San Joaquin Delta Community College District Course Syllabus

Course Information **Course Title and number:** DMedia 24 Digital Media Editing **Semester and Academic Year:** Spring 2023	**Section number: 31328, 31329**
Prerequisites: None. **Corequisites**: None. **Limitations on Enrollment:** None.	
Professor Information Name: Adriana Brogger Phone: 209-954-5831 Email: Adriana.brogger@deltacollege.edu * I will answer emails within 24 hours except for weekends or holidays. Emails sent after 4pm or a holiday will be replied to during normal business hours (9am-4pm) ** All observed breaks and District holidays will be observed in online classes.	**Units:** 3.0 This is a hands-on lab course.
Office: Shima building, room 146 on Stockton Campus Virtual office hours by appt using the link to the right.	Book online appt here
Online Resources: Canvas https://www.kwdc.fm (Password protected area: s146) SJDC Student Handbook	**Grading Option**: A-F or Inc This course does use the +/- system.
Format: This is a hybrid course that uses technology. In this model we are trying to serve: ● Those of you who want to be in class face-to-face. ● Those who need to join via Zoom but at the same time as those who are face-to-face. ● Those of you who have to watch recordings at your convenience. To achieve the goal of reaching all three groups, we will be using a camera and microphone for class sessions. Classes will be conducted using Zoom or other technology selected	Join our Zoom class here M, W 9:00am-10:20

by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments. We will be using the Owl camera, or other technology selected by your instructor, which may listen to you, view you and your surroundings, and record (including visual and audio recordings) all activities during the course. These recordings will be made available in our Canvas classroom for students enrolled in our class who wish to view them.

This is designed as a HyFlex course but it can be adapted to an online format in case a student or the instructor should need that for any reason during the course of the semester. In case of a medical emergency, natural disaster or some other unforeseen situation that causes us to not be able to meet in person, we will switch to an online course using our current Zoom and Canvas information.

Meeting Times: We will meet in person in Shima 146 on Mondays and Wednesday at 9:00am. If you are unable to meet that time, you can log in via Zoom at 9:00 am to join us remotely. If you can't meet us at that time, the meetings will be recorded and the recording will be available via Canvas. All people are responsible to be familiar with the course content presented during lecture and lab.

Course Description:

The course provides an introduction to the theory, terminology, and operation of single camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control and basic editing. This course focuses on the aesthetics and fundamentals of scripting, producing, directing on location, postproduction, and exhibition/distribution. Emphasis is placed on understanding and utilizing the three major phases of video production. (CSU)

Lab Hours: You will have to submit a total of **120 lab hours** at the end of this semester. Why do we have a lab hour requirement? You will gain relevant technical knowledge and skills needed to prepare for further education and or an education in Digital Media. This happens when we learn by doing. You will earn the lab hours by completing your assignments, signing up to help out with Digital Media department projects, and many other opportunities.

Lab Hours can be tracked on your own or via a Google form that Leo Marquez will give you access to.

Course Overview/ Objectives:
Our specific course objectives are many but they can be summed up with the following:

1. Demonstrate knowledge of software and web-based non-linear editing systems.

2. Demonstrate knowledge of platform selection, specifically selecting proper platforms to deliver content.

3. Demonstrate knowledge of why content spreads, specifically how to design to make media messages move and prompt engagement.

4. Demonstrate knowledge of critical thinking in relation to the capturing, editing, and presentation of digital media content.

5. Demonstrate knowledge of proper capture and recording techniques, including Rule of Thirds.

6. Demonstrate knowledge of packaging content for finalization and publishing to digital media platforms.

Students will successfully demonstrate basic skills in technical aspects of non-linear content editing.

Please note: **It is the obligation of the student to withdraw from the course.**

Important dates for spring 2023 Meeting dates: Class meets 1/16/2023- 5/19/2023

Census Date	**Last Drop No Penalty Date**
1/30/23	1/29/23
Refund Date	**Last Drop with W Date**
1/30/23	3/30/23

SJDC Digital Media Community Health and Safety Standards: San Joaquin Delta College has health and safety protocols, taking into account recommendations by local, state and national public health authorities, in response to the COVID-19 pandemic. As a member of our campus community, you are expected to abide by these.	Where can you find the latest safety protocols for SJDC? Right here
FERPA, Privacy, and Remote Instruction Syllabus Statement Moving education from a face-to-face to online modality presents some privacy concerns. In a distance learning environment, the federal law FERPA (which is a federal privacy law protecting students) continues to remain in effect, but students should think about their role in supporting the privacy of fellow students. As this course transitions to increased remote interactions, you should beware that shared pictures, written assignments, videos, emails, blog posts, discussion boards, etc. remain part of the content of the course, just as it would if it were shared in the face-to-face classroom setting. While the privacy of those posts cannot be guaranteed, the expectation is that	Where can you find more information about student confidentiality at SJDC? Here

each member of the class not reshare beyond or outside of the class. The Family Educational Rights and Privacy Act (FERPA) (see 20 U.S.C. § 1232g and 34 CFR Part 99) protects personally identifiable information (PII) from students' education records from unauthorized disclosure. So what does that actually mean? This means that I will only communicate with the enrolled student not a parent, spouse or other individual, unless the student has authorized it.	

Canvas/Online Technology Statement Most common issues with Canvas are related to using an unsupported browser or browser version. Supported Web Browsers with Canvas include **Google Chrome, Microsoft Edge, Firefox, and Safari**. Please **DO NOT** use Internet Explorer with Canvas. Safari is supported but users often report issues with the Safari browser, so avoid using it, if at all possible.	If you have questions on how to use Canvas and would like help logging in or need tutorials, please visit this page [Canvas Overview for Students](#).
Academic Integrity Statement All work in this class is expected to be your own, completed by you specifically for this class. I am dedicated to nurturing an inclusive and academically excellent community, which can only flourish with honesty, trust, and mutual respect. You should submit your own work in all classes, including distance education classes conducted via Zoom. This includes not using chatGPT and other AI systems that may challenge academic integrity. It is expected that you do your own work to the best of your ability. Anything less undermines the worth and value of our intellectual work, and the reputation and credibility of the Digital Media department and San Joaquin Delta College	
Plagiarism Policy Statement Plagiarism is using another person's words or ideas without giving credit to the original creator. It is not okay and if you plagiarize you can face serious consequences. Students who are found to have cheated or committed plagiarism may face disciplinary action under the [College's Student Conduct Code](#). There are lots of ways to avoid plagiarism, including starting your work early, getting support from me, getting feedback and guidance from [the Writing Success Center](#) and the [SJDC library plagiarism prevention guides](#). [Self-plagiarism is also something you must be aware of.](#)	[Plagiarism Prevention Resources via the Goleman Library](#)

Tolerance Policy In this classroom, we respect and understand that all people are welcome here. We have a **zero-tolerance** policy for discrimination of any kind. Everyone has a right to be here without regard to race, color, religion, language, pregnancy, ancestry, age, gender, national origin, sexual orientation, gender identity, gender expression, mental or physical disability, genetic information, marital or veteran status. Discrimination includes all derogatory, inappropriate, and negative incidents including, but not limited to, words and actions based in personal biases related to race, color, gender, gender identity, national origin/ancestry, citizenship, religion, age, maternity, marital status, indigenous status, social origin, disability, sexual orientation, membership in organizations, and political affiliation.	

Disability Accommodations If you have a hidden or visible disability that may require classroom or test accommodations, please email me with the best way to help you. If you had a 504 plan or IEP in high school, or some other accommodation, you might benefit from extra support. To get started with this please register with the Disabled Support Programs and Services (located in the DeRicco Student Services Building or click the link to the right). This office is responsible for coordinating accommodations and services with different abilities.	You can access [DSPS online resources here](#).
Self-Care, Mental Health & Wellness At Delta College, our faculty and staff understand that students may at times experience issues or life circumstances that can be overwhelming and cause barriers to learning such as strained relationships, increased anxiety, depression, alcohol/drug concerns, difficult concentrating and/or lack of motivation. Delta College offers many support services to assist you with these or any other concerns you may be experiencing. If you, or anyone you know are suffering from any challenges, reach out for support. I am not an expert but I can connect you to someone who is.	Confidential counseling services are available through the [Counseling Center](#). Other useful resources can be found on the college's [Health & Wellness website](#). **We also have a module with wellness links in our Canvas classroom.**

Land Acknowledgement: the following statement was prepared by and in conjunction with local Indigenous elders and SJDC Professor Mario Moreno. We acknowledge that San Joaquin Delta College serves students and the community on the unceded ancestral homeland of indigenous peoples, including the Yokuts [yoh-kuts], Plains Miwok [mee-wuck], Patwin [PAT-win], and Nisenan [nish-n-non]. This land remains inseparable from its aboriginal stewards. As guests, we recognize that we benefit from living and working on their traditional homeland, and we wish to pay our respects by acknowledging the ancestors, elders and relatives of the	To learn more about the First People of this area [please](#) [watch this documentary.](#)

Yokuts [yoh-kuts], Plains Miwok [mee-wuck], Patwin [PAT-win], and Nisenan, including by affirming their sovereign rights as First Peoples. We remain grateful for the rich culture, languages, contributions, and heritage of the First Nation peoples who lived here and loved here, who raised their families here, who cared for land and life here, who are buried in many marked and unmarked places here, and who remain here despite acts of genocide, assimilation, and forced removal. Let us honor them, this land, and all life in our thoughts, words, and actions in this place.	
Students Rights and Responsibilities	Use this link for access to the [student's handbook PDF](#).
Active Minds SJDC has a campus club that focuses on health and wellness called [Active Minds](#). We meet on Wednesdays at 1:30pm via Zoom during regular semesters. Stay tuned for more information about this semester's schedule. I am one of the club co-advisors and I aim to be a safe space to discuss wellbeing concerns. Again, I am not a mental health professional but I can put you in touch with someone who is.	You can follow the SJDC Active Minds page on Instagram [here](#).

Attendance Policy Statement This is a fully online asynchronous course but in compliance with AP4110 students who do not complete three check-in assignments within the first week of the course may be dropped. SJDC has unfortunately been impacted by bot or pseudo students during the move to online courses. Due to this problem impacting our real students, I will be requiring check-in assignments for all students and dropping those who do not complete them. Students who are dropped may request a meeting with the instructor to request reinstatement.	You must complete a weekly participation check-in via a Google form to let me know that you are still actively participating in this class. Students must complete the form regardless of how they participated: live, Zoom or watched later. You only have to complete the form once a week. Here is the form: https://forms.gle/CnTyoukQPTa6f69W9
Late Work Statement Late work is not accepted expect in cases of extenuating circumstances. This will help keep us all on time. Digital Media production studios/radio stations/television stations/newsrooms/sets are deadline driven industries. Your ability to meet the deadline is part of the grade you earn.	

Quizzes are taken via Canvas. All audio projects should be submitted as MP3 audio files and video files should be MP4s via the Canvas learning management system.	
Feedback, edits and peer review: Feedback is a critical component to the work we do. Critically listening to your peers work and your own is very important skill to improve your work with each edit. For this reason you should know upfront that we will be listening to your work during class. We will evaluate it according to our rubric and give you notes for editing. Edits should be submitted one week after the original due date. You can have as many edits as needed to improve your work. If you choose to not make your edits after the one week period, you will earn the original score you got.	

Final Exam for this course: Monday 5/15/23 from 8am-10am

Method of Evaluation and Grading Options
Student grades will be calculated using the following criteria:

As we pursue learning together, I strive to keep the following guiding principles (inspired by The Chronicle of Higher Education):

Put people first. As we learn human-centered design in this course, I hope we practice empathy and be aware that our own reality (day-to-day life) can be imposed upon others whose lives may differ drastically from ours, without even realizing it. Make room for humanity.

Stay informed. We will keep ourselves educated about the development of the public health situation and make informed decisions about our personal, social, and professional lives.

Communicate early and often. Even when we are physically and socially distancing to help stop the spread of virus, we can remain connected through various communication platforms. Always reach out if you need anything necessary to support your learning and own well-being.

Celebrate accomplishments. Any achievements, major or minor, during this time is a testament to your dedication and perseverance. We will enable a culture of celebration in this class. Share with me your successes (and failures) and I will acknowledge them however you prefer.

Take care of yourself. Get enough rest, food, exercise, and anything you need to keep you in a positive mood and good health. If you don't feel well, do not force yourself through the course work.

Schedule of Topics & Readings

Actual dates for lectures and tests can be seen on Canvas using the assignments or calendar function.

Class Assignments: We will be using Adobe Creative Cloud as our main software editing tool.

Quizzes: 3 (10 points each) 30 points

Syllabus Acknowledgement 10 pts

Editing film response: 10 pts

Audio Edits: 75 pts

Video Edits: 75 pts

Motion Graphics: 75 pts

Content Selection Analysis Response: 50 pts.

Midterm: Take the Certiport Adobe Test 75 pts

400 points total

Points-Based In a points-based system, each assignment, quiz, etc., is given a point value. The final grade is determined by adding up all the points earned and comparing it to a grading

standard. This is a points-based class.

Let's have a productive semester together!

(The instructor reserves the right to modify this syllabus throughout the semester, if necessary.)