CM / JOUR 220 – Intermediate Digital Video Journalism (CRN 62403 / 62404)  
3 Credits - DA  
Spring 2018  

CLASS TIMES: TR 11:30 a.m. – 1:35 p.m., ‘Ākoakoa 240  
INSTRUCTOR: Kimberlee Bassford  
OFFICE: ‘Ākoakoa 239  
OFFICE HOURS: Usually TR 1:30-3:00 but email for appointment  
CONTACT: kbassfor@hawaii.edu, 235-7396  

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT  

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai’i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O’ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION  

Students will develop intermediate skills in video production and apply them to creating journalistic stories for publication on the web and other distribution platforms. Repeatable for up to 6 credits. 2 hours lecture, 3 hours lab. Pre-Requisites: Credit for JOUR 120 or consent of instructor.

Satisfies the Diversification in Arts requirement (DA).

The course requires significant time outside of class to work on projects, for conferences with the instructor and required field trips to film screenings and events. If you know that your condition or circumstances will impede your full participation and ability to meet course requirements, you should not take this course until you are prepared to be evaluated accordingly.

STUDENT LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

1. Produce various news videos and short documentaries independently or in groups that meet professional journalistic standards and ethics
2. Generate story ideas; research, gather and organize information; follow through on assignments; and meet deadlines
3. Develop basic knowledge and skills of digital video production including cinematography, sound and editing
4. Critically analyze news videos and documentaries produced by the mass media

COURSE CONTENT  

This class is rooted in journalism. Students will produce in teams or individually documentary
short videos about campus and/or community issues and events. The emphasis will be on learning by doing. You will have creative control over your individual projects from pre-production though post-production. The completed videos should be suitable for publication on the course YouTube channel, Ka ‘Ohana (campus newspaper) website and WCC website.

The course will have one main project of the student’s choosing. Students will be required to submit a written proposal, treatment or script, reflection paper and other deliverables (shoot schedule, shot list, synopses, transcripts, releases, etc.) for the project. Individual conferences throughout the project will be required with the instructor. Points will also be earned for contributing to other students’ projects (such as serving as crew).

Work-in-progress cuts and the final cut will be screened in class. The purpose of these sessions is to provide direct feedback for the director and to use projects as springboards for discussing relevant aspects of journalism, storytelling and video production. The quality of your critiques (both written and verbal) is as important in measuring your knowledge and understanding. You are expected to be honest yet considerate and tactful at all times. The class nurtures an environment where respect and creative exploration can flourish.

In addition to the project, there will be two oral presentations. In the first, you will present and then analyze a short documentary with the class. In the second, you will choose a topic related to video production (such as interviewing, depth of field, lighting, effects) and research and teach it to the class. Students are also encouraged to attend community screenings of documentaries.

Below is an outline of the course (subject to change):

<table>
<thead>
<tr>
<th>Week 1 – Jan. 9 and 11</th>
<th>Course introduction</th>
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<tbody>
<tr>
<td>Week 2 – Jan. 16 and 18</td>
<td><strong>Written proposal due</strong></td>
</tr>
<tr>
<td>Week 3 – Jan. 23 and 25</td>
<td>Pre-production and treatment writing</td>
</tr>
<tr>
<td>Week 4 – Jan. 30 and Feb. 1</td>
<td><strong>Treatment due</strong></td>
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<tr>
<td>Week 5 – Feb. 6 and 8</td>
<td><strong>Pre-production deliverables due</strong></td>
</tr>
<tr>
<td>Weeks 6-7 – Feb. 13, 15, 20 and 22</td>
<td>Production and post-production</td>
</tr>
<tr>
<td>Week 8 – Feb. 27 and March 1</td>
<td><strong>Work-in-progress #1 screenings</strong></td>
</tr>
<tr>
<td>Weeks 9-10 – March 6, 8, 13 and 15</td>
<td>Production and post-production</td>
</tr>
<tr>
<td>Week 11 – March 20 and 22</td>
<td>Women’s History Month Film Festival</td>
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*Spring Break is the week of March 26*

| Week 12 – April 3 and 5 | **Work-in-progress #2 screenings** |
Weeks 13-14 – April 10, 12, 17, 19  Production and post-production

Week 15 – April 24 and 26  Final cut screenings

Week 16 – May 1  Final deliverables due

STUDENT RESPONSIBILITIES
You are responsible for all writing, producing, directing, cinematography (except when conducting interviews) and editing of your project. You may have assistance in secondary responsibilities such as sound and lighting.

It is not permissible to have any outside film/video professional serving in any position on your projects. You will learn best by doing the work yourself. Keep your projects simple enough to handle in terms of the scope of production as well as the time allowed.

As the producer of your project, you will be expected to get releases, permits, licenses and other production paperwork for your projects. Projects should not have any materials in them that infringe on copyright law. This includes music as well as archival footage and stills.

As producers of your own work, you will own the copyright to your projects. However, all students must sign a course agreement at the beginning of the semester giving WCC an unlimited license to publish, use and distribute your work, including posting it online, submitting it to film festivals or using it for promotional purposes.

ASSESSMENT AND GRADING
All assignments will be graded on a point system. Your final semester grade will be made up of:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Possible Points</th>
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</thead>
<tbody>
<tr>
<td>Project (60 points total)</td>
<td></td>
<td></td>
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<tr>
<td>Written proposal</td>
<td>R 1/18</td>
<td>5</td>
</tr>
<tr>
<td>Treatment / script</td>
<td>T 1/30</td>
<td>5</td>
</tr>
<tr>
<td>Pre-production deliverables</td>
<td>T 2/6</td>
<td>5</td>
</tr>
<tr>
<td>Work-in-progress cut #1</td>
<td>T 2/27</td>
<td>5</td>
</tr>
<tr>
<td>Work-in-progress cut #2</td>
<td>T 4/3</td>
<td>5</td>
</tr>
<tr>
<td>Final cut</td>
<td>T 4/24</td>
<td>25</td>
</tr>
<tr>
<td>Reflection paper</td>
<td>T 5/1</td>
<td>5</td>
</tr>
<tr>
<td>Final deliverables</td>
<td>T 5/1</td>
<td>5</td>
</tr>
<tr>
<td>Contribution to other students’ projects</td>
<td>ongoing</td>
<td>5</td>
</tr>
<tr>
<td>Film analysis presentation</td>
<td>on assigned date</td>
<td>5</td>
</tr>
<tr>
<td>Teaching presentation</td>
<td>on assigned date</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>ongoing</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td></td>
<td>100</td>
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Video stories will be evaluated both on the strength of the storytelling and the technical execution.

The total points earned will be converted to the following grade at the end of the semester (note that these are whole grades; +/- will not be given).

- 90 – 100 points = A
- 80 – 89 points = B
- 70 – 79 points = C
- 60 – 69 points = D
- Below 60 points = F

**Attendance, absences and difficulties:** You are expected to attend all classes. This is crucial to understanding the work we do both inside and outside the classroom. Excused absences (for illness, jury duty, military duty, bereavement, etc.) must be cleared with me via email prior to or within 24 hours of your absence. You must provide documentation (doctor’s note, jury summons, etc.). I will make the final determination of whether the absence is excused.

Unexcused absences will count against your final grade. At the end of the semester, you will be awarded up to 25 attendance points based on the percentage of classes you attended. So if you have 4 unexcused absences during the semester, you will have attended 27 out of the 31 total classes or 87%. This would translate to .87 x 25 = 21.75 attendance points. Being tardy more than 20 minutes of class counts as an unexcused absence.

If you do miss class, it is your responsibility to obtain any missed material. If difficulties arise during the course, please see me before the problem affects your performance in the course. Waiting until the end of the semester does not work. We can work together to troubleshoot, but not if you allow the problems to linger and overwhelm you at the end of the semester.

**Deadlines and late work:** The journalism world is built on meeting deadlines. Moreover, this course is designed so that assignments build on one another. Thus missing an assignment or submitting it late will impact subsequent assignments. If you miss a deadline, you will be assessed a 5% late deduction for each class that the assignment is late, up to 25% of the assignment’s total worth. So if the assignment is worth 5 points and it is one class late, you can only earn up to 4.75 points. Two classes late, you can only earn up to 4.5 points. Three classes late, you can only earn up to 4.25 points. After 5 classes late, it will only be worth up to 3.75 points.

**Learning environment:** You are expected to maintain a supportive learning environment with appropriate behavior in class demonstrated by showing consideration for others, paying attention and focusing on specific tasks. Personal entertainment/communication devices must be turned off during class. Listening to music, web browsing, using your phone, text messaging, tweeting, social networking and email activities are prohibited, unless authorized under special circumstances. Violations will affect your participation grade.
Assignment specifics: All written assignments must be typed on a computer, using a standard 12-point font, double-spaced and with 1-inch margins on each side. Assignments turned in electronically must be done in Microsoft Word or as a .pdf. Student work will be published online at the class YouTube channel and may also be published on WCC’s student newspaper Ka ‘Ohana’s website and/or on the WCC website, among other outlets.

Academic honesty: Windward Community College follows the University of Hawai‘i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions, such as cheating and plagiarism. Plagiarism includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

To avoid plagiarism, you must give the original author credit whenever you use another person’s ideas, opinions, drawings, or theories as well as any facts or any other pieces of information that are not common knowledge. Additionally, quotations of another person’s actual spoken or written words; or a close paraphrasing of another person’s spoken or written words must also be referenced. Accurately citing all sources and putting direct quotations – of even a few key words – in quotation marks are required. Note that all information on the Web is copyrighted just as it is in print. Do not use any online information without attribution or permission.

A failing grade will be given on any assignment that has been plagiarized, and you will be reported to the Vice Chancellor of Student Affairs. The assignment must also be redone in order to pass the course.

Learning Resources
There are two textbooks recommended (though not required) for background reading:


The Bare Bones Camera Course for Film and Video (3rd edition) by Tom Schroeppel, Allworth Press, 2015 (printed book or e-book)

Both textbooks were required in the pre-requisite course JOUR 120. They are available at the WCC bookstore and Amazon.com. We will also use a variety of class handouts, hands-on training and tutorials.

Video Production Gear
Camera, lighting and audio gear will be available for students to borrow after showing proficiency in use of the gear via a certification quiz. We will primarily be using the Sony FS5
and Sony PXW-X70 XDCam cameras. Students must sign an agreement at the beginning of the semester acknowledging their adherence to course policies, including their liability when borrowing all equipment.

Computers and editing software (Adobe Premiere Pro) in Alakaʻi 102 and ʻĀkoakoa 238 will be available to students during set hours to use for their projects. **Students are responsible for purchasing their own portable hard drive (at least 500 GB with USB 3.0 or thunderbolt connection) to store media for projects.** You are also responsible for your own headphones and may want to purchase your own SD cards (SDXC Class 10 recommended).

The curriculum is based on Mac hardware and software. You are expected to be adequately familiar with the Mac Operating System prior to taking this course. If necessary, there are venues where you can learn about Macintosh operations/software such as the Genius Bar at the Apple Store ([http://www.apple.com/retail/geniusbar](http://www.apple.com/retail/geniusbar)).

**MY SUCCESS**

At Windward Community College, we want every student to be successful. MySuccess is a system-wide effort that seeks to connect students to campus supports early in the semester. If I feel you’re having difficulty in the class within the first few weeks of the semester (e.g. missing class, missing assignments), you will receive an email from me through MySuccess. The email will explain my concern and encourage you to make an appointment with me and other campus resources through MySuccess.

**DISABILITIES ACCOMMODATION STATEMENT**

*If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ʻAkoakoa 213 for more information or go online at: [https://windward.hawaii.edu/Disabilities](https://windward.hawaii.edu/Disabilities).*