



The Art Institute of OhioSM - Cincinnati

One of The Art Institutes, America's Leader in Creative Education

Course Syllabus

COURSE TITLE: Short Form Production	TERM & YEAR: Summer 2008
COURSE NUMBER & SECTION: DMP 312	TIME & PLACE: TV Studio - Tues. & Thurs. 6 – 9 pm
INSTRUCTOR: NORBERT THOMAS	Advising LOCATION: Rm 116(TV Studio)
Advising HOURS: Tues. & Thur. @ 5:30 – 6 pm	OFFICE PHONE / EMAIL: 513-362-9225 Professort4u@yahoo.com
NUMBER OF QTR HOURS (lecture, lab, total): 66	

Course Description

Students learn to capture a live performance event and turn it into a short video composition. Using one or more cameras, students learn to capture a live event and then apply post-production techniques to create a short form piece with a thematic composition. In addition, students learn the production management skills to organize a crew schedule a production and utilize appropriate production management methods and documentation.

Prerequisite:

Fundamentals of lighting (DMP 230)

Studio production (DMP 220)

Intro to video (DMP 101)

Course Objectives: The student will:

- Establish an understanding of entertainment production from an ethical, artistic and technical perspective.
- Gain practical skills in researching, organizing, structuring and producing entertainment productions.
- Discuss and utilize aesthetic and technical techniques to more effectively communicate with an intended audience.
- Produce a complete entertainment production.
- Participate in a group shoot.
- Get familiar with the basics of entertainment contracts.

Textbook: Handouts

Materials/supplies:

- External fire wire hard drive (120GB min.)
- MiniDV tape (60 min.) (as needed)

Estimated Homework: 10-20 hours per week

Technology Needed:

Hardware: Digital Video Camera; Video Editing Suite; Location Sound and Lighting Package

Software: Final Cut Pro

Attendance/Deadlines and Academic Honesty:

The Art Institute of Ohio-Cincinnati is required by Federal, State and Accreditation regulation to maintain and enforce an attendance policy. Participation in classroom activities is vital to a student's successful completion of each course and is an important facet of each student's professional development. The student is expected to attend all classes as scheduled, to be on time and to remain in the classes for their full duration. It is recognized that a student may be absent from class due to a serious illness or family emergency. There are no excused absences. 32% absenteeism in a course may result in attendance failure in that class.

Attendance/Deadlines:

If a student should miss a class or is tardy, it is the student's responsibility to obtain any handouts or lecture materials from the instructor before or after class. Lecture notes must be obtained from another classmate and not the instructor. The student must arrange (after class) to meet with the instructor outside of class time if they need help due to missing class. Class time is strictly reserved for scheduled lectures, desk critiques and for helping students who are on time and attend class regularly.

Academic Honesty:

All students who copy or otherwise plagiarize the work of another or who otherwise display conduct detrimental to their own academic progress are subject to disciplinary action. All complaints against students regarding violations of the Academic Honesty Policy should be submitted to the Dean of Academic Affairs in writing.

- o Cheating is the act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, or fraudulent means.
- o Plagiarism is the act of taking ideas, words or specific substance of another and offering them as one's own.

Academic Grading

Grade per Credit Hour	Numerical Score	Grade Points
A.....	100 - 95.....	4.0
A-.....	94 - 90.....	3.7
B+.....	89 - 87.....	3.4
B.....	86 - 83.....	3.0
B-.....	82 - 80.....	2.7
C+.....	79 - 77.....	2.4
C.....	76 - 73.....	2.0
C-.....	72 - 70.....	1.7
D+.....	69 - 67.....	1.4
D.....	66 - 60.....	1.0
F.....	59 - under.....	0.0

Grading Criteria:

- Class time will be spent in a productive manner
- Points for individual activities will be announced
- All work must be received by the set deadlines
- Attendance and participation in class discussions will be factored into final grade
- Points will be deducted for late work
- Absolutely no work will be accepted after the final class meets, Week 11

The student's grade will be determined in the following manner:

<i>Production #1 (Week 2-4)</i>	<i>20% of final grade</i>
<i>Production #2 (Week 5-7)</i>	<i>20% of final grade</i>
<i>Production #3 (Week 8-11)</i>	<i>20% of final grade</i>
<i>Written Exam (Week 11)</i>	<i>20% of final grade</i>
<i>Attendance & Participation</i>	<i>20% of final grade</i>

Classroom Rules:

- 1. Arrive on time and prepared.*
- 2. For studio safety and sanity it is essential that all students be respectful of common tools, materials, and work space as well as other student's art work.*
- 3. As a student of AiOH-C you are a professional. Please make sure this is represented in your attire. You will be required to dress appropriately on final critique days.*
- 4. Late work is not accepted. If prior notice is given you may receive partial credit.*
- 5. No food or drinks are allowed in the classroom.*
- 6. Cell phones are a distraction. Please keep all phones on vibrate for the duration of the class.*

Students with Disabilities:

The Art Institute of Ohio - Cincinnati has a special needs coordinator, Jerry Nuesell, who organizes services for qualified students requiring reasonable accommodation. Notifying the Art Institute of Ohio - Cincinnati that you have a disability or special needs is optional and confidential. However, in order for the school to accommodate your needs, we need advance notice of the service that you require. For more information please contact Jerry Nuesell at 513-833-2391.

Add/Drop Period

Any course that is added or dropped from the student's schedule must be processed by the Registrar's Office prior to the end of the designated add/drop period. After add/drop a student is charged for all classes for which he/she is registered. The add/drop period is printed on the back of the student's schedule. The add/drop period is the first Monday through the Monday of week two of each quarter.

Class Topics Weekly Outline:

15	Course Introduction/Overview Policies (attendance, equipment, etc.) Topic Discussion/Decisions Picking a project Finding talent Rotation drills	Planning the Project Story boarding / deciding props, etc. Assigning roles / responsibilities Reviewing the language / jargon Understanding the expectations Production Schedules	17
22	<i>Shoot TV commercial with green screen</i> <ul style="list-style-type: none"> • Building a crew • Shooting Schedules • Negotiating with talent • Pre-production 	<i>Shoot TV commercial in studio with green screen</i> <ul style="list-style-type: none"> • Subjects • Locations • Studio vs. field 	24
29	<i>Shoot TV commercial with green screen</i>	<i>Shoot TV commercial with green screen. Start Editing</i>	31
5	<i>Continue Editing the TV spot</i>	<i>Finish Editing the TV spot and present & Grade.</i>	7
12	<i>Music Video Shoot planning</i> <i>Select music to use / storyboarding</i> <i>Assign positions /</i>	<i>Music Video Shoot</i> <i>In studio or on location</i> <i>Get paperwork in order</i>	14
19	<i>Music Video Shoot</i> <i>In studio or on location</i>	<i>Finish shooting Music Video and start editing</i>	21
26	<i>Music Video Edit</i>	<i>Finish editing Music Video & present for viewing and Grading</i>	28
2	<i>Sitcom Shoot</i> <i>Editing entertainment videos</i> <i>Handling your client</i>	<i>Sitcom Shoot</i> <i>Editing entertainment videos</i> <i>Handling your client</i>	4
9	<i>Sitcom Shoot</i>	<i>Sitcom Shoot</i>	11
16	<i>Sitcom Shoot / Review for final test</i>	<i>Sitcom Shoot and start editing</i>	18
23	<i>Sitcom Editing / Final written test</i>	<i>Sitcom Editing & presentation & Grading</i>	25
1 2 3 4 5 6 7	<i>Producer / Director</i> <i>Camera / Lighting</i> <i>Camera / Floor</i> <i>Anchor / Talent</i> <i>Playback / Recording</i> <i>Graphics / Audio</i> <i>Teleprompter</i> <i>Everybody edits part of one production</i>		

*All students are expected to participate in all group shoots and to crew for each other.
This syllabus is subject to change at the discretion of the Instructor*

STUDENT CONTRACT

COURSE SYLLABUS RECEIPT

COURSE TITLE: **Short Form Production**

COURSE NUMBER: **DMP 312**

QUARTER/YEAR: **Summer '08**

INSTRUCTOR: **Norbert Thomas**

I acknowledge, with my signature at the bottom of this page, that I have received and read the course syllabus for DFV 312. I further acknowledge that I fully understand all of its contents and I agree with all the procedures, goals, and expectations set forth for this class. I will abide by these procedures and this contract will signify my compliance with all said policies contained in this syllabus. If there are any problems I will immediately contact my instructor to discuss them.

I also agree it is my responsibility to contact my instructor if I am having problems or will be absent from a class to see what I missed. I can do this via e-mail or cell phone and understand that my instructor may also contact me at the e-mail and cell phone I have listed below. I give my instructor full permission to do so if he/she feels compelled. I understand that if I do not show up for several days, it is within the instructor's discretion to contact me and/or my advisor.

Students:

Please return this page with your signature to indicate that you have received and read this syllabus and are in accordance with the above agreement. Also, please indicate the best methods of contacting you with phone numbers or e-mails (both are preferred).

Thank you.

_____ Date

_____ Student name (print)

_____ Student signature

_____ Student phone
(cell & home)

_____ Student e-mail
(please PRINT CLEARLY)