SYLLABUS –
CMCN 469(G): Digital Media Convergence

Fall 2017 Section: 001
(August 21 – December 08)

Monday/Wednesday/Friday 11:00 PM – 11:50 PM,
Burke Room 248

Instructor: Prof. Philip Auter
Engineer: Mr. Mike Gervais

ACKNOWLEDGEMENT OF RESPONSIBILITY
By enrolling and staying enrolled in this course, you acknowledge that you have read the syllabus, understand the terms, and agree to abide by them.

GENERAL INFORMATION:

Dr. Auter's Moodle Page: (including office hours.)
  https://moodle.louisiana.edu/user/profile.php?id=74919
  (You must log into Moodle to access this link.)

Traditional Office Hours: Burke Hall, Room 113A.
  (D-6 on main campus map.) I can meet with you live in office, by phone, SMS, or via the Internet (Skype, Google, Facebook, etc.)

  Schedule a meeting during my regular office hours at:
  http://tinyurl.com/AuterMeeting

  Also available other times by appointment. Email auter@louisiana.edu to schedule.

Cell Phone: (337) 366-0266.
  You may also send me a text message or leave a voicemail at this number. (You may text me 24/7. Please do not call before 9:00am or after 10:00pm. I will also be unavailable via phone on the semester posted holidays.) When you text, please let me know who you are and what class you are in. You are not in my phone contacts.

Email: auter@louisiana.edu

Social Networking, and Video Calls
  Google Voice/Hangouts: philauter@gmail.com
       (Text, audio, and/or video, share desktop.)
  Skype: philauter
       (Text, audio, and/or video.)
  Twitter: philauter
  Facebook: philauter@hotmail.com
  WeChat: PhilAuter

  For Twitter, Facebook, WeChat, and Skype, let me know who you are if you want me to accept you as a contact.

Campus Map Link:
  http://louisiana.edu/about-us/visit-campus/campus-maps

University Business Hours

All business offices will be open during their normal hours. This includes the UL computing Help Desk, located in Stephens Hall (C-6 on the main campus map). The Help Desk may be able to help you with technical issues. They can be reached via the web at http://helpdesk.louisiana.edu/, by email at helpdesk@louisiana.edu or by phone 24 hours a day, 365 days a year (including weekends and holidays) at 337-482-4357. The Help Desk walk-in hours of service are Monday - Thursday 7:30 AM - 5:00 PM and Friday 7:30 AM - 12:30 PM Central Standard Time.

If you have trouble with Moodle, you may also wish to email the Moodle administrator at: moodle@louisiana.edu.

A number of Student Technology Enhancement Program (STEP) computer labs are available on campus. Their locations and hours of operation can be found at: http://helpdesk.louisiana.edu/steplabs

ONE computer lab on campus is open 24 hours per day, 7 days per week, 365 days per year. It is in room 152 of the Conference Center (C-5 on main campus map). The facility is locked outside of normal business hours. You will need your UL ID (Cajun Card) to gain entrance by waiving your card in front of a card reader.

To enter the Conference Center lab, go to the far let entrance to the building on the Rex Street side (across the street from library parking lot). That conference center entrance will be unlocked. Once inside, just to the left you'll see the lab door. You will need to swipe your Cajun Card to enter the lab.

If your computer or internet fail during the class and you cannot come to campus, it is your responsibility to find another way to access the internet and course content.

Engineer: Mike Gervais

Office: V. L. Wharton Hall, Room 316
Email: mgervais@louisiana.edu

Office Hours: Most M-F 8:00 - 12:00 and 1:00 - 4:00.
Office Phone: 482-6107

Equipment Room Phone: 482-1264

Class Website: This class includes a website in our university's learning management system (LMS), Moodle. To access the class website, go to: https://moodle.louisiana.edu and log in with your ULID and password. You will see this class listed on your main page after you log in under "My Courses".

CATALOG COURSE DESCRIPTION: Capstone course. Theoretical and practical instruction incorporating audio, video, and graphics in a multimedia environment. Portfolio validation required for completion. Prereq: CMCN 365 or equivalent course / experience in video field production and digital nonlinear editing – including video basics and aesthetics as well as appropriate lighting and audio techniques. Experience in additional production courses such as 360 (studio), 455 (broadcast news), 460 (non news production), and 465 (documentary) are HIGHLY recommended. *Please note the following:*

- *Current prerequisite list in Banner online registration is incorrect – and too restrictive. Until this is fixed, to register for this course a student must email the office manager (cc the course instructor), provide evidence that they have successfully passed 365 or have equivalent experience, and ask that their account be adjusted so that the student can register for 469.)*
- *Because this is our capstone course and ideally taken AFTER you have completed 360, 365, and at least 1 400-level production course, it is critical that you have developed the advanced skills that taking these course would have allowed you to develop. You will be graded as if you have gained the knowledge that you would have obtained in such courses.*

REQUIRED TEXTBOOKS AND MATERIALS

Book and Submission Materials

Moore, J. (2011). *Short film distribution: Film festivals, the internet, and self-promotion.* Dulles, VA: Mercury Landing and Information. (ISBN: 9781936420148). Online info: http://www.merclearning.com/titles/short_film_distribution.html

$25.00 for submission to the South Central Broadcasting Society Competition (https://scbroadcasting.wordpress.com/competition/). *Note: May not be necessary if department membershipin SCBS is current.*

2 USB thumb drives that you will submit for first and final draft portfolios. At the end of the semester these will NOT be returned. (They will be kept for archive.) USB storage capacity must be large enough to fit all your portfolio material – but at a minimum 4GB. 4 gigabyte USBs are available online and at Walmart for about $7.00 each.

SLIDER lock storage bag in which to submit USBs along with a paper label. (Not regular zipper or fold over bags. These are available for a couple dollars per box of 10+ at Walmart and other fine stores.

Other Required Materials

- **Accounts:**
  - Working UCS account. You should be able to use your UL ULID and password to log into ULink (http://portal.louisiana.edu) and Moodle (http://moodle.louisiana.edu). If you are having trouble with your account, you must obtain documentation of the problem from the UL Help Desk (http://helpdesk.louisiana.edu) or the Moodle administrator (email: moodle@louisiana.edu).   The Help Desk's walk-in normal business hours are Monday through Thursday 7:30 – 5:00 and Friday 7:30 – 12:30, excluding university holidays. They can be reached via the web at http://helpdesk.louisiana.edu/, by email at helpdesk@louisiana.edu or by phone 24 hours a day, including weekends and holidays, at 337-482-5516.
  - Connect to the official information site for the South Central Broadcasting Society (SCBS) Competition. Stay on top of submission information at: https://scbroadcasting.wordpress.com/competition/ Each of you will submit your final project to the SCBS competition for a grade. You must submit your work by the date posted on the schedule.

- [Optional] Access to current semester's bonus points competition submission site. In Fall semester, you may submit to College Television Awards (http://www.emmys.com/foundation/programs/cta). In Spring semester, you submit to Grenada Afterglow Film Festival (http://www.grenadaafterglow.com/).
- Vimeo account. You will create this free account to create your online portfolio. The account must be active at least through the end of final exam week. More information at www.vimeo.com (Note: Free account limits the amount you can upload per week. Unless you register for the paid account, you will need to plan accordingly when uploading assignments.)
- LinkedIn account. You will use the LinkedIn account to enhance your online portfolio. It must be up at least through the end of final exam week. More information at www.linkedin.com
- Additional possible accounts as needed at Dropbox, Gmail/Youtube if needed in order to share files, etc.

- **Hardware:**
  - Access to a <u>computer</u> capable of accessing the web and running basic word processing, presentation, and related software.
  - Additionally, access to a computer capable of importing, editing, and exporting video.
  - Also, access to <u>production</u> <u>equipment</u> necessary to shoot quality audio and video – including peripheral items such as tripods, light kits, reflectors, mics, cables, etc.
  - You will also need access to a <u>scanner</u> and/or a <u>digital camera</u> (smart phone with email access and a scanning app recommended).
  - A webcam and microphone are required for any video conferencing you may wish to do. A headset is recommended.
  - Portable media compatible with university computer/projector systems to deliver PowerPoint presentations. Specifically, USB drive or portable hard drive recommended for downloading videos from edit bays. Also, appropriate videotape and / or camera data storage.

    Notes:
    - The Department of Communication video editing labs are available in VLW third floor. Check with Mike Gervais regarding their availability during the semester.
    - The Department of Communication video equipment checkout room is located in VLW third floor. Check with Mike Gervais regarding equipment checkout and policies.
    - Some of the computer labs in the department have scanners. Check with Mike Gervais for more information.
    - It is recommended that if you have a smart phone with email access, you take pictures of any hand drawn storyboard cells and import those pictures into the storyboard software. You also may wish to take still photos of staged shots. These could be used as storyboard cells as well. Images from your phone can be saved to a desktop several ways…including emailing them to yourself and opening up an email program on the computer where you are working with the storyboard software.
    - You may use your equipment if you wish, but projects must be submitted in the proper format. Expectations of quality will not be based on the equipment you choose to use.
    - The Department of Communication has several labs with open hours. They are located in VL Wharton 213; as well as Burke 139, and 250. For information about access times, check the signs posted on the lab doors.
    - <u>ONE computer lab on campus is always open. Conference Center Room 152 is open 24 hours a day, 7 days a week, 365 days a year. You will need to bring your UL student ID to gain access</u>. For more information, see: http://helpdesk.louisiana.edu/node/118
    - **If you do work with a system at home or at work and that system crashes, it is your responsibility to find another computer and internet access and stay caught up with the coursework. Computer and internet errors will not be considered acceptable reasons to excuse missed work.**

- **Software:**
  - <u>Internet web browser</u> such as Internet Explorer, Safari, Firefox. (Mozilla Firefox for PC or Mac recommended by UL Help Desk www.mozilla.com/firefox). Note: Google Chrome does <u>not</u> work well with the learning management software at times.
  - Software to open and edit spreadsheets, text documents, and PowerPoint presentations. Microsoft Office is recommended. However if you cannot afford MS Office, Open Office for Mac and PC is available for free at www.openoffice.org.
  - Software to open and view PDFs. If it is not already on your computer, Adobe Reader for PC and Mac is available free at: http://www.adobe.com/products/reader/

- Software to view various image and video file types. These are usually preloaded on most computers. If not, there are many free programs available. Software to convert file types may be needed as well.
- Audio / video editing software that allows for transitions and somewhat complex post production. It should be able to import and convert video formats as needed and output video formats in those required by your instructor for submission. You also need access to software that can create and also import graphics for your projects. The Department of Communication maintains such software in the video edit bays as well as the control room. You may choose to use your own software or an online service, but the expectation of the quality of the products will not be affected by the software you choose to use.
- Scriptwriting and storyboarding software or online services: Scripts and storyboards may be done in this class using any software you wish. However they must be in proper style and saved to a PDF format when submitted. Some options include (but are not limited to):
    - Google Drive / Docs Free Tools. http://drive.google.com (Requires a free Google account.)
        - o You can create scripts in Google Docs and storyboards in Google Docs or Slides – allowing for all team members to collaborate.
        - o A Vimeo video with advice on how to write scripts in Google Drive/Docs: https://vimeo.com/54680713
        - o Storyboard Templates – Search through these. You may be able to use one to simplify creating a storyboard in Google Docs (shared with your partners): https://drive.google.com/templates?q=Storyboard
        - o Script/Screenplay Templates – Search through these. You may be able to use one to simplify creating a script in Google Docs (shared with your partners): https://drive.google.com/templates?q=screenplay
        - o Screenplay Formatter – A Google Docs Add-On that simplifies writing scripts in Google Docs.(The nice thing about writing in Google Docs is that you can freely collaborate with your partners.): https://chrome.google.com/webstore/detail/screenplay-formatter/mkgjacapojenkdkncfnooheepcmcgpik
    - Amazon Studios Free Tools: https://studios.amazon.com/ (Requires a free Amazon account.)
        - o Amazon Storyteller: https://studios.amazon.com/storyteller
        - o A c|net story about Amazon Studios: http://www.cnet.com/news/amazon-studios-launches-free-storyboarding-tool/
        - o Amazon also offers free sound effects and music at Amazon Studios.
    - "Portable" Celtx. It is freely available at: http://www.jacob-koehler.de/projekte/portable-celtx/en/downloadlist.php in both PC and Mac formats. Because it is "portable", you can store it on a USB and use it in any computer you have access to – including STEP labs that do not allow you to download and install software on them. Please note, if you plan to use both Mac and PC portable Celtx, you will need to download both to your USB and use the appropriate one depending on the type of computer you are using.
    - Wikipedia list of screenwriting software: https://en.wikipedia.org/wiki/List_of_screenwriting_software
    - Wikipedia general information about storyboards: https://en.wikipedia.org/wiki/Storyboard
- Additional software as may be noted in the class.

RECOMMENDED READINGS
It's recommended that you pull out your textbooks and equipment manuals/notes from 360, 365, 455, 460, and/or 465. You should also be prepared to search the Web for help files on various projects you'll be working on.

COURSE OVERVIEW

COURSE FORMAT: This course will emphasize production team meetings, textbook and project discussion, and resume planning. Outside class, students will meet with their groups (where applicable) and perform preproduction, production, and post-production assignments involved in creating a complete digital media project. This class, which is a senior capstone, will provide you with a unique opportunity to work on a professional project suitable for submission to a national or regional film and video competition – an experience that will enhance your resume as well as your education. Additionally, you will bring together your best materials from previous semesters – along with new material you may choose to produce this semester – to create your own individualized digital portfolio.

COURSE GOALS: Video production is changing. The already complex art of creating professional videos for broadcasting and corporate clients has become more complex. With the advent of digital recording, nonlinear editing, and video streaming, more and more often media producers are expected to create content-rich interactive projects for use in a variety of environments. The primary goal of this course is to provide you with the opportunity to build upon your developing technical and aesthetic skills in video production and storytelling. By the end of the course, successful students will have developed a better understanding of digital media convergence. In doing so, students will improve their

skills in preproduction planning, participate as part of a highly motivated production team (where applicable), and combine their skills in postproduction to put the finishing touches on a fully interactive and content rich digital video project. Additionally, students will develop individualized digital portfolios – both online and in an offline format suitable for duplication and distribution to potential employers. These projects will take the resume/portfolio video to the next level, providing the prospective employer with a portable example of your work and access to an online portfolio of the same. It will contain your resume, highlights of your multimedia work, and contact information. If well-produced, this slick, professional product should put you head and shoulders above your competition.

GRADING AND EVALUATION: Students will be evaluated as follows:

Your grade will be result from the successful completion of assignments listed below.*

Assigment		
Exams (2 tests. 100 pts. each.)	200	
Resume Portfolio (Demo Reel)		
First Draft (online plus USB)	50	(25 each for online and USB.)
Portfolium Pilot First Draft	25	
Final Draft	100	(50 each for online and USB.)
Portfolium Pilot Final Draft	50	
Producing/Directing Project		
Treatment Approval**	25	
Weekly Project Updates (10 updates. 5 pts. each.)	50	
Script and Storyboards	75	
Legal Paperwork**	75	
First Draft	100	
Final Draft	175	
Competition Submission		
Critiquing Past Winners	25	
Critiquing Your Work Prior to Submission	25	
Submission to Competition	100	
OPTIONAL Second Competition Submission	50	(Bonus Points)
TOTAL:	**1125**	

*   Graduate students will have the following additional requirements:
    *   Exams: Grad students will answer more questions.
    *   Producing Project: Grad students will only work with grad students and their project minimum running times will be double that of undergraduate students.

**You will receive zeros on successive assignments until this assignment is approved. Even if you miss the deadline for this assignment and receive a zero on it, you must complete it before any following project deadlines or you will receive a zero on those as well.

Grades will be calculated based on the

A	900 - 1000	D	600 - 699
B	800 - 899	F	< 600
C	700 - 799		

point system listed below. Grades in this course will NOT be curved. (Even if you are one point short of a letter grade, expect to be assigned the grade you have earned based on your total points.) Please note: Communication majors must make a C or better in this course. Attendance and punctuality will also factor significantly in your grade. See policies below.

Reminder: Grades are NOT curved in this course!

EXAMS: There will be two exams during the semester covering lectures and all material in the class textbook. Each exam will be worth 100 points and cover one half of the material.

INDIVIDUAL DIGITAL RESUME PORTFOLIO (DEMO REEL): As the industry technology advances, it becomes more and more important that you develop a portfolio that will allow you to stand out from the crowd when applying for internships and media jobs. With that in mind, each of you will develop a digital portfolio of your best work as well as your resume. You will produce two versions of the portfolio – one online and accessible via the web and one in an offline format that can be easily stored and distributed on USB flash drive. (You'll submit two USB copies of your portfolio that will not be returned.) The versions of the portfolio may be slightly different due to the differences in the distribution platforms.

Anyone with a bit of experience can put together a video portfolio – you will create a product that a potential employer can access via the web or insert into his or her computer and navigate interactively in USB format. The portfolio will allow anyone to see and hear a selection of your best print, audio and/or video production work. A digital copy of your resume and contact information must also be available. It must be possible to copy and print the resume. Naturally, the offline version of this multimedia showcase of your talents will be professionally labeled and packaged.

Your digital portfolio will be due (in both online and offline formats) for a critique grade early in the semester. First draft portfolios received for critiquing by deadline will receive an automatic 100% on 5% of your course grade. Late submissions will receive a 0%. If you submit the either the online or offline version by deadline, but not both, you'll receive 50%. In addition to these points, you will receive a mock grade on the first draft so that you have a better idea about how to improve your final version. Final versions of your digital portfolio will be due later in the semester for a full grading and will also be presented to the class.

Note: The online version of your portfolio must be available at least through the end of final exam week. Additionally, you will need to turn in two copies of the final draft of the offline version of your digital portfolio. These will be kept by the instructor and department for archival purposes as well as for possible use as example work in future educational situations.

Both the draft and final versions of the digital portfolios may be critiqued as well by a corporate professional. If so, his/her evaluation will play a role in the grade you receive on the final draft.

Portfolium Pilot: During this semester, in addition to the online (Vimeo and LinkedIn) and offline (USB) portfolios, you will be participating in a pilot of Portfolium … an online portfolio service that may provide added benefit. Additional points will be awarded for submission to this assignment at both the first and final draft deadlines.

PRODUCING / DIRECTING PROJECT: During the course of the semester, each of you will produce and direct a video project that will be submitted for competition to the South Central Broadcasting Society competition (https://scbroadcasting.wordpress.com/competition/).) If you choose to produce Spot Production, they will also be distributed as a viral video campaign online. Here are some important points about the project:

- ALL projects done in this class must be videos, not audio-only projects.
- There is a fee for submission. Currently it is $25 per submission – unless the department has paid the annual fee covering a large number of submissions. Please check with your instructor before you submit a fee.
- You may only submit to certain categories. Projects must be of one of the formats accepted for the SCBS competition that fit the format and function of this class. These are:
    - Spot Production (Promos, PSAs, Commercials): Maximum ONE minute for SCBS competition. Must advertise real product or service. PSAs accepted. (60 seconds is the maximum amount you can submit to the SCBS, however you will be producing a minimum of 4 minutes of viral video PSA campaign material for class and for the viral video web campaign you will be creating for a client.)
    - Documentary: Maximum 30 minutes.
    - Short Film (Drama or Comedy): Maximum 30 minutes.
    - Magazine, Game Show, or Entertainment Program. Maximum 60 minutes. Include hosts and packages and/or segments. Shot multi-camera live to tape with minimal post-production.
    - Informational or Entertainment Short. Informative, non-narrative and non-documentary.
    - Open Category. Only projects that do not fit other categories listed here OR other categories on the SCBS competition website. Examples include (but are not limited to): reality TV, productions using non-traditional formats).

        Note: If you are also thinking about submitting the work in Fall to College Television Academy student Emmy awards or in Spring to the Grenada Afterglow Film Festival competition for extra credit, you must produce a project that fits with both one of the approved SCBS categories as well as one of the extra credit competition's categories. (See: http://www.emmys.com/foundation/programs/cta in Fall and http://www.grenadaafterglow.com/ in Spring for more information.)

- You may work individually or in groups of 2-3.
    - If you're working on a project individually, you must choose the Spot Production assignment. You will be responsible for obtaining a real-world client for a PSA viral video campaign, obtaining client approval of the final draft of your project, and producing a minimum 4 minutes of material. All of your work will be uploaded to the Internet as a viral video PSA campaign. One 30 - 60 second segment of your work will be submitted to the SCBS competition.
    - If you are working on a 2-producer project, you must choose any category other than Spot Production. Your group will be responsible for producing a 10-minute (minimum length) or longer video which will be submitted to the SCBS competition.

- If you are working on a 3-producer project, you must <u>choose any category other than</u> Spot Production. Your group will be responsible for producing a 15-minute (minimum length) or longer video which will be submitted to the SCBS competition.
- Graduate students may only work with other graduate students. Also, their minimum project lengths will be double that of undergraduate students – as long as it does not exceed the maximum length of the SCBS competition category that you plan to submit to.

- <u>Producing / directing projects will be divided into several parts.</u>
    - <u>Treatment Approval</u>: For each project, a treatment will have to be submitted and receive approval by deadline. (See schedule.) Treatments will be one-page explanations of the program concepts. <u>Treatments will also need to state the members of your group and include the phone numbers and email addresses you've shared with each other.</u> They will be graded on spelling, grammar, completeness, and receipt of approval by deadline. (You are encouraged to submit them early so that if they are rejected, you will have time to resubmit before the approval deadline.) Project treatments will be rejected if they do not fall into one of the formats specified; if they are PSAs; if they suggest that the final product will be racist, sexist, homophobic, or derogatory toward people of different cultures, ethnicities, or abilities; and if they don't seem to be doable in a "family friendly" format. Project treatments may also be rejected if the instructor feels that the proposal is unrealistically large and cannot be completed effectively during the semester. <u>Please note: Even if you miss the treatment approval deadline, you must receive approval of a treatment before you will be allowed to submit additional parts of the project. Failure to complete this in a timely manner could result in you receive zeros on other project assignment deadlines.</u>
    - <u>Weekly Written Production Updates</u>: Every week for about 10 weeks, each of you will submit an update to the whole class a short paragraph (minimum 50 words) about what YOU accomplished that week on your project. You will receive points based on the quality and depth of your update. Grades will be based on both quality and quantity of effort throughout the project. You will receive a zero for the week's production update if it is not posted by deadline.
    - <u>Script and Storyboards</u>: You must submit a 100% complete script AND storyboards by deadline. For a documentary, semi-scripts and boards will be acceptable. (See schedule for deadline.) This must be saved in PDF format and be in a proper style. You may use word processing and presentation software, or scripting and storyboard software (such as Celtx www.celtx.com/desktop.html). Regardless of the software used, the files must be saved in PDF format.   Scripts and boards will be graded on completeness, format, accuracy, artistic merit, submission by deadline, and appropriate length. A rough guide for length is about one page per finished minute for fiction scripts and one page per two finished minutes for documentary. The number of shots you represent with storyboards will vary, depending upon the complexity of your shoot. There should be no less than one panel per minute for fiction and nonfiction.
    - <u>Legal Paperwork</u>: To successfully complete each project, you will need to submit signed paperwork. The paperwork needs to be printed, signed, and scanned (or photographed with a digital camera.) The file(s) will then need to be uploaded to the appropriate place in Moodle by deadline. (See schedule.) Paperwork includes producer distribution release, copyright release, performances releases, and may include location releases. <u>Please note: Even if you miss the legal paperwork deadline, you must upload all of your legal paperwork before you will be allowed to submit additional parts of the project. Failure to complete this in a timely manner could result in you receive zeros on other project assignment deadlines.</u>
    - <u>Project First Draft</u>: A first draft of your completed project must be uploaded to Vimeo and the correct link must be provided to your instructor by the appropriate deadline. (See schedule.) If you password protect the video, you must share the video password with your instructor. First drafts will be graded based on the overall quality of the project (audio, video, graphics, music, story, acting, etc.), meeting minimum length requirements, and how well it fits the criteria of the category you have chosen. First drafts will be graded as if they were the finished work so that you will have a good understanding of what to fix on your project. However, they will be worth a significantly lower number of points toward your overall grade.
    - <u>Project Final Draft</u>: A final draft of your completed project must be uploaded to Vimeo and the correct link must be provided to your instructor by the appropriate deadline. (See schedule.) If you password protect the video, you must share the video password with your instructor. Final drafts will be graded based on the overall quality of the project (audio, video, graphics, music, story, acting, etc.), meeting minimum length requirements, and how well it fits the criteria of the category you have chosen. You are encouraged to modify your final draft based on the feedback you have received on your first draft.

COMPETITION SUBMISSION: Before the end of the semester, each of you will submit the final version of your directing work to a regionally recognized video competition – The South Central Broadcasting Society (SCBS) Competition. The entry fee is $25. Information the competition is available at:
https://scbroadcasting.wordpress.com/competition/

This assignment is broken down into the following stages:

- **CRITIQUING PAST WINNERS:** In order to develop a more experienced eye toward directing, each of you will critique a past competition winner. If SCBS past winners are available, those will be critiqued. Othewise, you will critique past winners of the College Television Awards (CTAs) – also known as the "Student Emmys". You will present the project you have critiqued to the class and report on your critique. We will all discuss. If you are in a team of 2 or 3 co-producers, you may collaborate on the critique if you wish.
    - *Past CTA winners can be found by searching www.vimeo.com with the phrase "college television awards".*
- **CRITIQUING YOUR WORK PRIOR TO SUBMISSION:** Additionally, after your first draft is completed and submitted, you and your co-directors will critique it, and compare it to past CTA winners. You will show at least a clip of your first draft to the class and present your critique in class so that we can all discuss how to make your project stronger.
- **SUBMISSION TO COMPETITION:** Each of you will submit the final version of your directing work to a regionally recognized video competition – The South Central Broadcasting Society competition. (You may modify your final draft before submission if you choose, but this is not required.) This will be an all or nothing grade based upon you completing the submission process by deadline. (Note: Submission is done digitally in an online environment.)
- **OPTIONAL SUBMISSION TO SECOND COMPETITION FOR BONUS POINTS:** You may, if you choose, submit to a second competition for 50 additional bonus points – all or nothing. If you provide the appropriate documentation BEFORE deadline, you will receive 50 BONUS points on this all or nothing assignment. Here are the criteria ...
    - You MUST have also provided evidence that you submitted to SCBS competition. This is required. If you do not do that submission, you will not receive any points for the optional second submission.
    - In Fall semester, you may submit to College Television Awards (http://www.emmys.com/foundation/programs/cta). In Spring semester, you submit to Grenada Afterglow Film Festival (http://www.grenadaafterglow.com/). If you submit to the wrong one for the current semester, or any other competition, you will not receive bonus points for your efforts.
    - Your submission MUST fit one of the competition's categories. Inappropriate submissions will not get you bonus points.
    - This must be evidence coming from the competition such as an acknowledgement of receipt.
    - You must upload the evidence here before deadline.

COURSE POLICIES
(Undergraduate / Graduate Dual-Listed Class; Traditional Course with LMS Companion Site)

ACKNOWLEDGEMENT OF RESPONSIBILITY: *By enrolling and staying enrolled in this course, you acknowledge that you have read the syllabus, understand the terms, and agree to abide by them.*

COURSE PREREQUSITES: If participation in this course requires any prerequisites, it is my policy to enforce those prerequisites under all but the most unique circumstances. Students without course prerequisites will be dropped from the course unless they make a formal written request to stay in the course, explaining their circumstances – and that request is reviewed and approved by the course instructor and the sequence coordinator or graduate program coordinator (as applicable), or the department chair.

GRADUATE CREDIT FOR A 400-LEVEL "G" COURSE: Graduate students may NOT take a course listed as 400G for graduate credit if they have taken the same course already at UL for undergraduate credit or if they have transferred in a similar undergraduate course from another institution to substitute for that undergraduate course here. (If you have taken a similar course for undergraduate credit at another institution, but not transferred it for credit at UL, you may take the 400G course for graduate credit at UL.)

Also, graduate students taking a 400G course for graduate credit are expected to complete additional work above and beyond the requirements of undergraduate students in the course.

ATTENDANCE AND PUNCTUALITY: (Traditional undergraduate course policy.) A communication professional who is consistently late or absent will soon be out of a job. As in the real world, success in this course depends on showing up on time, being prepared, participating fully in the team process, and staying around until the job is completed.   Whenever you cannot make class, are late, or have to leave early, you're not only missing out on the learning experience, you are affecting the class as a whole.

1. Unexcused absence allowance: You will be allowed – without grade penalty – a number of unexcused absences or partial absences during the semester equal to the number of traditional meetings the class holds per week. (Partial absences are when you arrive late or leave early.) The allowance of unexcused absence(s) does not allow you to be excused for any work due a day you are absent unexcused. Unexcused absence allowances for Dr. Auter's classes are:
   a. <u>One Day/Week Class</u>: One unexcused absence or partial absence during the semester.
   b. <u>Two Day/Week Class</u>: Two unexcused absences or partial absences during the semester.
   c. <u>Three Day/Week Class</u>: Three unexcused absences or partial absences during the semester. (This includes a class that meets twice for lecture and once for lab/week.)
   d. <u>Four Day/Week Class</u>: Four unexcused absences or partial absences during the semester. (This would be a class that meets three times for lecture and once for lab/week.)
2. **Each unexcused absence or partial absence in excess of the course unexcused absence allowance will result in the lowering of your final course grade by one full letter for each additional unexcused absence or partial absence**.
3. Absences and partial absences may be excused with appropriate documentation. In order to be consistent and fair to all students in the class, I will not excuse any absence or partial absence without documentation. (For more information, see "Acceptable Excused Absences" below.) **Documentation must be received within 5 business days of your return to school or it will not be accepted and the absences will not be excused.**
4. It is your responsibility to get the information you miss during an absence, including any assignments made during that time.

DEADLINE POLICY: (Traditional Course with Companion LMS Site.) Deadlines are an important fact of life in the communication profession, and students in this class will be held to a strict timetable. Assignments and exams not completed and submitted BEFORE deadline will be awarded a zero. See syllabus schedule for specific deadlines.

Deadlines for submissions on Moodle will be based on Moodle server time, not your computer, phone, or watch. If the system allows, a Moodle server time block will be posted on the main Moodle page of this course so you can compare the server time to your computer, phone, etc. Classroom deadlines will be determined by the instructor and will be based on Moodle server time if it is available.

Make-ups on exams and other course assignments will not be allowed. If the deadline is missed due to an unexcused absence, the result will be a zero on the assignment or exam. For a "short-term" assignment, a documented excused absence will result in the assignment not counting against your course grade, but you will not be asked to make up the work. An excused absence will not normally be acceptable for missing the deadline of an out of class "long-term" assignment (e.g. something assigned several weeks prior) – especially if you have a partner. (For information on acceptable excused absences, see below.) One of you should make sure the assignment is turned in. Missed deadlines affect all group partners equally. Students who will be out should make arrangements to do work in advance when at all possible. <u>Please note: Even if you do not make up some work because you have excused absences, you must complete at least 80% of the work in this course to receive a grade. Otherwise, you will be assigned an incomplete</u>.

ACCEPTABLE EXCUSED ABSENCES: (Traditional Course with Companion LMS Site): Employment, other classes, family matters, computer/internet problems, and other day-to-day issues will not normally be considered acceptable reasons for excusing a missed class, or failing to complete an in or out of class assignment deadline. However there are some situations where an absence, if documentation is provided, will be excused.

If you have to go on a trip as a member of a university-sponsored function, for your employer or the military, or in the case of a family emergency, a class absence and any in-class activities may be excused with proper documentation. You would additionally have to document not having the ability to access the internet while on your trip to excuse Moodle-based out of class activities. In both cases, proper documentation would be required. Personal illness may also be an excuse if the illness is for the duration of the assignment period. <u>Except in the case of an emergency situation or illness,</u>

documentation must be provided by you and acknowledged by me in advance of the absence. In the latter case, it must be provided immediately after your emergency has passed.

Because you are expected to work at least a few days ahead on outside of class activities, documented excuses will have to cover more time than only the date that an outside of class assignment is due. It will need to cover up to three days. For example, if you are sick on day 2, your excuse must cover day 1 and 2 to prevent you from receiving zeros on work that was due day 2. If you are sick on day 9, your excuse must cover days 7, 8, and 9. For in-class graded activities, the documented excuse need only cover the class period when the activity occurred.

Documentation must come from an appropriate official source (e.g. an email from your coach for athletic issues [not medical issues], commander, doctor's office for medical issues, etc.) and provide me with all necessary details of the situation as well as contact information (email and phone) so that I can follow up on the excuse if needed. **Documentation must be submitted within 5 business days after your emergency has ended and you have returned to school or it will not be accepted.**

ASSIGNMENT FORMAT: All assignments in this class must be typed, double-spaced unless otherwise noted. All papers must be written in clear, concise form and follow APA style (latest edition). Assignments may be required to be submitted in hardcopy form, electronically, or both. Please consult your syllabus and other course materials for details on how to submit particular assignments. Electronic submissions must be provided in a format that can be opened and executed in the software supported in this course. Presentations should be saved in MS PowerPoint for Windows format compatible with the presentation system hardware and software used in class. Reserving and obtaining presentation hardware is the responsibility of the student(s) scheduled to present for the period. Presentations should be set up and tested before class or during breaks whenever possible. It is recommended that you also have a backup to your presentation in case technical difficulties occur. All audiovisual assignments must be submitted in a format that is compatible with department playback equipment and software.

WRITING ABILITY: The focus of this class is furthering your knowledge of communication. While some writing – particularly format – instruction will occur, the course will focus on communication topics rather than instruction on spelling, grammar, punctuation, and style. All students in this course are expected to be able to write in standard American English at a level of complexity appropriate to the class. All written assignments will be graded accordingly. If you are having difficulty with basic spelling, grammar, and style issues you are encouraged to seek out writing assistance at the UL Department of English Writing Center (http://english.louisiana.edu/about-us/writing-center/) as well as consider enrolling in a supplemental English composition course such as ENGL 360 or ESOL 403. (Note: Such a class may not count toward your degree earning credits.)

STUDENT RESPONSIBILITY FOR MATERIAL NOT TAUGHT IN THIS COURSE: It is the student's responsibility to be thoroughly familiar with all materials taught in prerequisites to this course that apply to the current course activities. It is also the student's responsibility to familiarize him/herself with any technology or materials not taught in the course, but that s/he chooses to use as a part of the course. Failure to do so will not be accepted as an excuse for not completing work by deadline.

TEXTBOOK AND OTHER REQUIRED MATERIALS: It is the student's responsibility to obtain the edition of the course textbook(s) specified in the syllabus and also to obtain all other materials required for the course that are identified in the syllabus as well as within any assignment instructions. It is also the student's responsibility to bring the textbook(s) and all other necessary materials to any in-class or lab meetings and to labs. Failure to do so may result in a penalty to the student's grade.

NOTE TAKING: It is the student's responsibility to take notes in any lectures, discussions, guest-speaking engagements, or field trips. Information provided in these environments may not be repeated or available at a future date. If a student fails to take notes during one of these events, it is recommended that s/he obtain copies of another student's notes. Failure to do so may result in lack of necessary information to successfully complete projects and exams.

RETAINING DUPLICATES OF YOUR WORK AND EMAILS SENT: It is the student's responsibility to retain copies of all work submitted in the course. If circumstances result in work being lost, s/he can then provide a duplicate upon request. It is also the student's responsibility to retain copies of all emails sent and received related to the class. If circumstances result in email communication becoming lost, s/he can then forward a duplicate of the original email in question to the necessary person. Failure to retain copies of work and emails may result in a situation where the student's grade will be penalized due to lack of proof that an assignment was completed and submitted by deadline.

HANDOUTS: All course handouts provided by the instructor (including the syllabus) will be posted on or linked to the course LMS website for download. It is the student's responsibility to download and print hard copy of all documents that s/he may need. It is also the student's responsibility to bring hard or electronic copy of documents to class when specified. Hardcopy handouts provided by your classmates will not typically be posted to the website, unless they choose to do so through the LMS forums. It is the student's responsibility to obtain hardcopy handouts from classmates if they are absent the day the document is distributed and it is not also posted to the class website**.**

CONNECTIVITY and ACCESSIBILITY: In order to access this course and successfully complete it, you will need all of the following:
- A UCS account ID and password. (For help, go to http://helpdesk.louisiana.edu).
- DAILY email access to your UL email account. (Check it daily!) Zimbra Mail (available through ULink, Helpdesk.louisiana.edu, and directly at https://webmail.zimbra.louisiana.edu/) allows you to do so in your web browser from any internet connection.
   - You may choose (as I do) to forward your UL email to another email account such as AOL, Gmail, Hotmail, or Yahoo. This can be done through the UL Help Desk website (http://helpdesk.louisiana.edu). Although email forwarding is very reliable, it does not always work. If you have not received any forwarded UL emails in 1-2 days, you should check your UL account directly for important course information. It is your responsibility to stay connected with the UL system.
- A computer with a stable internet connection and file download capability.
- Mozilla Firefox for PC or Mac (www.mozilla.com/firefox), Internet Explorer, Safari, or other compatible web browser. (Firefox recommended by UL Help Desk.)
- Software that will allow you to read PDF and various media files; as well as read and create MS PowerPoint, Word, and Excel documents. If you do not have such software on the computer you have access to, free downloadable programs are available online. (Adobe Acrobat Reader, Windows Media Player, Open Office www.openoffice.org).
- Other software specific to the course or substitutes approved in writing via email by the instructor.
- A basic understanding of your computer system (including firewalls and anti-virus), internet connection and all of the above software. (It is your responsibility to find, download, and utilize all necessary software for this course or find a facility such as a campus lab that provides them.
- It is also your responsibility to learn the basics of all non-course specific software.) You need to understand as well what file extensions are (e.g. ".doc") and how to make them visible on your computer if you cannot see them at this time. Additionally, you need to know how to save in various file formats so that you download, open, edit, save, and upload files in this course in format(s) required by your instructor. Failure to be able to do this may result in you receiving a zero on an assignment. If you feel you to enhance your skills in this area, you may wish to enroll in BSAT 205 BEFORE taking a course such as this one. (Note: Such a class may not count toward your degree earning credits.)
- The textbook(s). Purchase the first week of class. If you order it online, purchase early and have it priority shipped.
- Any necessary supplies, such as portable media (USB drive, etc.)

Prior to the first day of the semester, all students in this class are required to ensure that their UL email account is working correctly and that they have access to UL email, LMS, and ULink portal with their ULID and password. Students are expected to log into the class LMS website on a daily basis for information and updates, to complete online assignments, and take online exams. You are responsible for being knowledgeable about all LMS announcements posted on the university main website, LMS Site, UL Helpdesk site, within your class LMS page, and emailed by administrators, and your instructor. You will also be expected to submit your assignments by email via uploading them to the course LMS website.

It is your responsibility to keep your classmates, instructor, and clients (if any) informed when you are unable to attend a meeting or event. Personal computer/software difficulties at home will not be considered an acceptable excuse for failure to keep up with online activities.

ONLINE CONTACT POLICY: All of my contact information is available on my LMS profile page. (That is available by logging into the LMS, opening up the course page, clicking on participants link, and then clicking on my name.). I will be available via email throughout the semester. I will attempt to reply to your emails as soon as I can, however I may not be able to reply to you immediately. If you send me an email, I encourage you to "cc" yourself so you will know whether the message was actually sent.

You can message me through Google, Skype, Facebook, or Twitter. However, remember that Google+ and FB wall posts and tweets sent to @philauter are public. If we are "friends" you may wish to send me a direct message instead. If you send a friend request to me on Google+ or Facebook, include a message with your name and what class you are in so I'll be sure to accept the request. . I can also be reached online via Skype or Google Hangouts for a video call if you prefer a face to face meeting, but cannot come into the office.

I will be maintaining traditional office hours this semester as well. During those hours you may drop by my office or call me. If you would like to make an appointment for a phone call, digital meeting, or in-person meeting during my traditional office hours we can do that as well. If you would like to schedule a meeting with me during my regular office hours, you may do so at: http://tinyurl.com/AuterMeeting. If those times are inconvenient for you, email me at auter@louisiana.edu and we'll work together to set up a mutually convenient meeting time.

FAIR USE OF COPYRIGHTED MATERIALS INCLUDED ON CLASS WEBSITE: To the best of the instructor's knowledge, all materials utilized within the class website were obtained legally. Audio and video materials incorporated into this website have been included for instructional purposes only. Students are authorized to listen to and view such material, but may not download, redistribute, or utilize it in any other way without obtaining written permission from the copyright holders. Students are expected to know and adhere to the U.S. Copyright Act, Title 17 (http://www.copyright.gov/title17/).

PLAGIARISM AND ACADEMIC DISHONESTY: As stated in the UL Lafayette catalog under the Academic Honesty section, plagiarism--when an individual attempts to pass another person's work as his/her own – is viewed as a serious and punishable offense. The minimum penalty is an "F" on the task in which plagiarism is involved. More common in CMCN is an "F" in the course. In the communication professions, another form of plagiarism is the theft of copyrighted materials, often punishable by termination-of-employment, fines, lawsuits and/or jail. Similarly, falsification of interviews (including in survey questionnaires) and/or falsification of data or quotations is treated as being equally serious. Any student's duplication of copyrighted software from the computers in any CMCN computer lab will be viewed as another form of academic dishonesty.

Important: It is critical that students understand ALL the various forms of intentional and unintentional plagiarism. How much plagiarism is too much? One instance is too much and will not be tolerated.

Plagiarism includes (but may not be limited to) all of the following….
- Using the exact words of someone else's work in your work without putting it in quotation marks and without citing the original work.
- Using the majority of someone else's work in your work – only changing a word or two here and there – without putting it in quotation marks and without citing the original work.
- Paraphrasing someone else's work without citing the original work.
- Other examples including, but not limited to those, listed in the UL catalog and UL Student Handbook (http://studentaffairs.louisiana.edu/student-handbook).

Academic dishonesty includes (but may not be limited to) all of the following….
- Falsifying a meeting or interview.
- Providing a false excuse in order to obtain an excused absence or waiver of a course assignment.
- Other examples including, but not limited to those, listed in the UL catalog and UL Student Handbook (http://studentaffairs.louisiana.edu/student-handbook).

DOUBLE DIPPING POLICY: "Double dipping" is a form of academic dishonesty that occurs when a student seeks course credit for doing essentially the same work for multiple classes without advising the professor(s) in advance. This is also considered "self-plagiarism," and is a serious offense. It occurs when a student submits all or a substantial part of any report, term paper, recording, production to fulfill a course requirement, even though that work also has been submitted to satisfy the requirements for another course. It can only be viewed as acceptable in special circumstances (resume portfolios, for example) if the instructors in both courses are informed by the student in advance of the double submission, and have both agreed to this arrangement. It is strongly encouraged, and is the student's responsibility, to obtain permission in writing from both instructors that the double-dipping will be accepted. The penalty for academic dishonesty (e.g., cheating, plagiarism, making up information, furnishing false information and so forth) is a minimum of "F" for the

relevant assignment, but may also require a higher penalty including an "F" in the course or suspension from the university. Note: Even if both courses are taught by the same instructor, you must check whether or not double-dipping the paper or project is acceptable.

HUMAN DIVERSITY: The University of Louisiana at Lafayette respects human diversity in its many and varied forms. This course will include a component or components dealing with the role and impact of human diversity in the communication processes – both interpersonal and mass. The diversity component(s) will include such groups as women, minorities, members of alternative lifestyles, the disabled, and other cultural and special-need groups, nationally and internationally.

OFFICE OF DISABILITY SERVICES (ODS) and COURSE ACCOMMODATIONS: For students struggling with classes, due to a disability, there is free confidential help. Please contact ODS, located in the Conference Center, Room 126 in person or at 337-482-5252 or ods@louisiana.edu to discuss how you can document your disability and receive accommodation in the course. You can also visit the ODS website (http://disability.louisiana.edu) for information on ODS services and eligibility requirements.

- **Course accommodations**: It is my policy to make accommodations for students with <u>documented</u> special needs – including but not limited to physical challenges and/or learning disabilities. If you would like consideration, please first consult with ODS and work with them to document your disability. Then contact me and provide documentation at your earliest convenience so that appropriate accommodations can be made regarding your future work and attendance record in the class.
- **In order to obtain special consideration on assignment and/or exam formats, students must provide in ADVANCE of the assignment or test. Send me an email with the following ...**
  - A specific request in writing for accommodation for all assignments and tests that you would like consideration for.
  - An attachment of a scan or digital photo of the paperwork provided to you by the Office of Disability Services stating that they have assessed you and determined that you qualify for special accommodation and what that accommodation should be.
  - **Approval will not be granted without a copy of official paperwork from ODS.**
- One typical accommodation in this course is extended test time. Students with accepted documentation will generally be able to receive 1.5x the traditional amount of time to take the exam. Since activities and discussions are open for at least a week, there is not typically a special accommodation created for students with documented disabilities.
- **Accommodations will not be made retroactivel**y. Please make sure that you email me your documentation -- and that you receive a reply that I have received it -- BEFORE it is time for you to take a test. If I do not receive it before an exam, you will have to take the version of the exam with the regular test time. If I receive it after the exam, you will be granted access to extended time tests in the future, but you will not be allowed to retake any exams you took prior to my receipt of the documentation.

MOBILE PHONES, LAPTOPS, TABLETS, AND OTHER DISRUPTIONS: All cell phones and portable electronic devices must be set to silent or vibrate prior to class. If your device goes off during class, set it to silent or vibrate as soon as the device allows. Individuals whose devices go off on a regular basis will receive a grade penalty. You may not make or answer any telephone calls or send any SMS / text messages during class unless it is a legitimate emergency – in which case you should take the conversation outside of class. When calls or messages pull you out of class, you will receive an unexcused absence unless you provide written documentation of the emergency.

Although all these devices may be used to advance your classroom experience, they can also be used to distract you from the discussion at hand. Surfing, posting, texting, etc. that is unrelated to class activity is not allowed and will result in a grade penalty. **Internet surfing (on any device) must be limited to course-related activities. Texting and other entertainment uses of the computers and your devices is prohibited unless you have completed all work for the day**.

EMERGENCY EVACUATION PROCEDURES: Evacuation routes for this building are posted in the hallways. Familiarize yourself with the information on these sheets. In the event of a fire, DO NOT use the elevator. After evacuating the building, gather with others so that responders can account for your evacuation.

CMCN COMPUTER CLASSROOMS: The CMCN computer classrooms in the Burke-Hawthorne and V.L. Wharton Halls were established to support instruction in courses within the UL Lafayette Department of Communication. The department's funding is sufficient to pay laser toner and repairs for CMCN course instruction only--not for general use by

students in other departments. <u>If you wish to print you should be prepared to bring your OWN paper to lab!</u> Some open lab hours will be available during Fall and Spring semesters for CMCN students who need out-of-class time to complete certain assignments for CMCN courses. Open Lab Hours will be posted. The posted times may be revised without notice. <u>No open food or drink is allowed in any CMCN computer room at any time for any reason.</u> For more information about the Mac labs, contact Ms. Shari Wallace at sjw4037@louisiana.edu or 482-5158. For more information about the PC labs, contact Mr. Mike Gervais at mgervais@louisiana.edu or 482-6107.

CMCN TV LAB FACILITIES AND FIELD EQUIPMENT: In order for all communication students to have the greatest access to the production facilities and equipment, students must agree to abide by departmental equipment and lab policies. Failure to do so may result in suspension of access privileges. For more information, contact the department engineer, Mr. Mike Gervais at mgervais@louisiana.edu or 482-6107.

CMCN 469(G) – Course Schedule (Subject to change.)		*Exams & Graded Assignment* <u>*Information*</u> *(All assignments and exams will be available for one week. They are all DUE BEFORE 11:55 pm on Sunday of the week they are assigned – based on the Moodle server clock – unless otherwise stated.)*
Week	*Readings & In-Class Activities* *(Alll readings should be done BEFORE due date.)*	
Week 1 *August 21 – 27*	Introduction to course and syllabus. Ch. 1 – What is distribution? Ch. 2 – What Types of Projects can be Distributed? *Discuss big project, treatment assignment, and weekly production updates. Assign groups.*	
Week 2 *August 28 – September 03*	Ch. 3 – Distribution Goals, Plans, and Models. *Discuss past winner critique.*	<u>**Treatment approval* must be obtained BEFORE Sunday 11:55 PM. Treatment must include list of group members.**</u> *(Note: To meet this deadline, you must upload your treatment info to Moodle early enough to give me time to review and possibly approve it.)* **First weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.
Week 3 *September 04 – 10*	Monday: No class. Wednesday / Friday Ch. 4 – Deliverables. Ch. 14 – Distributing Your Demo Reel. *Discuss resume portfolio assignment.* *Discuss script and storyboard assignment.*	*09/04: Labor Day. UL closed.* **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM. <u>**Past winner critique** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.</u>
Week 4 *September 11 – 17*	Ch. 5 – Promoting Your Film and Yourself. Ch 6 – Promoting in the "Real World" and on the Internet. *Discuss legal paperwork assignment.* *Discuss project self-critique assignment.* Present past winner critiques in class.	<u>**Exam 1**</u> **(1 – 6, 14) must be uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.

Week 5 *September 18 – 24*	Ch. 7 – Preparing for the Festival. *Discuss project first and final draft assignments.*	**Script and storyboard must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.
Week 6 *September 25 – October 01*	Ch. 8 – At the Festival. Ch. 9 – Preparing for the Sale: The Language of a Contract.	**Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.
Week 7** *October 02 –08*	Monday / Wednesday: To be determined. Friday: No class.	*10/05 – 10/06: Fall Holiday. UL closed.* (Subject to change.)
Week 8 *October 09 – 15*	Ch. 10 – Broadcast Distribution. Ch. 11 – Non-Broadcast Distribution. *Discuss submission Film Festival assignment.*	**Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.

Week 9
October 16 – 22
	Ch. 12 – DIY Distribution on the Internet.
	Ch. 13 – Distributing Alternative Content
	
	Drop off 1 USB drive with first draft of
	portfolio to Dr. Auter in CLASSROOM at
	the beginning of class and post to the
	appropriate forum that you have done so
	BEFORE the normal end of class time.
	Notes:
	 • Please do NOT leave until you see me reply to
	   your post and grade your post. This is your
	   receipt.
	 • *I will accept submissions earlier, but only when
	   both you and I can post to Moodle to document
	   the exchange.*
	 • *Submissions received after this deadline will
	   receive a grade of zero.*
	 • *DVD data disks will only be accepted IF they
	   work in my office PC. USB preferred.*
	 • *DVDs or USBs that do not work or have the
	   wrong files on them will receive a grade of zero.
	   Test your work in advance.*
	 • *I will be happy to test your work on my
	   equipment prior to deadline.*
		**SPECIAL DEADLINE: 1 copy of portfolio first
		draft offline must be submitted AT THE
		BEGINNING OF CLASS. (Students that arrive
		late may receive a zero on this assignment
		grade.) Projects must work when tested by
		instructor. (This will be worth up to 25 points
		of your portfolio first draft grade.)**
		
		**Portfolio first draft online LinkedIn and Vimeo
		links must be uploaded to the appropriate
		location in Moodle BEFORE Sunday 11:55 PM.
		Projects must work when tested by instructor.
		(This will be 25 points of your portfolio first
		draft grade.)**
		
		**Portfolium first draft link must be uploaded to
		the appropriate location in Moodle BEFORE
		Sunday 11:55 PM.**
		
		Weekly production update must be posted to
		the appropriate place in Moodle BEFORE
		Sunday 11:55 PM.

Week 10 *October 23 – 29*	Ch. 15 – The End of One Cycle, the Start of Another View first draft portfolios online in class.	**Exam 2 (Ch. 7 – 13, 15) must be uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.

Week 11 *October 30- November 05*	**Production meetings.** Schedule time to meet with Dr. Auter in his office during class time.	**Project first draft** **Vimeo link (and password if password protected) must be uploaded to the appropriate location in Moodle BEFORE Sunday 11:55 PM. Projects must work when tested by instructor** **Legal Paperwork* for project must be uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.
Week 12 *November 06 – 12*	View project first drafts in class.	**Project self-critique** **must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM
Week 13 *November 13 – 19*	Present project self-critiques in class Drop off 2 USB drives with final draft of portfolio to Dr. Auter in CLASSROOM at the beginning of class and post to the appropriate forum that you have done so BEFORE the normal end of class time. *Notes:* • Please do NOT leave until you see me reply to your post and grade your post. This is your receipt. • *I will accept submissions earlier, but only when both you and I can post to Moodle to document the exchange.* • *Submissions received after this deadline will receive a grade of zero. That includes late arrivals to class.* • *DVD data disks will only be accepted IF they work in my office PC. USB preferred.* • *DVDs or USBs that do not work or have the wrong files on them will receive a grade of zero. Test your work in advance.* *I will be happy to test your work on my equipment prior to deadline.*	**SPECIAL DEADLINE: 2 copies of portfolio final draft offline must be submitted AT THE BEGINNING OF CLASS on THURSDAY.** **(Students that arrive late may receive a zero on this assignment grade.) Projects must work when tested by instructor. (This will be worth up to 50 points of your portfolio final draft grade.)** **Portfolio final draft online** **LinkedIn and Vimeo links must be uploaded to the appropriate location in Moodle BEFORE Sunday 11:55 PM. Projects must work when tested by instructor. (This will be worth up to 50 points of your portfolio final draft grade.)** **Portfolium final draft link must be uploaded to the appropriate location in Moodle BEFORE Sunday 11:55 PM.** **Weekly production update** must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM.
Week 14 *November 20 – 26*	Monday / Wednesday: To be determined. Friday: No class.	*11/23 – 11/24: Thanksgiving Break. UL closed.*

| Week 15
November 27 –
December 03 | Project final draft viewings. | **<u>Project final draft</u> Vimeo link (and password if password protected) must be uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.**

<u>Submission to SCBS competition</u> must be completed and all required documentation uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.

OPTIONAL submission to CTA (Fall) or Grenada Afterglow Film Festival (Spring) must be completed and all required documentation uploaded to the appropriate place in Moodle BEFORE Sunday 11:55 PM.

Final production update must be posted to the appropriate place in Moodle BEFORE Sunday 11:55 PM. |
| Final Exam Week
December 04 –
10 | To be determined. | |

*Note: You will receive zeros on successive assignments until this assignment is approved. Even if you miss the deadline for this assignment and receive a zero on it, you must complete it BEFORE any following project deadlines or you will receive zeros on those as well..

**Note: Last day to drop with a "W" is October 04.