

FDMA 1210 Digital Video Production I

UNM-Valencia, Art Studio and Film & Digital Arts, Fall 2024

updated 8-2023

Face-to-Face Course

Professor: Jonathan Sims | Jsims01@unm.edu

Class time & location: Tuesdays & Thursdays, 1:00pm - 2:15pm, Fine Arts (B&T Building) Room 114

Office Hours: Tuesdays 2pm- 4pm on-campus*

*and by appointment

*see "How to Contact the Instructor" below for more info

Office: B&T Building Rm. 114

Zoom Office Hours Link: Inquire for link Meeting ID:

Cell [for text only, please]: 505.681.4009

Land Acknowledgment: UNM-Valencia is located on the traditional and ancestral Pueblo people and is unceded. This region holds great historical, spiritual, and personal significance for its original stewards, the Native nations and peoples of this area. I acknowledge their connection to this land, and give thanks for the opportunity to live, work, and learn on their traditional homeland.

A note: Since 2020, the U.S. has experienced both the emergence of a global pandemic and the painful consequences of long-endured violence against the BIPOC community. These events have caused, and continue to cause, fear, stress, and pain for many members of our community, and will continue to impact each of us in various ways for times to come. Under these circumstances, it is completely normal to feel overwhelmed or anxious, and to have difficulty concentrating. I have designed this course with these challenges in mind, and am committed to continuing to work with all of you to create a positive and supportive learning environment. If your health, well-being, or school work are being impacted, I offer support services and resources in this syllabus and will meet with you anytime to discuss it as well. If your needs are not being met in any way, contact me and I will help you find services that will meet your needs as best I can.

Credit-hours: This is a three credit-hour course delivered in-person for 16 weeks. Class meets for five hours of direct instruction per week for the semester. Please plan for a minimum of 4 hours of out-of-class work (or homework, study, open lab, projects, and class preparation) each week.

Course Description

An introduction to digital video production. Students learn camera operation, lights and audio equipment. Hands-on production is completed in the studio and on location. Special fee required.

Objectives

1. Plan and produce a digital video project
2. Apply post-production workflow
3. Work in team and as individual to complete digital video projects.

Student Responsibilities & Course Policies

- **Health and Awareness:** UNM-Valencia is a mask friendly community if you are not feeling well. If you are experiencing any illness symptoms, please do not come to campus. Even without a positive test for any illness (covid, flu, etc...), if you feel sick, please stay home, rest and **take care of yourself first**. If you do

need to stay home, please communicate with me (see “How to Contact the Instructor” section); I can work with you to provide alternatives for course participation and completion. UNM-Valencia faculty and staff know that there is a complete life for you outside of your class and on-campus time. Please let us know that you need support so that we can connect you to the right resources.

- **Affirmed/Preferred First Name:** As part of its commitment to providing a safe, inclusive, and respectful learning, living, and working environment, the UNM-Valencia Campus recognizes that many people prefer to use a name other than their legal name to identify themselves. Here is a general website for it- <https://oeo.unm.edu/resources/preferred-name.html>.
- **AccessAbility Policy:** I can and want to make appropriate accommodations that will support you in this class by collaborating with you and the [Equal Access Services at UNM-Valencia](#), 505-925-8560 or [call/email any of the Advisors](#). It is important that you take the initiative to inform me of your accommodations needs, as I am not legally permitted to inquire. In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor and/or Equal Access of the need for an accommodation.
- **School/Life Conflict:** Many of you face obstacles to your education as a result of work or family obligations or unforeseen personal difficulties. If you are experiencing challenges throughout the semester that are impacting your ability to succeed in this course, or in your undergraduate career more broadly, please reach out to me immediately so that we can work together to form a plan for your academic success. Reach out to me at anytime to discuss this!
- **Caregiver Responsibilities Policy:** I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other friends/family members. If you run into challenges that require you to miss class or if your caregiving responsibilities are interfering with your ability to engage in this course, please contact me. I can be flexible and support your learning!
- **Citizenship and/or Immigration Status:** Everyone is welcome in this class regardless of citizenship, residency, or immigration status. I will respect your privacy if you choose to disclose your status. UNM-Valencia as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration’s welcome is found on the UNM-ABQ campus website: <http://undocumented.unm.edu/>.
- **Course Conduct:** I am committed to creating a learning environment where diverse perspectives are recognized and valued as a source of strength. I request that all students work with me to create a class culture based on open communication, mutual respect, and inclusion. As a class we will approach all discussions with curiosity, respect and civility. Disagreements and debates in academic discourse are expected and welcome, but personal attacks are never OK and will not be tolerated. I strive to ensure an open and welcoming classroom for all students. If I ever miss the mark, please don’t hesitate to reach out to me. We are all learning together.
- **UNM Email/CANVAS Access:** All UNM-Valencia students will be required to have a UNM Net ID which can be created by going to: <http://it.unm.edu/accounts/>. UNM Net ID will give you access to the computer labs on campus, Canvas and UNM Email.
- **Computer & Internet Policy:** Students will need to have access to a computer with **high-speed Internet** for this course. If you do not have access to a computer with high-speed internet at home, I want to help! UNM-Valencia and UNM-ABQ have implemented **laptop checkout options**.
 - If you are a **UNM-Valencia student** and you need access to a laptop, please contact the UNM-Valencia Library at: <http://valencia.unm.edu/library/index.html>
 - If you are a **UNM-ABQ student**, you will need to fill out this form:

<https://at.unm.edu/coronavirus/summer-2023-laptop.pdf> and send it to avdept@unm.edu.

For more information on computer checkout and wifi access for UNM-ABQ Campus, visit this website: <https://at.unm.edu/coronavirus/student-tech-access.html>.

- **ALL students can request** access to a LoboVirtualDesktop. Here is the website: <https://lobovirtualdesktop.unm.edu>. Fill out the online form. This virtual desktop is a work-in-progress, and you would need a decent computer and internet connection to make this work. But, it would give you access to a variety of UNM owned software.
- Students should have basic computer and file management skills for all courses, especially online courses. If you are struggling with these, reach out to tutoring and support services (see support section on syllabus).
- If you have any questions or concerns, reach out to me!
- All students, whether online or in-person (or in-between) are able to access the computer labs on the UNM-Valencia Campus and the UNM-ABQ Campus regardless of where you are taking classes.

- **Access to internet:** The UNM-Valencia Campus has great wifi if you are on campus. [UNM-ABQ does too-see this login info. This is a great list of internet options for qualifying households. This is an ABQ listing and map of wifi hotspots.](#) If you still need access off-campus and do not have the resources, please reach out to me, Student Services, or any other faculty and staff.

- **Computer Lab Responsibility:** Please be advised that use of computer labs on UNM-Valencia and UNM-ABQ properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.

- **Title IX:** Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus. Please note that, because UNM-Valencia faculty are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member must be reported by that faculty member to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>

- **Academic Integrity and Honesty:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. You are capable of meeting my expectations for this course! The arts are such a personal, unique experience for each person, and your story and how you choose to share it with the world are so important! If you are concerned about how well you are doing in this course, please reach out to me instead of considering academic misconduct.

Participation

Student participation is considered a necessary factor in the learning process. Course participation and attendance is key to mastering skills and successfully completing projects. You are adults and I expect you to be motivated to grow your knowledge and abilities by engaging in coursework. You are still held responsible for all academic work required regardless of weekly participation and attendance. Class participation influences your grade heavily. Participation includes:

- You should complete all projects on time (to your best ability), participate in scheduled critiques/class discussions, and maintain a safe, respectable, positive lab environment.
- You are required to attend class and be prepared for each day's work.
- If you do not attend the first week of class you may be dropped.
- You will need to work a few hours each week in addition to the scheduled class times. Open Studio hours will be announced.

Grading Policy

- Grading is based on completion of course work and projects, the quality of your individual technical and critical development, and a personal commitment to your work. Personal commitment involves regular participation, consistent effort, completion of work, participation in critiques and class discussions and the general willingness to try. Make each project meaningful to yourself!
- Each assignment will culminate in a critique, which will consist of pinning up your work. Being prepared for these critiques, both with your completed work and your readiness to participate in the discussion surrounding your and your peers' artwork is a meaningful part of the process of creating art. Attending the critique, even if your project is incomplete/late, is extremely important.
- If you are submitting work past the posted deadline, it is super important that you communicate your circumstances with me so that we can work out a plan for you to grow and succeed in this art class!
- Incompletes are rarely issued. If 75% of the semester's work/deliverables and participation have been completed with a satisfactory grade, and incomplete may be issued.

Grading Breakdown

Semester Requirements:

- Projects (3) 30 points 20 points each
- Quizzes. 10 points for attendance & participation
- Final Project 40 points

Extra Credit: 05 points

Extra Credit will be offered throughout the semester for various points at a maximum of 10 points for the entire semester. Points will be added up and a letter grade will be issued according to this scale to the right:

A+	101+
A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	50-59

How to Contact the Instructor

Zoom Link: Zoom link will be provided

During office hours, I will attempt to have my Zoom open and available for us to connect. But, I might be working with a student in a studio or otherwise not in front of a computer. If you are trying to Zoom in and I am not responding, please text me and let me know!

Email:

Email can be sent through UNM email (jsims01@unm.edu). PLEASE: in the subject line, write the class number, for example - "ARTS 1210". I will check email regularly and plan to respond to emails/messages within 48 hours/2 business days. At some points in the term, my inbox gets quite full, but I do want to hear from you! If you email me and don't hear back from me within two business days, please send a follow-up email. I will appreciate the gentle reminder.

Phone:

I am not available via phone call for this course. But, you can text me (no calls please) to my personal cell phone if needed at anytime: 505-681-4009. This and Remind are probably the best way to contact me for fastest response.

Office Hours:

Mondays 12pm -2 virtual* & Wednesdays 11pm - 1pm on-campus, and by appointment

Support Information, Resources, & Tutorials

UNM-Valencia Campus provides extensive academic supports for students, and these supports are there to support you to achieve the academic success you are truly capable of. Most students access them at some point in pursuit of their degree. **There is no shame in seeking help!** I have provided a list of the academic support offices offered by UNM-Valencia below.

Open Studio Time:

- Located in B106 Studio/Classroom: Times and hours TBD.

Support for UNM Canvas:

- <https://canvasinfo.unm.edu/support/index.html>

UNM-Valencia Tutoring Services:

- Custom tutoring services are available through [The Learning Commons](#). Even online tutoring is available!

Instructor Support:

- Please see "How to Contact the Instructor" for methods of contacting the instructor for help.

AccessAbility & Equal Access:

- [UNM-Valencia's accessibility/ADA compliance](#)
- [UNM-Valencia's Equal Access Services](#)

Mental Health and Counseling Services: All of us need a support system, and many students benefit from the use of counseling services. I know I do! UNM-Valencia has mental health counseling as part of the [PASOS Recourse Center](#). Also, here is a [list of services available in Valencia County and around the state: https://valencia.unm.edu/students/student-resources/index.html](#). UNM ABQ Students have access to mental health counseling via the [Student Health and Counseling \(SHAC\) Center](#).

Supplies

Most items are available at the UNM-Valencia Bookstore.

Required:

- Jump Drive as large as possible.

Optional:

- External Hard Drive
- Camera if you have one

Schedule

DATE	TOPIC	MODULE	PROJECTS
Week 1 August 19 - 23	<ul style="list-style-type: none"> • Introduction to Video Production • Overview of video production processes and roles • Types of video production. • Film, television, online, corporate and more! 	Module 1	In class discussion.
Week 2 August 26 - 30 <small>Last Day to Add Courses or Change Sections</small>	<ul style="list-style-type: none"> • What makes for good media? • The Tools of good media. • My every -shoot carry. 	Module 2	CLASS DEMO
Week 3 Sept 2 - 6 <small>Last Day to Drop Without a "W"</small>	<ul style="list-style-type: none"> • Hands-on Project 1- Audio Production • Project explained • Introduction to audio recording equipment and software 	Module 3	Proj 1. Audio Story. CLASS DEMO
Week 4 Sept 9 - 13	<ul style="list-style-type: none"> • Hands-on Project 1 Cont... - Audio Production 	Module 4	Proj 1. Audio Story.
Week 5 Sept 16 - 20	<ul style="list-style-type: none"> • Hands-on Project 1 Cont... - Audio Production • Finalize and export audio • Project 1 Due- Critique 	Module 5	Proj 1. Audio Story DUE

DATE	TOPIC	MODULE	PROJECTS
Week 6 Sept 23 - 27	<ul style="list-style-type: none"> • Video Production Basics • Camera operation and language • Understanding composition • Hands-on Project 2 - Composing shots. 	Module 6	CLASS DEMO
Week 7 Sept 30 - Oct 4	<ul style="list-style-type: none"> • Video Production basics - Cont. • Footage Dump • Media formats - Resolutions etc. Frame rate • Exploring digital media formats 	Module 7	CLASS DEMO
Week 8 Oct 7 - 11 FALL BREAK OCT10-11	<ul style="list-style-type: none"> • Hands-on Project 3 - Getting your project setup to edit • Overview of video editing software (e.g., Adobe Premiere Pro, Final Cut Pro) • Preparing to edit. • Data management 	Module 8	CLASS DEMO
Week 9 Oct 14 - 18	<ul style="list-style-type: none"> • Project 2 Open - The short interview • Basic video setups • What is B-Roll? Photo/video 	Module 9	CLASS DEMO Proj 2 OPEN - The Interview

Week 10 Oct 21 - 25	<ul style="list-style-type: none"> • Proj. 2 Check in - Work Week • HOW TO EDIT YOUR INTERVIEW 	Module 10	CLASS DEMO PROJ. 2 Check In - WORK WEEK
Week 11 Oct 28 - Nov 1	<ul style="list-style-type: none"> • Project 2 DUE - CRITIQUE 	Module 11	PROJECT 2 DUE - CRITIQUE
Week 12 LAST DAY TO DROP via LOBOWEB Nov 4 - 8	<ul style="list-style-type: none"> • BASIC LIGHTING • Tools of the trade 	Module 12	CLASS DEMO
Week 13 Nov 11 - 15	<ul style="list-style-type: none"> • Green Screen lighting • Green screen production 	Module 13	CLASS DEMO
Week 14 Nov 18 - 22	<ul style="list-style-type: none"> • PROJECT 3 OPEN - Mini Doc • 	Module 14	PROJECT 3 - MINI DOC
Week 15 Nov 25 - 29 Break NOV28 - 29	<ul style="list-style-type: none"> • PROJECT 3 - WORK WEEK 	Module 15	PROJECT 3 - MINI DOC WORK WEEK
Week 16 Dec 2 - 6	<ul style="list-style-type: none"> • Final Project 3 DUE 	Module 16	PROJECT 3 - MINI DOC DUE
Finals week Dec 9 - 13	FINAL EXAM ONLINE		FINAL EXAM ONLINE

Project 1: Audio Project

Objective:

Audio is paramount to good media, before there was picture there was sound. We will learn to create a short soundscape and story using only sound. The project will be edited using FCPX as an introduction to the software. Students will turn in a 1-3min Audio story about "A day in their life".

Consider: what objects in your life you would use to describe part of your identity and how you interact with them. What sounds consume your life? Who do you talk to during your day? Listen to the world around you. Use the examples to help you conceive how to approach your audio story.

Process:

Record natural sound. This sound can be anything. Interviews are also allowed but must be accompanied by other sounds.

Audio will be cut using FCPX and exported at a AIFF or WAV file.

Project 2: Video Composition - The Interview

Objective:

Learning the language of shot competition is key to production. In this project we will explore the various shots and composition techniques and reproduce them using phones or class camera.

Consider: Taking shot composition seriously. Watch head room and talk space. Natural light as a major factor in your shooting.

Process:

In class we will learn the various shot types. Then it is up to the student and a fellow student or friend as a subject to recreate the shots explained on the shot list that will be handout in class. Students will shoot this with their phone and will edit the footage with FCPX to a track of music to your liking. Videos must be 1-3min in length.

Project 3: Green Screen Wild One Minute

Objective:

Familiarize the student with the green screen process.

Consider: Nearly every motion picture you see today uses this element. There is a trick to producing a clean "key"

Process:

Create 1 minute of imagery via green screen. Edit imagery in FCPX.

Final Project: Mini Doc

Objective:

Using the skills learned in class, students will produce a 3min Mini Doc on any subject they wish

Consider: What is the message we are attempting to convey, limitations, location, sound and graphics. What can you produce in 3 weeks?

Process:

With the guidance of your instructor. You will produce your own 3 min documentary using school cameras and editing equipment.