

AUDIO-VIDEO FILM & TECHNOLOGY AND FILM  
COURSE SYLLABUS  
NORTHVIEW HIGH SCHOOL 2016-2017  
MR. CARROLL, INSTRUCTOR  
ROOM 782  
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**Audio & Video Technology & Film Purpose:**

Students will learn the fundamentals of video production including writing, shooting, directing and editing. All subject matter shall be taught as per specifications of The Georgia Performance Standards posted in the classroom. You may visit the Standards by visiting [GeorgiaStandards.org](http://GeorgiaStandards.org)

**Prerequisite(s):**

Students should have an open mind toward creating content and the communication of ideas. Students taking the upper level video production class will be required to successfully complete basic video production classes. A student failing any part of the class shall NOT be permitted to advance to upper level courses in video production.

**Extra Materials by Student:**

1. Students in LEVEL II or HIGHER will need a 16gb or higher SD card CLASS 10.
2. Students will need a dedicated composition book for notes/preproduction. (This will be checked regularly for a grade)
3. Students will need loose leaf paper for some class assignments.

**TSA and STN:** It is highly recommended that all video students be members of the Technology Student Association and the Student Television Network. These are student club associations which support student technology and video production respectively. There are small dues associated with these clubs covered below.

**Lab Fees:** There is a recommended lab fee of \$30 which goes toward TSA and STN registration. The fee will also cover small studio cost such as cables, batteries, and storage media.

**Requirements:** Students will develop an online portfolio at [www.vimeo.com](http://www.vimeo.com) as well as a youtube channel. Students will be instructed on proper guidelines for social media and will post on social media pages. Specific social media outlets will change with prevailing industry standard.

All students will produce an informational/promotional videos for a school sponsored team or organization.

**Work Ethic:** points are earned each grading period. Points will be deducted for violations of the class rules, poor attendance, excessive tardiness, or behavior problems. Students may earn extra credit by volunteering to mentor, assist, shoot (video), or otherwise seek to promote the entire class professionally.

**Events:** All students must sign up for and work at least 5 events. Events will consist of working with Mr. Carroll or a student leader to produce video record or live video production of an event. If a student misses, is late or is not working during an event, the event will either not count towards their total or may count against their total. This will count as a test grade.

**Late Work:** Late work is any work that is not turned appropriately on the due date/time. Late work may be turned in for a reduced grade. Late work will be assessed a penalty of 11 points per school day until the reduction is at 50%. Late work that is turned in MUST adhere to the instructions and rubric and cannot be turned in until it meets ALL the requirements of instructions.

**Cell Phone Policy:** Students will surrender cell phone to instructor upon entry to class. Students may receive and use their cell phones or other electronic device to submit videos, submit links to their work, retrieve google docs and write short written assignments, or under specific instructions from the teacher ONLY! If a cell phone is observed in any other capacity, including non-use, it shall be confiscated. HEADPHONES, EARBUDS AND ANY OTHER LISTENING DEVICE MUST BE REMOVED PRIOR TO ENTERING CLASS.

### Class Rules and Studio Rules:

1. Students shall respect each other and self at all times.
2. All Safety All the Time!
3. Food and drinks are not permitted by students in the edit bay or in the studio. Water bottles should stay in your book bags, and should never be near the computers or any video equipment.
4. This is a professional studio; students shall act professionally at all times.
5. Students shall respect and care for all equipment and report any damage to equipment immediately.
6. All videos created must adhere to the guidelines of Northview High School Policies.
7. Any acts of vandalism or theft will result in immediate reporting and possible criminal charges.
8. All videos, images, words, graphics or other electronic media posted under the guise of NHS, The Bolt, or our social media pages shall always be NHS appropriate.

### Rules I never thought I would need to state, but turns out I was wrong:

1. Pick up after yourself. (this classroom is neither your locker nor your dumpster)
2. Shoes must be worn by students in class at all time. (no one want's to smell your funk)
3. No Frisbee in class. (why I have to say this is beyond me)
4. No other sports in class. (If I don't put it in writing, someone will say "you just said Frisbee, how was I supposed to know soccer was off limits too?!")
5. Don't play video games during class time. (I'll play you after school)
6. No student should ever be behind the teacher's desk or in the teacher's office, without invitation. (Knock before entering, and my school supplies are not your school supplies)

### Course Objectives: Upon successful completion of this course students will be able to understand:

1. Basic understanding of the entire video production process.
2. How to shoot video properly and effectively in all standard production situations.
3. How to write a script
4. How to set up lighting.
5. How to set up a proper audio feed.
6. How to properly edit a video for a target audience.
7. How to set up, shoot and tear down a field production including camera, tripod, lights, wireless microphones.
8. How to interview video subjects.
9. How to work as a team on a complex video production.
10. How to develop an effective portfolio.

### ~Video Production Career Pathways~

The students will be directed to learn the fundamentals of video production so that they may continue their experiences in a secondary school or professional workforce.

• Videographer • Editor • Writer • Set Designer • Recording Engineer • Producer • Lighting Specialist • Business Owner • Field Producer • Audio Specialist • Filmmaker • Director • Producer • And many other opportunities

Evaluation/Assessment:		Fulton County Grading Scale:	
		<i>Letter Grade Numeric Scale</i>	
Daily Work, Homework & Quizzes	30%	A	90-100
Projects/Tests	30%	B	80-89
Work Ethic, Participation	25%	C	70-79
Final Exam	15%	F	Below 70

## Northview High School 2016-2017 Syllabus Signature Sheet

Student Name \_\_\_\_\_

**(Printed)**

Teacher: \_\_\_\_\_

Date \_\_\_\_\_

Subject: \_\_\_\_\_

**Please read the teacher's full-length syllabus. Log on to [www.northviewhigh.com](http://www.northviewhigh.com) then click on the syllabus link to locate the teacher's name. Sign below if you have read the online syllabus.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Parent Email Address (PLEASE PRINT CLEARLY) \_\_\_\_\_

### Recovery Policy

1. Recovery is for students who, despite a conscientious effort and communication with their teachers, have failed to demonstrate satisfactory understanding of course standards. It is not for the student who has been failing for many weeks and then wishes to recover during the final days of the course. Opportunities for students to recover from a 74 or below *cumulative* average will be provided when all work required to date has been completed and the student has demonstrated a legitimate effort to meet all course requirements. *Students who have not attempted to complete all course requirements are not eligible for recovery.*
2. Students may initiate recovery on major assessments starting with the second major assessment of the semester as long as they have made a legitimate effort to meet all course requirements including attendance. Unexcused absences may prevent this opportunity.
3. So that students stay focused on the content at hand and don't become overwhelmed and fall too far behind, they must initiate recovery on a major assessment within five school days of being informed of the grade on that assessment. Recovery work must be completed within ten school days prior to the end of the semester. The nature and type of recovery assignment is given at the discretion of the teacher.

**\*Grading guidelines for recovery assignments will vary by department. It is the responsibility of the student to fully understand the grading guidelines/highest possible score for completed recovery work.\***

**Sign below if you understand the recovery policy.**

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

HONOR CODE: Cheating has been defined as giving or receiving information relating to a gradable experience including the use of sources other than those specifically approved by the teacher. Plagiarism and the related act of allowing another student to use one's work are not to be considered inconsequential pranks. Such acts involve serious moral implications; they constitute lying and stealing. They are unjust to teachers who spend valuable time evaluating the paper. They are ultimately harmful to the student committing the act, who is deliberately undermining his/her integrity, destroying his/her reputation, and breaking the trust that must exist between a student and teacher. An honor code violation results in a zero on the assignment, no opportunity to make up the work, and disciplinary action. For the complete honor code policy, visit the Student Handbook on [www.northviewhigh.com](http://www.northviewhigh.com).

**Sign below if you understand the consequences of cheating at Northview High School.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

TECHNOLOGY POLICY: Northview computers are only for school research and projects. The Internet may not be used for personal reasons. Any unauthorized use of the internet will be grounds for disciplinary and/or legal action as well as loss of Internet privileges. Attempts to log into the internet using another person's password, falsely posing as a school system administrator, or other security violations are grounds for termination of privileges and disciplinary measures. Computer vandalism (including food/drink in a lab) is prohibited and will result in immediate termination of Internet and computer access as well as appropriate disciplinary action.

***Violators are subject to criminal prosecution. For the complete technology policy, visit Student Handbook on [www.northviewhigh.com](http://www.northviewhigh.com).***

It is a violation of the above policy:

- ☐ to download or install any executable programs (such as games, MP3 players, video players, chat programs, FTP programs, music or video sharing programs, etc.) to a school computer, or on to any student's share folder (Z drive).
- ☐ to store any files (documents, pictures, videos, etc.) on any student's share folder (Z drive) that are not directly used in an assignment or teacher directed work; no personal documents, pictures, music videos or other files.
- ☐ to use the school computers and internet connection to access email, games, chat rooms, sharing sites, ecommerce sites, etc, unless specifically directed by the teacher.

**If this form is not signed by the student and a parent or guardian by Monday, August 24, the student's computer account will be disabled until the form is signed. Sign below if you understand the Northview technology policy.**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Please review BOTH sides of the Syllabus Signature Sheet. Verify that you have signed your understanding of the three policies listed: Recovery, Honor Code, and Technology.**