ART 3353-621 and 622
Film/Video Editing
Fall 2020

Class. Section 621: Tuesday-Thursday 5-7:40pm, 318 E Starr Ave (Film Bldg.)
Class. Section 622: Monday-Wednesday, 8-10:40am
Instructor: Sherwood Jones, (Sherwood1138@gmail.com)
Phone: (818) 694-0448
Office Hours: M 10am – noon; TWTh 10am-12:30pm , Also meetings can be scheduled by appointment in person or zoom, Room 208, Film Bldg.

Course Description: Film/Video Editing is a class where students will learn about the technology, history, and art of film editing in the digital nonlinear environment. Students will be able to edit using existing footage to practice editing narrative, documentary, music video, and trailer-style editing. Students may use school computers running Premiere Pro or use their home computers using Premiere, Da Vinci Resolve, Apple Final Cut Pro, or Avid Media Composer. Students not exposed to Avid software will also get a chance to work with that as an introduction.

Required Software/Hardware: External Hard drive, 500GB(minimum), 7200rpm, USB 3.0.

Grades:
Grades are determined on the following breakdown:
- Editing Project 1: 15%
- Editing Project 2: 15%
- Editing Project 3: 15%
- Editing Project 4: 15%
- Editing Project 5: 15%
- Midterm exam & final: 25%

Class attendance: Attendance/participation in this class is mandatory and will be recorded. Three (3) absences will result in a student’s final grade lowered by one letter grade. Four (4) absences will result in a failing grade. A student displaying numerous late arrivals or leaving the class early will be recorded as absent.

Exams:
Two exams (one midterm exam & a comprehensive final) will be given.

COVID 19 PROTOCOLS
Masks (cloth face coverings) must be worn over the nose and mouth at all times in this class and appropriate physical distancing must be observed. Students not wearing a mask and/or not observing appropriate physical distancing will be asked to leave the class. All incidents of not wearing a mask and/or not observing appropriate physical distancing will be reported to the Office of Student Rights and Responsibilities. Students who are reported for multiple infractions of not wearing a mask and/or not observing appropriate physical distancing may be subject to disciplinary actions.


S.F.A. Class Attendance and Excused Absence Policies Class Attendance: Regular and punctual attendance is expected for all classes, laboratories, and other activities for which a student is registered. Attendance policies shall be stated in the syllabus. For those
classes where attendance is a factor in the course grade, an accurate record of attendance shall be maintained. Regardless of attendance, the student is responsible for course content and assignments.

**Excused Absences:** Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Students are responsible for providing satisfactory documentation in a timely manner to the instructor for each absence. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with acceptable excuses may be permitted to make up work for a maximum of three weeks’ worth of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make up work must be completed as soon as possible after returning from an absence in accordance with the course syllabus. In the case of absences caused by participation in university-sponsored events, announcement via mySFA will constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for academic affairs an explanation of the absence, including the date, time and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on mySFA.

**S.F.A. Academic Integrity Policy Definition of Academic Dishonesty:** Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: 1. Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; 2. Falsification or invention of any information, including citations, on an assignment; and/or: 3. Helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism include, but are not limited to: 1. Submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; 2. Submitting a work that has been purchased or otherwise obtained from the Internet or another source, and: 3. Incorporating the words or ideas of an author into one’s paper or presentation without giving the author due credit.

**Procedure for Addressing Student Academic Dishonesty:** A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure: 1. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process. 2. After hearing the student(s)’ explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions. 3. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student’s major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student’s record and shall remain on file with the dean’s office for at least four years. 4. Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination. A student’s record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University. Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

**Student Appeals:** A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (A-2). To see the complete policy, go to: http://www.sfasu.edu/policies/academic_integrity.aspS.F.A.

**Withheld Grades Semester Grades Policy:** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.