiarism and/or Cheating:**

Any plagiarized assignment will receive a zero and the student will be immediately dropped from the class with a final grade of “F.” “Plagiarism” will be noted on the official drop slip.

Plagiarism is offering the work of another as one’s own without proper acknowledgement. Therefore, any student who fails to give appropriate credit for ideas or material he/she takes from another, whether fellow student or a resource writer, is guilty of plagiarism.

Any evidence of cheating on exams will be handled in the same manner. Students will receive a zero on the exam and will immediately be dropped from the class with a final grade of “F.” “Cheating” will be noted on the official drop slip.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.
Student Code of Conduct

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog.
http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2

Sexual Misconduct

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
Tentative Course Schedule

Intro to Editing – Spring 2019

Unit One: “Looking at Editing”

Week 1: January 9th – 11th
Class Introduction

Week 2: January 14th – 18th
“Looking at Editing”
Lesson 1 and 2 Introduction

Week 3: January 21st – 25th
Lesson 3 and 4 Introduction/In Class Work Days
Lesson 1 and 2 Due: Friday, January 25th

Week 4: January 28th – February 1st
Assignment 1 Introduction/In Class Work Days
Lesson 3 and 4 Due: Friday, February 1st

Week 5: February 4th – 8th
In Class Work Days
Exam 1: Wednesday, February 6th

Unit Two: Video Editing

Week 6: February 11th – 15th
“Looking at Editing”
Lesson 5 Introduction

Assignment 1 Due: Wednesday, February 13th
Lesson 5 Due: Friday, February 15th

Week 7: February 18th – 22nd
Lesson 6 Introduction

Lesson 6 Due: Friday, February 22nd

Week 8: February 25th – March 1st
Lesson 8 Introduction
Assignment 2 - Introduction

Lesson 8 Due: Friday, March 1st

Week 9: March 4th – 8th
In Class Workdays

Assignment 2 Due: Friday, March 8th
Exam 2 - Wednesday, March 6th

Unit Three: Editing for Story Part 1

Week 10: March 11th – 15th
“Looking at Editing”
Assignment 3 - Introduction
Assignment 3 - Workdays

Week 11: March 18th – 22nd
SPRING BREAK – NO CLASS

Week 12: March 25th – 29th
Assignment 3 - Workdays and Workshopping

Week 13: April 1st – 5th
Assignment 3 - Workdays and Workshopping

Week 14: April 8th – 12th

Assignment 3 Due: Friday, April 12th
Exam 3 - Wednesday, April 10th
Read: Chapter 11 and Chapter 22

Unit Four: Editing for Story Part 2

Week 15: April 15th – 19th
“Looking at Editing”
Assignment 4 Introduction
Assignment 4 - Workdays and Workshopping

LAST DAY TO WITHDRAW 4/17/19

Week 16: April 22nd – 26th
Assignment 4 - Workdays and Workshopping

Week 17: April 29th – May 3rd
Assignment 4 - Workdays and Workshopping

Assignment 4 Due: Friday, May 3rd

Final Exam Schedule: Monday, May 6th at 1:30pm – 3:30pm

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Jonathan Childs’ DMP 1308 – Introduction to Editing class at University of Arkansas - Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

________________________________________
Semester

________________________________________
Date

________________________________________
Print name

________________________________________
Signature

________________________________________
UA-PTC Email address

________________________________________
Telephone