HCC

Instructional Services · Media, Visual, and Performing Arts · Filmmaking

TV Production Workshop I-17978

RTVB-2337

RT 2022   Section 3   3 Credits   08/23/2021 to 12/12/2021   Modified 08/23/2021

🕐 Course Meetings

Course Modality

In-Person

Meeting Days

Tuesday

Meeting Times

14:00 - 17:50

Meeting Location

Northwest (Alief-Hayes) B 306

(first four weeks on Zoom)

👤 Welcome and Instructor Information

Professor: Julye Newlin

Email: julye.newlin@hccs.edu
Office: B 321
Phone: 7138693609
Website: https://learning.hccs.edu/faculty/julye.newlin (https://learning.hccs.edu/faculty/julye.newlin)

What's Exciting About This Course

This course is exciting because...

My Personal Welcome

Welcome to the course!

Preferred Method of Contact

Add Content Here

Office Hours

Monday, Tuesday, Wednesday, 11:00 AM to 12:30 PM, B 321

🖥 Course Overview

Course Description

Design and production of video content for location or studio shoots adhering to deadline and quality control restrictions.

Requisites

RTVB 1321 TV Field Production, RTVB 1309 Audio/Radio Production I, RTVB 2330 Film and Video Editing.

📊 Student Learning Outcomes and Objectives

Develop a production schedule including resource and personnel management; and produce video content suitable for broadcast and emerging technologies.

☰ Departmental Practices and Procedures

Safety Statement & Protocol

The safety of all our students, those involved in the student projects, and the general public, our department has instituted a Safety Statement and protocol for including hazardous shooting conditions in any student video assignments:

Under no circumstances is it permissible to film/tape scenes which put yourself, your cast, your crew, or the public in harm's way. Harm can be defined as physical, emotional, and/or mental damage.

Any projects that wish to contain the hazardous shooting conditions listed must obtain approval <u>before</u> production takes place.

- Weapons (even fake or toy ones)
- Stunts and fight scenes
- Fire (even candles)
- Animals (even bugs)
- Minors
- Nudity and scenes involving sex
- Driving
- Water and Rain
- Generators
- Explicit Language

<u>**APPROVAL PROCESS**</u>

Instructor approval: Discuss your story concept and ideas with your Instructor.

- Consider choices that can be made where things are <u>implied</u> through reactions, or sound effects rather than explicitly shown.
- Discuss with instructor how you plan to keep everyone safe from harm.
  - This might include providing storyboards, discussions with the production team, location agreement forms, and whatever the Instructor deems appropriate.
  - This may be a two-part process where you present your final plan for approval after discussion.
  - Any scenes including what appear to be weapons must have a Safety Officer on location.

With Instructor's approval, you may proceed according to your plan. To appeal the Instructor's decision, or if the Instructor wishes for Program Committee approval, please email Program Coordinator, Jenny Waldo at <u>jennifer.waldo@hccs.edu</u> for further instruction.

Please plan your time and project wisely! Failure to obtain approval will result in a <u>failing</u> grade for that project.

Equipment Orientation

In order to succeed in the Filmmaking Program, students should take advantage of the equipment and resources available for checkout and use.

ALL students must complete an Equipment Orientation for their classes EVERY SEMESTER in order to access the equipment and other resources like computers/editing labs.

Dates to access and complete Orientation will be announced. If you have any questions, you can discuss with your Instructor or with the Studio Manager, Misty Barham at misty.barham@hccs.edu. (mailto:misty.barham@hccs.edu)

You MUST complete the Orientation by the current semester's deadline and fill out the Film Lab Agreement *or you will not be able to check out equipment or use the computer labs for the <u>entire</u> semester!*

📒 Instructional Materials and Resources

Instructional Materials

The HCC Online Bookstore (https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

Add Instructional Materials Here

Voice and Vision

Author: Mick Hurbis-Cherrier
Publisher: Routledge
Edition: 3rd Edition
ISBN: 978-0-415-73998-6
Availability: Campus Bookstore

This text is optional, but recommended for use in several courses at HCC.

Additional Technological Requirements

Adobe Reader (Free): Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Reader on your computer, use this link to download the free Adobe Reader: https://get.adobe.com/reader/

COMPUTER: You will need a computer that can import/export and upload the media files for the assignments we will be doing. While the tech specs really depend on how large your media files are, you might have to adjust resolution or troubleshoot memory/storage issues. Computers are available for students to check out for the semester through the Library (see Library section below).

MICROSOFT OFFICE: Your student email gives you access to Microsoft Office for Word, Excel, and PowerPoint. You will need to use these for many of your assignments.

- Microsoft is included with your registration to HCC.

EDITING SOFTWARE: You can use whatever editing platform that you are familiar with, but HCC is making Adobe Creative Suite available at a reduced price for students.

Follow these instructions to download the Adobe CC Suite

- Log in and follow the directions:
    - https://hccprod.service-now.com/sp?id=kb_article_view&sys_kb_id=f28cc5d8db7b44d073041230399619db
- After you have confirmed that you have **Adobe CC** under status "Grant Requested" follow the next step
- Follow link to **Adobe Cloud** setup
    - https://hccprod.service-now.com/sp?id=kb_article_view&sys_kb_id=f28cc5d8db7b44d073041230399619db
- If you continue to have sign-in issues, please reply to the service incident, and provide a screenshot of your entitlement with the status "Granted Requested" so we may troubleshoot the problem.
- The service incident is a request to IT. Make sure you take the screen shot and check on the incident every few hours so that the problem may be resolved.

FILE STORAGE: You will also need reliable storage for your video and audio files. We strongly suggest **a portable hard drive** with a **minimum of 1TB** of storage.

While online/cloud storage works for access and/or transfer, it does **NOT** work for editing. Make sure you have a large enough hard drive to download your footage and edit.

For online storage - use your Microsoft OneDrive (included with your registration) through your HCC student email. Other options are Google Drive and Dropbox.

In addition you will need reliable storage for your video and audio files. We strongly suggest **Digital Media (SD cards)** class 10, with a minimum disk size of 16GB.

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Assignments / Projects	55		**Assignments:** 1. MTBI 2. Podcast 3. Storyboard 4. Production Role (PowerPoint and Paper) 5. Nine Frames and 20/30 Rule 6. Job Role Presentation 7. 20" Stop Motion Practice 8. Commercial 9. Kuleshov Exercise 10. Pitch of Final Project 11. Final Project All video assignments must be turned in on a hard drive for the teacher to transfer over or a downloadable link through Wetransfer.com or Filemail.com. ***Work that's been completed for other courses, this semester or from previous semesters*** *will NOT be accepted*
Exams/Quizzes	20		Quizzes can appear at any time, but most are given during class over reading or video materials. Quizzes will contain multiple choice, true/false, and short answer questions. Students will have several minutes to complete theses quizzes based on the number of questions. Students are required to complete the following materials during the semester: • Quizzes: given throughout the semester • All assignments and in-class exercises • ALL quizzes, tests and/or exams will be given on CANVAS All quizzes and tests will be **open-note, open book, and have a time limit,** based on lecture, reading, and in-class work. You will have 2 attempts at each quiz. Pay attention.

Type	Weight	Topic	Notes
Final Exam	25	Final Project - Stop Motoin	Create a Stop Motion video that is a minimum of 100 seconds. - Make sure to remember the following: - Do not move the camera - Try to use a remote trigger to fire the camera - Use the recommended software - Shoot 15 frames per second - Plan the storyline so that at least **three (3) angles** are used during filming This process will take more time than you think it will. 100 seconds at 15 frames per second is 1500 frames. If you plan your ideas and do some practice runs with objects around the house, you will create a good product. This can be shot with your cell phone, digital pad, or a laptop with a camera. You can use lighting in your home. This exercise is designed to put you in the drivers seat of your mini-movie.

Grading Formula

Grade	Range	Notes
A	90-100	This level reflects exceptional competency.
B	80-89	This level reflects above average competency.
C	70-79	This level reflects average competency. You completed the assignment as written. No effort was made to stretch, challenge or exceed the criteria outlined in the assignment/project.
D	60-69	This level reflects below average competency. You did not meet the criteria of the assignment/project.
F	59-0	This level reflects failure. None of the outline criteria were accomplished and/or the work was drastically below any level of competency.

✳ Instructor's Practices and Procedures

Incomplete Policy

In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

Assignments are due by 11:59pm on the night before class. If you are unable to be present in class on the date an assignment is due, you must notify me and email me your assignment by the start of that day's class, and I will count it as on time.

If you are unable to take a quiz during the window on Canvas, we can arrange for a make-up window ONE time.

Late assignments will automatically

- be reduced that day by two letter grades BEFORE it is graded.
- If you turn in the assignment the assignment in the next four days (after the original due date) it will be reduced three letter grades BEFORE it is graded.
- If you choose to turn in an assignment in the next six days (after the original due date) the material will be reduced four letter grades BEFORE it is graded.
- Anything after six days will become an "F."

I DO not allow extra credit. Deadlines are deadlines in life, in the industry and in school. Mange your time, get your work done, and do not make excuses for procrastination. This is not to say that I will not make accommodations for a genuine emergency, however, abuse of the system is unacceptable.

NO MATERIALS WILL BE ACCEPTED AFTER CLASS TIME ON THE LAST DAY OF CLASS

Academic Integrity

There are serious consequences for cheating, plagiarism, collusion, consulting your electronic devices for exam answers. Any academic dishonesty will result in a zero grade; there are no exception to this policy. Scholastic Dishonesty will result in a referral to the Dean of Student Services.

Please note that this includes but is not limited to the use of any copyrighted material (images, sound, music, video, literature, quotes, etc.) without written permission, consent, or legal limitation, and the use of another students work.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Attendance Procedures

Attendance in this course is mandatory as this is a class on a schedule course. If you are not in class by 20 minutes after the scheduled time for the class to start you will be marked late or absent depending on your ability to show up for the rest of time slot. Per HCC policy, if you fail to attend classes you can and will fail this course. The process of any creative project is cumulative, which is the reason why it is imperative to attend.

Student Conduct

I expect everyone to be collegial and cordial in your work. Disruptive or disrespectful behavior will not be tolerated. This may result in reduction of a grade for participation.

Faculty Statement about Student Success

Expect to several hours of work per week to complete this course. Students are required to read, take notes, complete quizzes, thoughtfully respond to discussions, study, be available to analyze and review materials online, and complete at least one written assignment. These tasks necessitate using your hours wisely during the week

Successful completion of this course requires a combination of the following:

- Attendance is MANDATORY and will be taken every period
- Reading the textbook and/or supplemental materials
- Participating in class, small group, and Canvas discussions
- Completing assignments and exercises ON TIME
- Completing quizzes by the due date
- Participating in peer reviews

There is no short cut for success in this course; it requires reading (and possibly re-reading) materials, studying the material, watching video segments, and thoughtfully completing the visual exercises (assignments/exercises) using the course objectives as your guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. **For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.**

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Equipment Orientation

ALL students must complete their orientation in class. To access the equipment and other resources (Computer/Editing labs...etc) at HCC, the Filmmaking Department requires that you complete an equipment use orientation. We will walk through the orientation together on **WEEK 2 in class**. You must fill out the Film Lab Agreement online at the end of the orientation or you will not be able to check out equipment the entire semester!

This orientation is graded. Failure to complete the orientation and the required form within it will result in a deduction in your grade, denial of labs, studios, and/or equipment. There will be **no make-ups or extended dates** to complete this orientation for first start students this semester.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook https://www.hccs.edu/resources-for/current-students/student-handbook/ (https://www.hccs.edu/resources-for/current-students/student-handbook/)   In it you will find information about the following:

- Academic Information

- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

https://www.hccs.edu/departments/police/campus-carry/ (https://www.hccs.edu/departments/police/campus-carry/)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID (https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (https://www.hccs.edu/departments/institutional-equity/ (https://www.hccs.edu/departments/institutional-equity/))

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to https://www.hccs.edu/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-services/)

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX

prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu (mailto:Institutional.Equity@hccs.edu)

http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/ (http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. https://eagleonline.hccs.edu/login/ldap (https://eagleonline.hccs.edu/login/ldap)

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (https://www.hccs.edu/resources-for/current-students/student-handbook/)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

EGLS3

The EGLS[3] (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the HCC Tutoring Services (https://www.hccs.edu/resources-for/current-students/tutoring/) website for services provided.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines,

newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at https://library.hccs.edu (https://library.hccs.edu/).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at https://www.hccs.edu/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/resources-for/current-students/communicable-diseases/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/)

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

📅 Course Calendar

Week	Dates	Topic / Assignments Due

Week	Dates	Topic / Assignments Due
1		Syllabus – Equipment Orientation MBTI Personality Test MBTI Discussion
2		Story Development Quiz 001 Listen to Assigned Podcast
3		Share your experience of the Podcast you were assigned Sound Recording and Sound Design Podcast Assignment Quiz 002
4		Discuss Storyboard How does Visual Design affect Directing? Storyboard Assignment Quiz 003
5		Pre-Pro, Production, and Post Above and Below the Line, What Industry Job do you want Job Research Assignment
6		Shot Design, Shot Size, Composition Nine Frames and 20/30 Rule Assignment Quiz 004
7		Stop Motion Plan a 20" Stop Motion How to use Stop Motion App
8		Job Presentation Quiz 005 Producer, Production Manager, AD, Director Continuity and Script Supervisor

Week	Dates	Topic / Assignments Due
9		Production Design and the value of Color Quiz 006 Kuleshov Exercise
10		Commercials Commercial Assignment
11		The Art of the Pitch Assignment - Pitch your Final Project
12		It's a Business First Commercial Peer Review Insurance
13		Quiz 007 Pitch Storyboard for Final Project
14		NO CLASS – Thanksgiving Holiday
15		Work Day – Complete Stop Motion (Final Project)
16		Final Project – Peer Evaluation

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

▤ Additional Information

Departmental/Program Information

For more information about the Filmmaking Program & Filmmaking in General:

- Department Website (Filmmaking Certificates & Degrees): https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/
- Local film production information: http://www.houstonfilmcommission.com
- State film production information: https://gov.texas.gov/film
- State film incentive program: https://www.txmpa.org

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your Instructor for assistance first. If your Instructor is not able to assist you, then you may wish to contact the Department Chair:

Michael Cohn

Michael.Cohn@hccs.edu / 713.718.6523

Below is the link to the Student Conduct section of the Student Handbook, and it includes the information about the Grade Appeal process:

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/