

2024-2025 School Year
Digital Video Arts I

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

www.mvrop.org/page/1053

Course Title: Digital Video Arts 1 & 2

Units of Credit: THIS IS A ONE-YEAR, 20 UNITS, ENTRY-LEVEL COURSE

COLLEGE CREDITS: This class articulates with the BRDC-150 Introductory Film and Production class at Ohlone College (B or better grade required & all requirements met)

Instructor Name: Jared Michaelis (Mr. M.)

Location/ Room #: ROP CENTER ROOM 201

Contact Info: jmichaelis@mvrop.org

Course Expectations

This course provides students with an introduction to creating digital video projects, using digital video equipment and non-linear editing software. This is a project-based course that emphasizes training students on these digital video tools as well as video techniques, pre-production planning, scripting, story organization, post-production planning, editing techniques, and broadcasting.

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.

Student Learning Outcomes (SLO's)

- Workplace Basic Skills and Behaviors
- Apply skills learned in class
- Analyze information and make decisions
- Communicate verbally and in writing
- Work independently and as a team member in a diverse workplace
- Work reliably, responsibly, and ethically

Career Technical Skills

- Demonstrate occupational competencies
- Use appropriate technology
- Understand and practice occupational safety standards
- Demonstrate an awareness of how a business or industry functions

Job Employment Skills

- Develop a plan to achieve career goals
- Use effective job search strategies
- Demonstrate an awareness of the importance of lifelong learning

Required Materials

- External hard drive or SSD to save projects and student work on
- Any form of note taking, such as a notebook or sheet of paper

Absences

Please communicate with me via email or by phone if you can not attend, the sooner I know the better.

- Excused absences, make-up assignments may be requested by students with excused absences only.
- Truancies (cuts) can 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 through your home school.

Participation & Work Ethic

Work Ethic & Participation 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 avoidance of foul language, obscene gestures, and sabotage. **NO CELLPHONES IN CLASS** unless required/Approved by the teacher.

Tardies

Students must arrive on time for 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 within 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 downtime productively. **No use of cellphones is allowed in the classroom unless it is necessary for class purposes, be aware that this rule will be strictly enforced. If you are constantly on your cellphone when you are supposed to be working, your grade may be effected.**

Sexual Harassment: All students will undergo training to recognize and report sexual harassment and receive a form that will require both student and parent acknowledgment. The form must be returned and signed by both the student and parents.

Copyright Laws: We do not use the work of others in this class without the proper permission, and recognition. Any student caught copying work 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, lollygag or misuse cameras or equipment. All cameras and equipment must be treated with tender loving care.

To use the school cameras and equipment, you will need an agreement of liability signed by both a parent/guardian, as well as yourself the student. Overnight check-out may be available by appointment, but are not guaranteed. Please email, or talk with Mr. M before or after class if you are interested in checking-out equipment.

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. Please make sure to test out/inspect equipment before usage to verify it is in working condition.

Computers: When using any school computers...

- Do not remove any part of the computers, this includes the mouse, keyboard, and headphones. 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.
- Always make sure to back up footage, projects and any sensitive class material onto your external hard drive, or google drive when possible.
- You may only use school computers for class / school-related purposes.

Rules for Videotaping outside of the classroom

- 1) You may **not leave the ROP campus** to videotape during class.
- 2) An MVROP ID badge must be in your possession when leaving the classroom. You are also required to wear a press pass while filming, this badge must be visible at all times so teachers and administration can identify you from afar.
- 3) If a teacher or administrator asks you to leave, please 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.

A = 100-90 B = 89-80 C = 79-70 D = 69-60 F = 59-below

- **Work Ethic/Classwork 30%**
- **Skills Assessment: 20%**
- **Participation: 15%**
- **Video Projects: 35%**

For each video project, you will receive a checklist/rubric of all the required elements and points assigned to that element.

Homework

- All Typed homework should be saved in PDF, or Docx formatting and may be submitted on google classroom.
- Written work may be scanned as a PDF and submitted on google classroom or turned in to the instructor as a paper copy.
- 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 before or after class on the day of your return.

Outline for Digital Video Arts 1: (subject to change)

1. Developing a story: What do I want to tell?
 - the idea, synopsis, outline, drafts, revisions, and final draft.
 - developing the story (narrative patterns and structures, defining characters).
 - understanding the basics of a script, and how to write one.
 - using software for scriptwriting (Celtx)
2. Pre-Production:
 - storyboard techniques.
 - locations scouting, equipment, and staff lists.
 - contracts and budget.
 - shooting schedule and plan.
3. Production:
 - different technical roles.
 - equipment, different cameras for different needs.
 - composition and lighting.
 - basics of sound recording for video
 - safety rules.
 - the unexpected.
4. Post-Production:
 - visualization and rough cut.
 - special effects, computer graphics.
 - opening and ending credits.
 - basic sound editing and color correcting.
 - the final product, media formats, aspect ratios.
5. Broadcasting and Distribution.
 - media market overview.
6. Website portfolio.

Assignments: Most assignments, handouts, and lecture notes are going to be on Google Classroom. 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 do 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, with a passing grade on their final video & portfolio, and who have demonstrated 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 and 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 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:

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 a notification if your student should be restricted to use of his/her camera which you will provide. If you cannot afford to cover damage your student may inflict upon the equipment, then do not permit them 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 the class, it is possible for students' grades to fall significantly and suddenly if they do not turn in a video. Notice of Failures (NOF's) 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.

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 students and parents are aware of the resources available before planning videos. Communication is important.

Content Warning: In this course, we may watch films and TV shows rated PG, PG-13, and R for their educational value. These may include mature themes, strong language, violence, or brief nudity. Please contact me if you have concerns, and alternative assignments can be arranged if needed.

If you have any questions or concerns, please feel free to email me at:
jmichaelis@mvrop.org

The Agreement - RETURN TO INSTRUCTOR FOR 25 POINTS

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 and campus. 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, otherwise, check-out privileges will be revoked.
4. Students are responsible for returning equipment in the same condition 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 the replacement of equipment lost or damaged by their student. For students to check out video equipment, students, parents/guardians must accept the terms and conditions. This contract may be applied to students seeking the 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, authorization will be assumed for overnight and school-time checkouts.

_____ Authorize the student for equipment checkouts only during class time

_____ Do not check out equipment for my student; we will provide our own

Parent/Guardian Consent for Viewing Course Materials

In this course, we may watch films and TV shows rated PG, PG-13, and R for their educational value. These may include mature themes, strong language, violence, or brief nudity. If you have any concerns, please contact me, and alternative assignments can be arranged if needed. Please review the options below, check the appropriate line, sign, and return this form. If no check is made, authorization will be assumed for viewing all course materials.

_____ I authorize my student to view all course materials, including those rated PG, PG-13, and R.

_____ I authorize my student to view only PG and PG-13 rated materials.

_____ I do not authorize my student to view PG, PG-13 or R-rated materials.

My signature below indicates that I have received and read a copy of the Digital Video Arts handbook above 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 be 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 the equipment in its original condition.

Student Signature

Print Student Name

Parent Signature

Date