

## Fundamentals of Video Capture and Editing

2023-24 Academic Year

Program Title	Ministry Title	Major	Year	Semester
MAD-Film and Motion Design - Media Fundamentals	Media Fundamentals	MFUN	1	1

<b>Course Code:</b> MDIA 1101	<b>Course Equiv. Code(s):</b> N/A
<b>Course Hours:</b> 42	<b>Course GPA Weighting:</b> 3
<b>Prerequisite:</b> N/A	
<b>Corequisite:</b> N/A	
<b>Laptop Course:</b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Delivery Mode(s):</b> In class <input checked="" type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/> Flexible <input type="checkbox"/> HyFlex <input type="checkbox"/>	
<b>Remote proctoring required</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Authorized by (Dean or Director):</b> Barry Waite	<b>Date:</b> July 2023

Prepared by		
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### Course Description:

This course introduces a variety of tools used in many industries that require audio and video capture. It provides a foundational understanding of editing video and photographic content and helps solve some of the technical challenges inherent in the preparation of demo reels and portfolios. It also gives the students a foundational understanding of some of the tools used in the Video Production program.

### Campus Closure Notice

In the event of a campus closure during which time classes cannot be conducted or attended in person, course delivery will be conducted remotely where possible. Should teaching and learning resume on campus, students may be organized into smaller groups for classroom delivery, in accordance with directions from public health authorities.

In either situation, the learning plan sequence and/or evaluation methods may be adjusted to address topics requiring hands-on, practical learning activities.

## Subject Eligibility for Prior Learning Assessment & Recognition (PLAR):

Prior Learning Assessment and Recognition (PLAR) is a process a student can use to gain college credit(s) for learning and skills acquired through previous life and work experiences. Candidates who successfully meet the course learning outcomes of a specific course may be granted credit based on the successful assessment of their prior learning. The type of assessment method (s) used will be determined by subject matter experts. Grades received for the PLAR challenge will be included in the calculation of a student's grade point average.

The PLAR application process is outlined in <http://www.durhamcollege.ca/plar>. Full-time and part-time students must adhere to all deadline dates. Please email: [PLAR@durhamcollege.ca](mailto:PLAR@durhamcollege.ca) for details.

### PLAR Eligibility

Yes  No

### PLAR Assessment (if eligible):

- Assignment
- Exam
- Portfolio
- Other

## Course Learning Outcomes

Course Learning Outcomes contribute to the achievement of Program Learning Outcomes for courses that lead to a credential (e.g. diploma). A complete list of Vocational/Program Learning Outcomes and Essential Employability Skill Outcomes are located in each Program Guide.

### Course Specific Learning Outcomes (CLO)

Student receiving a credit for this course will have reliably demonstrated their ability to:

- CLO1 Plan and execute a video project based on a production brief, proposal or script.
- CLO2 Edit video footage in a non-linear editing program for both documentary and narrative film production.
- CLO3 Apply keyframe-based animation principles to video, type and images in a video sequence.
- CLO4 Demonstrate proficiency with the video camera(s) necessary for the production of a video.
- CLO5 Demonstrate proficiency with the audio equipment necessary for the production of a video.
- CLO6 Effectively prepare for the video editing (post-production) process.
- CLO7 Effectively light subjects and locations for filming purposes.
- CLO8 Develop a variety of preproduction documents for the creation of an original video/audio project.

### Essential Employability Skill Outcomes (ESSO)

This course will contribute to the achievement of the following Essential Employability Skills:

- EES 1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
- EES 2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- EES 3. Execute mathematical operations accurately.
- EES 4. Apply a systematic approach to solve problems.
- EES 5. Use a variety of thinking skills to anticipate and solve problems.
- EES 6. Locate, select, organize, and document information using appropriate technology and information systems.
- EES 7. Analyze, evaluate, and apply relevant information from a variety of sources.
- EES 8. Show respect for the diverse opinions, values, belief systems, and contribution of others.
- EES 9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
- EES 10. Manage the use of time and other resources to complete projects.
- EES 11. Take responsibility for one's own actions, decisions, and consequences.

## Evaluation Criteria:

The Course Learning Outcomes and Essential Employability Skills Outcomes are evaluated by the following evaluation criterion.

Evaluation Description	Course Learning Outcomes	EESOs	Weighting
Assignment: Preproduction Proposal	CLO8	EES1, EES2, EES5, EES6, EES10	5
Assignment: Video Assignment #1	CLO1, CLO4, CLO5	EES1, EES2, EES4, EES5, EES9, EES10, EES11	10
Assignment: Editing #1	CLO1, CLO2, CLO3, CLO6	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	5
Assignment: Video Assignment #2	CLO1, CLO2, CLO4, CLO5, CLO6	EES1, EES4, EES5, EES6, EES7, EES10, EES11	10
Assignment: Editing #2	CLO1, CLO2, CLO3, CLO6	EES1, EES2, EES4, EES5, EES6, EES7, EES9, EES10, EES11	10
Test: Midterm	CLO1, CLO2, CLO4	EES1, EES2, EES4, EES6, EES10	10
Assignment: Video Assignment #3	CLO1, CLO4, CLO5, CLO6, CLO7	EES1, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	10
Assignment: Documentary Treatment and Proposal	CLO8	EES1, EES4, EES6, EES9, EES10, EES11	5
Assignment: Audio Assignment #1	CLO1, CLO2, CLO3, CLO5	EES5, EES6, EES10, EES11	10
In Process: Personal Documentary Check-in	CLO1, CLO4, CLO5, CLO6	EES1, EES10	5
Assignment: Personal Documentary	CLO1, CLO2, CLO3, CLO4, CLO5, CLO6, CLO7, CLO8	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11	20
<b>Total</b>			<b>100%</b>

### Notes:

1. Media production is an industry that requires strict adherence to deadlines. All assignments are expected to be submitted on the due date issued unless otherwise instructed by the professor. Assignments not submitted by deadline will receive an immediate penalty of 25% up to one week after which a mark of 0 will be applied. Reconsideration will be given at the discretion of the Professor if proper notification and documentation is given.
2. Assignments will be issued in-class but will often be expected to be completed outside of regular class hours, relying on a student's time-management skills to meet a pre-determined deadline. Due to the nature of the medium, a certain amount of material (footage) may be expected to be gathered outside of regular class hours.

## **Required Text(s) and Supplies:**

## **Recommended Resources (purchase is optional):**

1. Chandler, Gael. Cut by Cut: Editing Your Film or Video. New York: Michael Wiese Productions, 2012.
2. The Shut Up and Shoot Documentary Guide Anthony Q. Artis  
Focal Press ISBN 978-0-240-80935-9
3. Adobe Premiere Pro CC Classroom in a Book (2021 Release), By Maxim Jago Published Feb 15, 2019 by Adobe Press. Part of the Classroom in a Book series.

# Policies and Expectations for the Learning Environment:

## General Policies and Expectations:

General College policies related to	General policies related to
<ul style="list-style-type: none"> <li>+ Acceptable Use of Information Technology</li> <li>+ Academic Policies</li> <li>+ Academic Integrity</li> <li>+ Standards for Student Conduct for all Learning Environments can be found at <a href="https://durhamcollege.ca/wp-content/uploads/Standards-of-Student-Conduct-for-all-Learning-Environments.pdf">https://durhamcollege.ca/wp-content/uploads/Standards-of-Student-Conduct-for-all-Learning-Environments.pdf</a></li> <li>+ Information about academic policies and procedures can be found on-line at <a href="https://durhamcollege.ca/about/governance/policies">https://durhamcollege.ca/about/governance/policies</a></li> </ul>	<ul style="list-style-type: none"> <li>+ attendance</li> <li>+ absence related to tests or assignment due dates</li> <li>+ excused absences</li> <li>+ writing tests and assignments</li> <li>+ classroom management can be found in the Program Guide (full time programs only) in MyDC <a href="https://durhamcollege.ca/mydc/">https://durhamcollege.ca/mydc/</a></li> </ul>

All students at Durham College have the responsibility to familiarize themselves with and abide by the college's Academic Integrity Policy. Students are expected to complete and submit their own work in an honest manner, in accordance with the policy. Durham College has zero tolerance for breaches of academic integrity. All suspected breaches of academic integrity will be investigated and documented following procedures outlined in the policy, and should a breach be confirmed, appropriate penalties will be levied. Breaches of academic integrity refer to a variety of practices including, but not limited to:

- copying another person's work;
- using unauthorized materials or resources during an evaluation;
- obtaining unauthorized copies of evaluations in advance;
- collaborating without permission;
- colluding or providing unauthorized assistance;
- falsifying academic documents or records;
- misrepresenting academic credentials;
- buying, selling, stealing, soliciting, exchanging or transacting materials or information for the purpose of academic gain;
- bribing or attempting to bribe personnel;
- impersonation;
- submitting the same work in more than one course without authorization;
- improper use of computer technology and the internet;
- depriving others of academic resources;
- misrepresenting reasons for special consideration of academic work;
- plagiarizing or failing to acknowledge ideas, data, graphics or other content without proper and full acknowledgement;
- any unauthorized use of generative or other artificial intelligence.

If you have questions or concerns about what constitutes appropriate academic conduct or research and citation methods, and what your responsibilities are towards academic integrity, please visit the Academic Integrity website on MyDC, reach out to Student Academic Learning Services (SALS), or speak with your professor or Student Advisor.

## Course Specific Policies and Expectations:

Regular attendance is essential. Past experience has shown a close parallel between poor attendance and low grades. Information supplied in the lecture is essential for the successful completion of assignments produced in the lab. Attendance in the lab is essential because this is the time that the instructor is present to help students with their assignments. Students are expected to contact the instructor prior to class if they will be absent. This is especially important if a test is scheduled.

Conduct that interferes with or obstructs College-authorized activities, including teaching, will be subject to disciplinary action as stated in the Student Handbook.

EXTRA ASSIGNMENTS: Students will not be allowed to do 'extra' assignments to 'bring up their mark' at the end of term - students must complete and hand in term work as it is assigned.

## General Course Outline Notes:

1. Students should use the course outline as a learning tool to guide their achievement of the learning outcomes for this course. Specific questions should be directed to their individual professor.
2. The college considers the electronic communication methods (i.e. DC Mail or DC Connect) as the primary channel of communication. Students should check the sources regularly for current course information.
3. Professors are responsible for following this outline and facilitating the learning as detailed in this outline.
4. Course outlines should be retained for future needs (i.e. university credits, transfer of credits etc.)
5. A full description of the Academic Appeals Process can be found at <https://durhamcollege.ca/about/governance/policies/academic-policies>.
6. Faculty are committed to ensuring accessible learning for all students. Students who would like assistance with academic access and accommodations in accordance with the Ontario Human Rights Code should register with the Access and Support Centre (ASC). ASC is located in room SW116, Oshawa Campus and in room 180 at the Whitby Campus. Contact ASC at 905-721-3123 for more information.
7. Durham College is committed to the fundamental values of preserving academic integrity. Durham College and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments could be subject to submission either by themselves or by the faculty member for a review of textual similarity to Turnitin.com. Further information about Turnitin can be found on the Turnitin.com Web site.

# Learning Plan

The Learning Plan is a planning guideline. Actual delivery of content may vary with circumstances.

Students will be notified in writing of changes that involve the addition or deletion of learning outcomes or evaluations, prior to changes being implemented, as specified in the Course Outline Policy and Procedure at Durham College.

Week/ Module	Hours:	3	Delivery:	In Class
1	<b>Course Learning Outcomes</b>			
	CLO8			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Course introduction & industry insights Outline overview Software overview Basics of Pre-production Documentary Practice and Production			
	<b>Intended Learning Activities</b>			
	Lecture, guided discussion, screenings, active learning activities			
	<b>Resources and References</b>			
	DC Connect			
	<b>Evaluation</b>		<b>Weighting</b>	
	Assignment: Preproduction Proposal		5	



<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
2	<b>Course Learning Outcomes</b>			
	CLO1, CLO4, CLO5			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES4, EES10, EES11	<b>Practiced:</b>	EES1, EES2, EES4, EES5, EES6, EES7, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Video Introduction - terms and concepts - camera types - camera movement - additional gear			
<b>Intended Learning Activities</b>				
Demonstrate and practice camera framing, exposure and movement - exposure, focus, white balance - zoom - screen direction (180 degree rule, 30 degree rule)				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>				
<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
3	<b>Course Learning Outcomes</b>			
	CLO1, CLO4, CLO5, CLO6, CLO7			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES4, EES5, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES1, EES4, EES5, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Video Aesthetics - photographic considerations - composition - technical Considerations (white balance, focus, exposure, gain, frame rates) Demonstrate and practice capturing video in the field - depth of field - documentary framing - capturing B-Roll			
<b>Intended Learning Activities</b>				
Lecture, guided discussion, screenings, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>				
Assignment: Video Assignment #1			<b>Weighting</b>	10

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
4	<b>Course Learning Outcomes</b>			
	CLO2			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES2, EES4, EES7, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES2, EES4, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Introduction to NLE - tour of the interface - setting up a new project - principals of NLE - basic edits and exporting			
	<b>Intended Learning Activities</b>			
Lecture, guided discussion, screenings, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>			<b>Weighting</b>	
Assignment: Editing #1			5	
<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
5	<b>Course Learning Outcomes</b>			
	CLO1, CLO2, CLO3			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES4, EES5, EES6, EES8, EES9, EES10	<b>Practiced:</b>	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Advanced Editing Theory - history of Editing - visual film theory (Match Cuts, Kuleshov Effects, Continuity, Major Styles)			
	<b>Intended Learning Activities</b>			
Lecture, guided discussion, screenings, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>			<b>Weighting</b>	
Assignment: Video Assignment #2			10	

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
6	<b>Course Learning Outcomes</b> CLO4, CLO5, CLO6, CLO7			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES6, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES1, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b> Advanced Camera Techniques - camera movement - in-camera effects - using stabilizers and other gear			
	<b>Intended Learning Activities</b> Lecture, guided discussion, screenings, active learning activities			
	<b>Resources and References</b> DC Connect			
	<b>Evaluation</b> Assignment: Video Assignment #3			<b>Weighting</b> 10
<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
7	<b>Course Learning Outcomes</b> CLO1, CLO2			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES1, EES2, EES4, EES6, EES7, EES10, EES11
	<b>Intended Learning Objectives/Topics</b> Midterm Test			
	<b>Intended Learning Activities</b> Individual work period			
	<b>Resources and References</b> DC Connect			
	<b>Evaluation</b> Test: Midterm			<b>Weighting</b> 10

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
8	<b>Course Learning Outcomes</b>			
	CLO4, CLO5, CLO7			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES4, EES5, EES6, EES7, EES11	<b>Practiced:</b>	EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Demonstrate and practice audio recording with external microphones - audio setup menus - review levels, placement, mic types and processes of external audio - practice conducting interviews - 3 point lighting			
	<b>Intended Learning Activities</b>			
Lecture, guided discussion, screenings, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>			<b>Weighting</b>	
Assignment: Audio Assignment #1			10	

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
9	<b>Course Learning Outcomes</b>			
	CLO8			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES4, EES6, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES2, EES4, EES5, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Documentaries - history of the form - objectivity versus subjectivity - styles of documentary Documentary: Pre-Production - brainstorming - scheduling - planning			
<b>Intended Learning Activities</b>				
Lecture/Discussion - the specifics of documentary filmmaking Guided discussion - the differences and similarities between documentaries and client-focused narratives/ documentaries "The creative treatment of actuality" (exploring POV and bias) Guided activities - documentary critique, analysis and presentation				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>			<b>Weighting</b>	
Assignment: Documentary Treatment and Proposal			5	

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
10	<b>Course Learning Outcomes</b>			
	CLO8			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES7, EES8, EES9, EES10, EES11	<b>Practiced:</b>	EES1, EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b>			
	Identify and practice the characteristic workflow of documentary post-production. - recap of editing workflow - paper edits/transcriptions - titles/Name Supers/Credits			
	<b>Intended Learning Activities</b>			
Lecture, guided discussion, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>			<b>Weighting</b>	
Assignment: Editing #2			10	
<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
11	<b>Course Learning Outcomes</b>			
	CLO3			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES7, EES8, EES9	<b>Practiced:</b>	EES2, EES4, EES5, EES6, EES10
	<b>Intended Learning Objectives/Topics</b>			
	- Explore After Effects as a complement to Premiere - advanced motion graphics - nesting, proxy files, - keyframe interpolation - basic compositing - advanced exporting techniques			
	<b>Intended Learning Activities</b>			
Lecture, guided discussion, active learning activities				
<b>Resources and References</b>				
DC Connect				
<b>Evaluation</b>				

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
12	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO3, CLO6			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES8, EES9, EES10	<b>Practiced:</b>	EES2, EES4, EES5, EES6, EES7, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b> Post production fine cut - versioning and tracking edits - colour correction - sound mixing - exporting			
	<b>Intended Learning Activities</b> Lecture, guided discussion, active learning activities			
	<b>Resources and References</b> DC Connect			
	<b>Evaluation</b> In Process: Personal Documentary Check-in			<b>Weighting</b> 5
<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
13	<b>Course Learning Outcomes</b> CLO1, CLO2, CLO4, CLO5, CLO6			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1, EES2, EES7, EES8, EES9	<b>Practiced:</b>	EES1, EES2, EES5, EES6, EES7, EES10, EES11
	<b>Intended Learning Objectives/Topics</b> Production Time			
	<b>Intended Learning Activities</b> Guided Discussion			
	<b>Resources and References</b> DC Connect			
	<b>Evaluation</b>			

<b>Week/ Module</b>	<b>Hours:</b>	<b>3</b>	<b>Delivery:</b>	<b>In Class</b>
14	<b>Course Learning Outcomes</b> CLO1, CLO4, CLO5			
	<b>Essential Employability Skills</b>			
	<b>Taught:</b>	EES1	<b>Practiced:</b>	EES2, EES8, EES9, EES10, EES11
	<b>Intended Learning Objectives/Topics</b> Final screening of documentary projects			
	<b>Intended Learning Activities</b> Screening			
	<b>Resources and References</b> DC Connect			
	<b>Evaluation</b> Assignment: Personal Documentary			<b>Weighting</b> 20



**This course supports the following program(s) and program learning outcomes.**

MFUN: Film and Motion Design -  
Media Fundamentals

#2. Discuss how animation, film and other forms of visual motion styles  
integrated elements of the social