Filmmaking Program
Northwest College

FLMC -1292 – ST/FILM/VIDEO MAKING/CINE & PRODUCTION

16mm Film Editing & Sound Synchronization

CRN 19930 – Spring, 2017
ALIEF – HAYES ROAD CAMPUS – Rm# B313 | Wednesday, 9am – 1pm
2 Credit course (2 Hour Lecture, 4 Hour Lab)
96 Contact Hours per semester / 16 weeks

Instructor Contact Information: Rick Harrington 713-718-5990, cell 713-461-2863
rick.harrington@hccs.edu

Office location and hours:
Room #316.5 Also, please be assured, you may contact me daily, before and between classes, and at any time I am in my office.

If you have problems with any aspect of your student life in our MovieMakers Academy film classes be sure to let me know. I will try to help you find the answers.

Course Description:
Design and theory of film editing from raw footage to a final release print. Includes preparing film for the lab, setting up opticals, making and shooting titles, hot splicing, sound track dubbing, and obtaining a final release print. Also may include special effects and sync vs. non-sync sound.
Prerequisites: RTVB 2330

Course Goal:
An opportunity to Discover, Explore, Achieve, and Win in the world of 21st century filmmaking.

Student Learning Outcomes:
1. Perform basic editing on a film edit using industry standard tools
2. Dub location audio to mag film for editing
3. Understand the optical printing process for titles and effects and for the various stages of the film post-production process
4. Understand how to conform a final edit to an edit decision list
**Learning Objectives:**

Student will:

- Perform basic editing on a film edit using industry standard tools
- Dub location audio to mag film for editing
- Understand the optical printing process for titles and effects and for the various stages of the film post-production process
- Understand how to conform a final edit to an edit decision list

**SCANS or Core Curriculum Statement:**
The following workplace competencies and foundation skills have been designed into this course's curriculum:

- **Managing Resources:** Time / Materials / Space
- **Exhibiting Interpersonal Skills:** Work on teams / Lead work teams / Negotiate with others
- **Working with Information:** Acquire and evaluate data / Organize and maintain information / Interpret and communicate data / Process information with computers.
- **Applying Systems Knowledge:** Understand systems
- **Using Technology:** Apply technology to specific tasks

**Foundation Skills:**

- **Demonstrating Basic Skills:** Reading / Writing / Listening
- **Demonstrating Thinking Skills:** Creative thinking / Problem solving / Seeing with the mind’s eye
- **Exhibiting Personal Qualities:** Individual responsibility / Sociability / Self-management / Integrity

**TEN WEEK CALENDAR**

**WEEK ONE:** Intro/Lecture/basics/set up room/set up editing stations/ and all equipment

**WEEK TWO:** Lecture/set up projector/assign films/Identify and separate work print projects/Label ALL NEGATIVE/POSITIVE containers/basic tape splicing

**WEEK THREE:** Lecture/discussion/continue editing basics: separate projects/view films/edit head leader/tail leader/Identify/label all negative/positive film & edits/edit bins/review for quiz.

**WEEK FOUR:** Lecture/discussion/continue editing basics/continue project separation Label negative/positive/QUIZ/do heads and tails leaders

**WEEK FIVE:** Lecture/discussion/head/tail leader/complete film project assignments/begin creative edit phase of lab prep/cut and splice.

**WEEK SIX:** Lecture/film/cont. basic tape splice procedure/sort projects/moviolas/flatbeds
WEEK SEVEN: Lecture/discussion/continue to sort projects/continue Moviolas/flatbeds/splice all projects/review for midterm exam

WEEK EIGHT: Lecture/discussion/ complete cuts/begin one, two and three track sound synch with magnasynch mag film dubbers/MIDTERM EXAM

WEEK NINE: Lecture/discussion/continue sound transfers/flatbed synchronization/begin mark-up and lab prep paperwork for work print/negative conforming/practice hot splice procedure.

WEEK TEN: Lecture/discussion/complete mark-up all work print efx/synch sound/polish hot splice procedure/list edge numbers/key in/key out points

WEEK ELEVEN: Lecture/ double check projects/workprint prepare to conform negative-positive film/ Check numbering system with instructor.

WEEK TWELVE: Lecture/conform negative to positive/post conforming competence proof/analyze all work/work with other students to complete current assignments. Work with others on projects.

WEEK THIRTEEN: Lecture/projects/complete work print preparation to conform negative-Positive film. Bring all work up to editorial standards. Help other students reach your level of expertise.

WEEK FOURTEEN: Lecture /complete conforming. Bundle all work for final grade approval of projects.

WEEK FIFTEEN: Review for final exam/finish and polish all work. Analyze/turn in, and post all paperwork/film projects

WEEK SIXTEEN: - FINAL EXAM

Instructional Methods:
FLMC 1292 is a required course for all Filmmaking majors.

The class is comprised of a variety of instructional methods including lectures, class discussions, assignments, hands-on demonstrations, hands-on sound stage and location shooting.

As a student wanting to learn about the field of filmmaking, it is your responsibility to read the textbook, submit assignments in a timely fashion, study for exams, participate in classroom activities, and attend class.

Student Assignments:
Students are required to complete the following assignments during the semester:

In-class Quizzes:
Pop quizzes will be given. Quizzes will be comprised of multiple choice, true/false, and short answer questions. Students will have the first fifteen minutes of class to complete each quiz.

Midterm Exam:
Fifty questions, including multiple-choice, true/false and short answer questions

Final Exam:
One Hundred questions, including multiple-choice, true/false and short answer questions

Projects:
1. 30-second basic film trailer for movie from supplied work print
2. A one-minute theatrical short version of movie from supplied work print
3. prepare and edit and synch sound track for above projects
4. prepare and conform positive/negative film project

Assessments:

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<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Quizzes/home work</td>
<td>20%</td>
</tr>
<tr>
<td>Projects 1-2</td>
<td>20%</td>
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<tr>
<td>Projects 3-4</td>
<td>20%</td>
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<tr>
<td>Midterm Exam</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
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**HCC Grading Scale:**

- **A** = 100 - 90: 4 points per semester hour
- **B** = 89 - 80: 3 points per semester hour
- **C** = 79 - 70: 2 points per semester hour
- **D** = 69 - 60: 1 point per semester hour
- **59 and below = F** 0 points per semester hour
- **IP (In Progress)** 0 points per semester hour
- **W (Withdrawn)** 0 points per semester hour
- **I (Incomplete)** 0 points per semester hour
- **AUD (Audit)** 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades Discipline Requirements" for grading scale."IP," "COM" and "I" do not affect GPA.

See "Health Science Program/

**Instructor’s Grading Criteria:**
For each assignment, the instructions will define what the Instructor expects from the student in order to earn a "C" grade. This will give the student an idea of what the instructor considers the "average". The instructor will give higher grades based on demonstration of knowledge and understanding and even higher grades based on innovation and creativity related to the topic. Simple creativity of story or actor performance without demonstration of the core subject material of lighting and/or cinematography is pointless and will not help you succeed in the workforce. This class should showcase your ability and mastery to perform at every level and demonstrate the student’s skills/knowledge and ability to perform in the workforce.

Pass/Fail Exercises

There are some exercises that are simply graded as pass or fail. If the student completes an assignment and turns it in on time that student will usually receive a pass. If the assignment is done incorrectly or is incomplete or then that student will receive a fail. Obviously, fail grades will lower your overall grade in the class.

Policy on final grades:

An “A” is given for work that is "truly exceptional!" “A” work is considered competent average workforce quality. A final grade of “A” reflects outstanding work done over the entire semester. All the major projects would have to fall into this category for a final grade of “A” to be awarded. An “A” level student should excel in the workforce.

“A” is for work that is very good - above and beyond the average. “B” work is considered workforce entry level and excellent student work. Getting a “B” as a final grade means the work submitted was of high quality. A “B” level student is employable and will qualify for advancement in the workforce.

“C” work is average and acceptable student quality work. This student attends class, does the work and performs at the level of an average student. A “C” level student will be able to find an entry-level job but will advance at a slower pace in the workforce.

“D” work is below average. “D” work is substandard student work and generally would not be accepted by a client or employer in the workforce. This student may have come to every class and worked very hard, but just could not "get it." There may be several different reasons, but the end result is that this student is not prepared or ready to move on to the next level of classes or for employment. A “D” level student should be able to find a job but may not be able to retain employment in the workforce.

An “F” is earned by a student who consistently comes to class late or misses a lot of classes; who fails to participate in class activities, or coasts in class; who misses deadlines, turns in work late, or does not do the work; and/or who has an attitude issue. “F” work is not college level work. An “F” level student will have significant difficulty finding or retaining a job in the media production field.

Instructional Materials:

*The MovieMakers Academy Way* by Rick Harrington *(provided in lecture form)*
Handouts of material value for the new editor

HCC Policy Statement – ADA
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC Website under Students Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to www.edurisksolutions.org. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

http://www.hccs.edu/district/students/disability-services/ada-counselors/

The ADA counselors:

Northwest ADA Counselors: Lisa Parkinson – 713.718.5667 (officed at Spring Branch)
Dr. LaRonda Ashford – 713.718.5408 (officed at Katy)

HCC Policy Statement – Academic Honesty
A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. “Scholastic dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.
Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Class Attendance

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting
first time entering freshmen to no more than **SIX** total course withdrawals throughout their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor may “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

**Repeat Course Fee**
The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

**For more information about student services and guidelines:**
Please visit the following website:  [http://hccs.edu/student-rights](http://hccs.edu/student-rights)

**EGLS₃ -- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as
part of the Houston Community College Student System online near the end of the term.

HCC Policy Statements

Access Student Services Policies on their Web site:

http://central.hccs.edu/students/student-handbook/

Access DE Policies on their Web site:

All students are responsible for reading and understanding the DE Student Handbook, which contains policies, information about conduct, and other important information. For the DE Student Handbook click on the link below or go to the DE page on the HCC website.

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link:


Access CE Policies on their Web site:

http://www.hccs.edu/continuing-education/