

2018-2019 School Year

## Digital Video Arts 2

A lovely thing to see  
Through the paper window's hole  
The galaxy.

Issa

**Mission Valley ROP / Room 201 / (510) 657-1865 ex 15201**

[www.mvrop.org/page/1053](http://www.mvrop.org/page/1053)

Instructor: Walter Cruz Pivaral

### **Course Expectations**

This course provides students with a more advanced knowledge of the process involved in creating audio visual products for the media and entertainment industry. During this course we are going to develop a video series with a central theme, walking over all the steps needed to develop a media product from the editorial conception all the way to the final broadcasting. The students will practice advanced production, lighting, editing and post-production techniques looking forward to create a workflow similar to what they might encounter in a real work environment.

Mission Valley ROP's mission is to prepare students for employment, and career preparation via post-secondary educational opportunities. Just as in business and industry, where employees are expected to show up on time every day, Mission Valley ROP students are expected to be on time for classes every day. Lack of attendance or punctuality may mean dismissal from the class. Attending MVROP programs is a privilege and is elective, not compulsory.

### **Absences**

- Excused absences, make up assignments may be requested by students with excused absences only.
- Truancies (cuts) may not be made up. If you do not want a zero, do not cut class.
- If you are absent it is up to you to request any work / information / notes you may have missed. For absences of one week or longer, set up an independent study program thru your home school.

### **Participation & Work Ethic**

Work Ethic grade is influenced by: your ability to follow school and class rules, attitude, class discussions, contribution to video projects, use of time in class as well as tardies, and absences. Professional behavior includes an avoidance of foul language, obscene gestures and sabotage.

### **Tardies**

Students must arrive on time to class. Tardiness reduces instructional time and is disruptive to the classroom. Students must be ready to work at the start of class.

### **Behavior**

Stay focused, practice common courtesies and common sense, use approved electronics only when allowed and respect others and their property. Attitude counts toward your grade, as does class participation and work ethic. Just as you cannot choose who your company employs, you will not always

choose who you work with in this class. It is the nature of video and film production to 'hurry up and wait'. How you 'wait' is part of your participation grade. Use the down time productively.

**Sexual Harassment:** All students will undergo training to recognize and report sexual harassment and receive a signature page requiring both student and parent acknowledgement. Signature page must be returned.

**Copyright Laws:** We do not use the work of others in this class without the proper permissions. Any student caught copying work (including movie reviews) from other students (or off the internet) will be given a behavior contract and a failing grade on that assignment. Any subsequent incident will result in immediate termination from his/her Mission Valley ROP program, a failing grade, and loss of credits.

**Equipment Rules:** We respect the equipment here, If your behavior (in or out of school) suggests a lack of respect for school equipment or an inability to be trusted, your ability to borrow equipment may be revoked and you will be required to provide your own. Do not bang cameras or any equipment nor will you twirl it by a cable or wire, etc. Only tender loving care.

In order to use the school cameras you will need an agreement of liability signed by a parent/guardian. Overnight check out is available by appointment but not guaranteed.

If the equipment doesn't work or is broken, say so! Otherwise the next student to check out that camera will have the same problem.

**Computers:** When using the school computers...

- Do not remove the mouse or keyboard of any classroom computers. Doing so will be considered an attempt to steal school property.
- When you save your project to a computer, be sure to follow the posted guidelines for where to save and how to name it. Inappropriately named files will be deleted.
- You may only use school computers for class / school related purposes.

## **Rules for Videotaping outside the classroom**

- 1) You may not leave the ROP campus to videotape during class.
- 2) A MVROP ID badge must be in your possession when leaving the classroom or you cannot go.
- 3) If a teacher or administrator asks you to leave, pack your equipment and return to class QUIETLY!
- 4) Do not videotape anyone (student/teacher/administrator, etc) who does not wish to be videotaped!
- 5) Return to class at least 10 minutes before the end of class or lose privileges.

**Grading:** Grading is on a standard scale. If you are 1% shy of the next higher grade and you have missed an assignment, or have attendance problems, I will not round up. Participation and attitude will also be a factor in this decision. A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-below

**Work Ethic/Classwork 35% Quizzes/Midterm 15% Video Projects 35% Homework & Critiques 15%**  
**Total: 100%**

For each video project you will receive a check list of all the required elements and points assigned to that element.

## Homework

- Typed homework may be e-mailed provided it is saved in a widely recognized file format.
- Late work, when accepted, will be at a loss of one full grade per day late, with the exception required by IEPs and excused absences. Limit: four school days late.
- Make-up packets are provided only by request. If you are truant, you fail the assignment. If excused, be sure to ask for missed assignments/handouts on the day of your return.

## Outline for Digital Video Arts 2: (subject to change)

1. Developing a video series.
  - understanding editorial decisions.
  - current tendencies in the media and entertainment.
  - choosing a theme, editorial treatment and guidelines, visual and audio style.
2. Establishing a production workflow.
  - review of different production workflows (news, documentaries, fiction).
  - organizing group works and assigning production roles.
  - designing and following a production schedule.
3. Developing and producing the video series.
  - submitting and choosing the stories according to the editorial guidelines.
  - pre-production.
  - being efficient during the video recording: don't record more than you need.
  - understanding LUT's and color spaces.
  - file ingesting, assets management and the importance of establishing and following a workflow.
4. Post production.
  - advanced editing techniques, color correction.
  - creating and producing intros and credits.
  - workflow and collaboration with sound and animation artists.
  - advanced mastering techniques.
5. Broadcasting our video series.
  - internet, mobile, VOD, Cable and TV.
  - review, analysis and critique.

## 6. Website portfolio.

**Assignments:** Most assignments, handouts and lecture notes are going to be online:

[www.mvrop.org/Page/1053](http://www.mvrop.org/Page/1053) As some assignments require one-on-one review and changes before they are truly complete, those initially due on the end date of a quarter may be counted in the following quarter.

**Extra Credit:** Extra Credit may be offered from time to time to those students who have completed all assignments to date. If you not do your homework, you may not make up for it with extra credit.

**Certificate:** A Certificate of Completion will be awarded to those achieving a grade of 70% or higher in this class, no more than 3 tardies, with a passing grade on their final video & portfolio and who have demonstrated a good work ethic (i.e. No behavior issues). The Student of the Year award may be awarded to a helpful student who exhibits professional behavior and work ethic, who has completed all assignments.

**Video Groups:** Most projects will be completed in groups. This is an exercise in working with others you may not know or may not like, as a reflection of actual job market experience. You may not request to be grouped with your friends. Participation within assigned groups is required and 'sitting this one out' will seriously lower your grade. Grading group projects will be a collective effort. Each group member will write both a self- evaluation and their view of who contributed to the group and in what way, as well as who inhibited the group in its efforts. The critique by others will affect your grade, so it is especially important to work as a team and share responsibility and BE HONEST!!

### **Quick Notes for Parents:**

Handbook Agreement - Agreement to the rules and regulations your student is expected to follow in the Digital Video Arts course, including behavior expectations on the MVROP campus.

**Equipment Check-out:** Please check the appropriate box on the form and sign it so your student can use a school camera, or give me notification if your student should be restricted to use of his/her own camera which you will provide. If you cannot afford to cover damage your student may inflict upon the equipment, then do not give them permission to check out the equipment. Students who are unable to do so may borrow one, but will be responsible for replacement should it be lost.

**Grades and NOFs:** Because of the nature of video, it is possible for students' grades to fall significantly and suddenly if they do not turn in a video. NOFs will go home for students with a C- or below as it may be possible for them to fail should they suddenly not turn in a video and adequate progress on their videos not be apparent. No video = no passing grade.

**Intellectual Property / Computer Use Agreements:** Agreement to the rules governing use of MVROP computers and network and rights to work completed as school assignments or using school equipment. Your student will not be allowed to use an MVROP computer without this signed form.

**Transportation and Time:** Videos are often shot after school at a variety of locations and transportation and time availability may be a need they have. Please ensure both student and parents are aware the resources available before planning videos. Communication is important.

**Sexual Harassment Training:** All students are required to undergo sexual harassment training, covering how to avoid, identify, and report sexual harassment. An acknowledgement form requiring signatures will be distributed at the time of the training.

Website – Visit [www.mvrop.org/Page/1053](http://www.mvrop.org/Page/1053) for copies of lost assignments, handouts or class calendar.

I DO NOT HAVE ACCESS TO SCHOOL LOOP

If you have any questions or concerns, please feel free to email: [wcruzpivaral@mvrop.org](mailto:wcruzpivaral@mvrop.org).

### **The Agreement**

If the student requests reminders about assignment due-dates, please legibly and clearly print the student's email address here:

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If the parent/guardian requests e-mail communication, print e-mail legibly here:

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## MVROP EQUIPMENT CHECKOUT LIABILITY FORM

### Equipment Checkout: Terms & Conditions

Digital Video Arts students and their parents/guardians are liable for the loss, and/or damage of video equipment, when they have checked it out for classroom, campus or for off campus use. Depending on what the students check-out for their project, the cost of a camera kit is estimated to be between \$1,500 - \$4,500. The cost of additional equipment used in the classroom ranges from \$2,500 - \$11,000.

1. Students must use school equipment for approved class projects only.
2. Students must use the equipment with responsibility, care, and professionalism.
3. Students must return equipment on time, on check-in date or check-out privileges will be revoked. If a student will be absent for any reason on the date equipment is due, arrangements must be made for the equipment to be dropped off at MVROP. At the very least, call. (510) 657- 1865 ex 15201
4. Students are responsible for returning equipment in the same conditions it was checked-out, and note any issues the camera may be having. (many can be fixed easily)
5. Students, parents/guardians will pay for replacement of equipment lost or damaged by their student. In order for students to check-out video equipment, students, parents/guardians must accept the terms and conditions. This contract may be applied to students seeking use of video equipment for school projects, but enrolled in another class. Please check the appropriate line, sign and return. If no check is made, the overnight category will be assumed.

\_\_\_\_\_ Authorize student for overnight and school time equipment checkouts

\_\_\_\_\_ Authorize student for equipment checkouts only during class time

\_\_\_\_\_ Do not check out equipment to my student; we will provide our own

My signature below indicates that I have received and read a copy of the above Digital Video Arts handbook and understand my responsibilities. The student agrees to abide by all rules and procedures. Consequences for not complying may result in being placed on contract, or will being removed from the class. Equipment checkout is a privilege and we understand it may be revoked should the rules of the class not be followed. We accept liability for the equipment the student listed below chooses to check out, and will do everything we can to respect due dates and return equipment in its original condition.

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Student Signature

Print Student Name

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Parent Signature

Date

