

Education, Behavioral Sciences, & Humanities

1400 Tanyard Road, Sewell, NJ 08080

856-468-5000

# COM 216 – Foundations of Media Production

Syllabus

Lecture Hours/Studio/Credits: 2/2/3

## Catalog Description

*Pre or Co-requisite:**ENG 101*

This introductory hands-on course will familiarize students with filmmaking techniques in preparation for more advanced production courses. Through a series of assignments and exercises, students will employ a range of media production techniques designed to provide practical experience with collaboration, pre-production planning, DSLR camera operation, lenses, composition, lighting and editing during the post-production process to create a final film project.

## Textbook and Course Materials

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at [rcgc.bncollege.com](http://www.rcgc.bncollege.com/).

## Evaluation Assessment

### Grading Distribution

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

* In-class Quizzes
* Assignments - Film Projects
* Final Project
* Participation (team work)
* Final Exam

### Grading

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

# Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. Written and Oral Communication: Students will communicate effectively in both speech and writing.
2. Quantitative Knowledge and Skills: Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. Scientific Knowledge and Reasoning: Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. Technological Competency: Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. Society and Human Behavior: Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. Humanistic Perspective: Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. Historical Perspective: Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. Global and Cultural Awareness: Students will understand the importance of a global perspective and culturally diverse peoples.
9. Ethical Reasoning and Action: Students will understand ethical issues and situations.
10. Information Literacy: Students will address an information need by locating, evaluating, and effectively using information.

## COM 216 Core Competencies

This course focuses on three of RCSJ’s Core Competencies:

* Global and Cultural Awareness
* Written and Oral Communication
* Technological Competency

# Student Learning Outcomes: Foundations of Media Production

| Successful completion of COM 216 will help students: | RCSJ Core Competencies | Evaluation / Assessment (Additional means of evaluation may be included by individual instructors) |
| --- | --- | --- |
| Demonstrate a fundamental knowledge of film production technologies including digital single reflex (DSLR) camera operations, composition, light metering, lens choice, determining depth of field, exposure, continuity editing, as well as a fundamental understanding of film and its general production history. | Global and Cultural Awareness  Written and Oral Communication  Technological Competency | In-class Quizzes  Assignments - Film Projects  Final Project  Participation (teamwork)  Final Exam |
| Apply basic cinematic storytelling techniques to the creation of short narrative exercises produced in class. Students will demonstrate their understanding of these concepts through appropriate preproduction exercises. | Global and Cultural Awareness  Written and Oral Communication  Technological Competency | In-class Quizzes  Assignments - Film Projects  Final Project  Participation (teamwork)  Final Exam |
| Utilize organizational strategies, project planning and management techniques to produce a series of group assignments, which stress productive collaboration and professional competencies. Through group collaborations, students will gain a better understanding of the human dimension of film production and the importance of good interpersonal communication skill in production practice. | Global and Cultural Awareness  Written and Oral Communication  Technological Competency | In-class Quizzes  Assignments - Film Projects  Final Project  Participation (teamwork)  Final Exam |
| Coordinate and carry out the post-production of short projects, demonstrating their understanding of basic editing theories, digital editing software, hardware, web-based media technologies and proper digital media management. | Global and Cultural Awareness  Written and Oral Communication  Technological Competency | In-class Quizzes  Assignments - Film Projects  Final Project  Participation (teamwork)  Final Exam |

# Topical Outline

|  |  |
| --- | --- |
| Introduction / Review of Syllabus / eLearning Class Webpage / Equipment Rules and Lab Hours / Camera and tripod Demonstration ( DSLR Kit) | “READINGS AND SCREENINGS” eLearning and Blackboard |
| Quiz #1 on Week Two readings and screenings  **Topic:** (review) Shot Composition, Master Shot/Coverage, 30rule, 180rule, shot types, deep-space, Lens types  ***In class practical:*** 30-minute shoot. 5 shot “scene” – Format hard drives, archive footage. Form groups of 5 (count off 1-  2-3-4-5) | “READINGS AND SCREENINGS” eLearning and Blackboard |
| Quiz #2 on Week Three readings and screenings  ***In class practical:*** Edit lab rules, computer operation, Introduction to Adobe Premiere: import footage, basic edits, rearrange, transitions, export, file management, organization. Post on Vimeo. | “READINGS AND SCREENINGS” |
| Quiz #3 on Week Four readings and screenings  **Topic:** Lighting  ***In class practical:*** 3-point lighting set up and ratios. Each group of 5 shoots 3 different lighting set ups: High, Low,  Back/silhouette - 2 ratios each. Six shots total, using direction, intensity, F-stop variations. Slate with lighting technique and f-stop. Five seconds each shot. Each group will post only ONE video on Vimeo. | “READINGS AND SCREENINGS” Each group come to Class 5 with a 30-word dialogue script to record. |
| Quiz #4 on Week Five readings and screenings  **Topic:** Sound recording, H4N, shotgun microphone, booming  ***In class practical:*** Each group of 5 tells a story with sound. Sound recording: short dialogue (30 word script), INT, EXT,  ambient/room tone, recorded sound effect, and recorded foley | “READINGS AND SCREENINGS” |
| Quiz #5 on Week Six readings and screenings  **Topic:** Sound Editing: importing, mixing, levels, downloading music, FX, use key frames, fade in/out  ***In class practical:*** Edit sound: music, dialogue, foley. Post on Vimeo. | “READINGS AND SCREENINGS” |
| Quiz #6 on Week Seven readings and screenings  **Topic:** Screenwriting and narrative storytelling. Pre-visualization  Link: Free Script Software - http://celtx.com  ***In class practical:*** Celtx demo and screenplay formatting | “READINGS AND SCREENINGS” Each group writes a master shot scene. |
| Quiz #7 on Week Eight readings and screenings  ***In class practical:*** On set protocol, crew duties, slating, script readings, pre-visualization materials due for workshop. | “READINGS AND SCREENINGS” |
| Quiz #8 on Week Nine readings and screenings  **Topic:** Editing the 1-minute master shot scene. Synchronize sound. Titles. Post to Vimeo. | “READINGS AND SCREENINGS” Prepare documentary pitch. Prepare interview questions. |
| ***FORM NEW GROUPS OF FIVE FOR DOCUMENTARY***  Quiz #9 on Week Ten readings and screenings  **Topic:** Documentary styles and techniques, view short documentaries. | Shoot documentary in groups of four. |
| **MEET IN EDIT LAB**  Edit documentary in groups of two. Post to Vimeo. | “READINGS AND SCREENINGS” Plan Experimental film. |
| **MEET IN EDIT LAB**  Quiz #10 on Week Twelve readings and screenings  ***In class practical:*** Crowdsource experimental film: concept (4 random words from poetry book), 20 camera phones. Each person takes shots, import all shots onto one hard drive or Google Drive, import all photos, random timeline, volunteers create soundscape, import soundscape, export to Vimeo. | Shoot Experimental film. |
| **MEET IN EDIT LAB**  Edit experimental. Post to Vimeo. | (study for final) |
| **Final Exam** |  |
| **RCGC Film Festival / Screening of Final Films** |  |
| **RCGC Film Festival / Screening of Final Films** |  |

# Affirmative Action Statement

The Board of Trustees is committed to providing an educational and workplace environment free from unlawful harassment and discrimination. All forms of employment and educational discrimination and harassment based upon race, creed, color, national origin, age, ancestry, nationality, marital or domestic partner or civil union status, sex, pregnancy, gender identity or expression, disability, liability for military service, affectional, or sexual orientation, atypical cellular or blood trait, genetic information (including refusal to submit to genetic testing) are prohibited and will not be tolerated.

For questions concerning discrimination contact Almarie J. Jones, Executive Director, Diversity and Equity, Affirmative Action/Title IX Officer at 856-415-2154 or [ajones@rcsj.edu](mailto:ajones@rcsj.edu). For disability issues, contact Dennis M. Cook, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or [dcook@rcsj.edu.](mailto:dcook@rcsj.edu.)

## Department of Special Services

The Department of Special Services, located in the Instructional Center, room 425A, welcomes students of all abilities. The staff members in Special Services are committed to providing support services and ensuring equal access to eligible students with documented disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA).

To maximize the potential of eligible students who self-identify, the Special Services staff provides an array of support services which may include extra time for tests and quizzes, testing in a separate location, advisement, interpreters, scribes, tutors, assistive technology (such as magnification devices and audio amplification), touch screen computers, audio books and notetaking assistance.

As students embark on their academic journey, they are encouraged to meet with staff members to identify, develop and implement support services that are in accord with their individual academic needs. Students are also encouraged to make use of other college support services that are available to all RCSJ students currently enrolled in credited academic courses, such as tutoring services and the college library, which offer online information research and other materials needed to complement their studies.

Students registered with the Department of Special Services and who plan to earn an associate degree, further their education and transfer to a four-year institution, or enter the workforce, are encouraged to choose a corresponding program of study (college major) as soon as possible. The Special Services staff assists enrolled students with additional support that focuses on advancing students through their selected programs of study towards a goal of graduating.

Students who request academic support from the Department of Special Services can be assured that confidentiality will always be maintained. Accommodations are provided to address the special needs of individuals with disabilities under Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 together with the ADA Amendments Act of 2008 (ADAAA). Under these acts, the office advocates a user-friendly campus for accessibility and a learning-friendly campus for academic success. For more information or to schedule an appointment to meet Special Services staff, please call 856-415-2265 or click here for [RCSJ.edu/SpecialServices.](http://www.rcsj.edu/SpecialServices/gloucester)

## To Register with Special Services

Students must follow these steps:

* Complete and submit the Student Profile form. Click here for the [Student Profile Form](https://www.rcsj.edu/SpecialServices-site/Gloucester-site/Pages/Student-Profile-Form.aspx).
* Submit documentation detailing the student’s disability. Support services will not be granted without documentation specifying the student’s disability. Documentation should include the following information:
  + Diagnosis with written evaluation of current disability;
  + Date the student was diagnosed;
  + Tests used to reach diagnosis;
  + Credentials of the medical professional conducting evaluation
  + How the disability affects daily activities and/or academic performance.
* By clicking on the following links, students can download the [Special Education Records Release Form](https://www.rcsj.edu/SpecialServices-site/Gloucester-site/Pages/Special-Educations-Records-Release-Form.aspx) and/or Medical Release Form to present to their medical care professional.
* Contact the Special Services office to schedule a meeting with a staff member.
  + Students should schedule a meeting after submitting the [Student Profile Form](https://www.rcsj.edu/SpecialServices-site/Gloucester-site/Pages/Student-Profile-Form.aspx), proper documentation and completing the College’s placement test. (Click on [Special Accommodations for Placement Testing](https://www.rcsj.edu/SpecialServices-site/Gloucester-site/Pages/Placement-Testing.aspx) to determine whether student should arrange his/her placement test through the Special Services office or the general Testing Center.
  + During the meeting, the student and staff member will discuss his or her disability and determine eligible accommodations.

## Accommodations

Students who qualify for accommodations are encouraged to register with the Department of Special Services at RCSJ before they begin their academic career at Rowan College. This allows students to take advantage of any special accommodations and auxiliary aids that they might need and be eligible to receive.

* **Special accommodations** include but are not limited to extended time on tests, private test rooms to complete tests with the assistance of a reader or scribe, as well as a distraction-free test room.
* **Auxiliary aids**include but are not limited to note takers, tape recorders, large display calculators, interactive calculators, desktop magnifiers, large-screen computer monitors, touch-screen computer monitors, touch-screen laptop computers and JAWS® software. More information about adaptive technology can be found on the [technology](https://www.rcsj.edu/SpecialServices-site/Gloucester-site/Pages/Assistive-Technology.aspx) link. Students are responsible for identifying which accommodations and auxiliary aids they require for academic support.

## Confidentiality

Students who register with the Department of Special Services are assured that their information is kept confidential.

In addition, the student's transcript will not indicate that the he or she is registered with the Department of Special Services. The student's specific special need is not disclosed to the student's instructors. However, accommodation letters are sent to each of the student’s professors if the student needs testing accommodations or accommodations in the classroom. It is the student's choice whether or not to disclose the specifics of his or her special need.

**RCSJ – Gloucester – Main Campus**

**Reporting Allegations of Sexual Assault and Resource Referrals**

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. You can report sexual assault to any of the following offices listed in the chart below. **rev. 8/2019**

All students are encouraged to report alleged crimes on campus. Crimes that pose a threat to the campus community must be reported to 9-1-1, Security, the Sheriff’s Office or the Deptford Township Police Department. All employees, including Security staff, must report incidents of discrimination, harassment or sexual misconduct to the Title IX Officer.

| **Service** | **Resource** | **Phone Number/Location/Website** |
| --- | --- | --- |
| **Non-Confidential**  **Reporting**  Local Law Enforcement | Gloucester County Sheriff’s Office  Deptford Township Police Dept.  Gloucester County  Prosecutor’s Office | **856-681-2200**  **856-845-2220**  **856-384-5500** |
| **Non-Confidential**  **Reporting**  **9-1-1** and  **Campus**  **Security** | **9-1-1** Gloucester County  Emergency Management Dispatch  Campus Security  **Blue Light Emergency Phones or text. 4444 from any campus desk phone** | **9-1-1 or push RED button on**  Campus **Blue** **Light** Emergency Phones  **856-681-6287** |
| **Non-Confidential** On-Campus  Reporting  Support Services | Almarie J. Jones  Special Assistant to the President  **Diversity and Equity/Title IX and Compliance**  John F. Ryder  Director  **Student and Veteran Affairs** | **856-415-2154**  **College Center, Room 116**  [**ajones@rcsj.edu**](mailto:ajones@rcsj.edu)  **856-468-5000, ext. 6456**  **College Center, room 202**  [**jryder@rcsj.edu**](mailto:jryder@rcsj.edu) |
| **Confidential**  On-Campus  Counseling and  Support Services | Lois Y. Lawson-Briddell, Ph.D.  MSW, LSW, Director  William Leonard, Ph.D.  Intervention Teams Consultant  **Counseling & Wellness Services Center**  Crystal Noboa, LSW, MSW  Director, The Center for  **People in Transition (PIT)**  Diane Mussoline, EdS, LMFT  **Director of Behavioral Services** | **856-464-5236** [**lbriddell@rcsj.edu**](mailto:lbriddell@rcsj.edu)  **College Center, Room 206**  **856-415-2119** [**wleonard@rcsj.edu**](mailto:wleonard@rcsj.edu)  **College Center, STEM Office C-168**  **856-415-2264 cnoboa@rcsj.edu**  **College Center (lower mezzanine)**  **856-494-5665 dmussoli@rcsj.edu**  **College Center, Room 200A** |
| **Confidential**  Non-Campus  Full-Service  Support | **Center for Family Services**  **Services Empowering**  **Rights of Victims (SERV)** | **1-866-295-SERV (7378)**  **Camden and Gloucester counties**  [**centerffs.org/serv**](https://www.centerffs.org/serv) |