ICS 123 Introduction to Digital Audio and Video Production

Instructor: Michael Kato
Effective date: Spring 2016
Credits: 3
CRN: 61112
Office: Hale Palanakila 101 - **Phone:** 236-9296 - **Email:** katomich@hawaii.edu
Office hours: Online (*by appointment*)

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.

ICS 123 DAYS AND TIME

Course Alpha & No.	CRN	Days & Time	Room	Dates
ICS 123	61112	Online Asynchronous	WWW	1/11/16 – 5/13/16

CATALOG DESCRIPTION

ICS 123 Introduction to Digital Audio and Video (3)
This is an introductory course covering concepts and skills of working with digital audio and video including recording, editing and publishing online.

Recommended Preparation
Intermediate computing skills including file management and common computing skill including cut, copy, paste, open/save files, web search and ability to independently access technical support through online forums.

Course Competencies
1. Record audio media
2. Edit audio media
3. Record video media
4. Edit video media
5. Publish audio and video content online ethically

STUDENT LEARNING OUTCOMES & ASSESSMENT

1. Record, edit and produce digital audio.
2. Produce a digital video project to communicate an effective message.
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.

STUDENT LEARNING OUTCOMES & ASSESSMENT

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
1. Record, edit and produce digital audio.	Assignments 3-4, All Projects	All Projects	Discussions 2-3	Modules 1.1-1.8
2. Produce a digital video project to communicate an effective message.	Assignments 6-7	Projects 2-4	Discussions 5,7,8,9	Modules 2-3
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.	Assignments 2-7	All Projects	All Discussions	All Modules

ASSESSMENT, TASKS, AND GRADING

Course Content	Percent of Final Grade
Projects: There will be a total of *4 Projects* assigned in this course, which will account for **38%** of your final grade. *All projects must be completed by the assigned due dates. Late work will not be accepted.*	40%
Assignments – There will be a total of *7 Assignments* administered throughout the semester. The *Assignments* will account for **35%** of your final grade. *All Assignments must be completed by the assigned due dates. Late work will not be accepted.*	36%
Discussions & Class Exhibits: There will be a total of *8 Class Discussions* posted in Laulima. The *Discussions* will account for **27%** of your final grade. *All discussions must be submitted by the due dates. Late work will not be accepted.*	24%
Total	*100%*

Grading
Final course grades will be calculated from a grading scale of 100 possible points.

Grade	Percentage Points
A	90%-100% of 100 possible points
B	80%-89% of 100 possible points
C	70%-79% of 100 possible points
D	60%-69% of 100 possible points
F	Below 60% of 100 possible points

Attendance & Active Participation
Attending class regularly is essential to succeeding in this course. For distance learning courses, attendance is checking into Laulima at least once a week and completing the assigned work for each week. *Students who are bordering in-between grades will automatically be given the higher grade if they*

have shown a regular presence in the Laulima and have been actively participating in the online discussions.

Incompletes & N grades
Incompletes or *N grades* will NOT be given in this course. *You must take responsibility to complete the course or withdrawal.*

MySuccess Tool
At Windward community college we want every student to be successful. MySuccess is a system wide effort that seeks to support students early in the semester when they first begin experiencing difficulty in class. If I feel that you're having difficulty in my class within the first few weeks of the semester (e.g. missing class, missing assignments, or low test scores) and working together to address your challenges shows that you would really benefit from being connected to resources outside of the classroom, I may refer you to your assigned counselor. Once referred, MySuccess will:

1. *Call you and send an email to your Hawaii.edu account to let you know about my referral; and*

2. *Have a Counselor follow up with you by phone or by email to find out what kinds of help you might need and connect you with the necessary resources to help you devise a strategy for success.*

I will not refer you without telling you. However, if I do refer you, know that I am doing so in an effort to connect you with all of the help you may need to do well this semester as your success is important to me.

IMPORTANT DATES

- January 11, 2016 - *First Day of Instruction*
- January 18, 2016 - *HOLIDAY – DR. Martin Luther King Day*
- February 1, 2016 - *Last day to withdraw without a "W" grade*
- February 15, 2016 - *HOLIDAY – Presidents' Day*
- March 21-25, 2016 – *SPRING BREAK*
- March 29, 2016 - *Last day to with a "W" grade*
- May 4, 2016 - *Last Day of Instruction*
- May 9-12, 2016 – *EXAM PERIOD*

SOFTWARE, HARDWARE & LEARNING RESOURCES

Audacity: Audacity is an audio editing software application that can be downloaded for free from http://audacity.sourceforge.net/download/. Audacity will be used for completing various assignments and projects in this course.

Adobe Premiere: Adobe Premiere Elements Premiere Elements 14 is a video editing software application and will be used for completing various assignments and projects in this course. Adobe Premiere Elements can be purchased and downloaded from Adobe.com for approximately $79-$119. Important Note: Be sure to purchase the Student and Teacher version, which also includes Premiere Elements. The prices have been known to change weekly. At the time of this posting the software bundle was listed at $79. The price is still the same as just purchasing Photoshop Elements alone.

In addition, there will be a number of Photoshop Elements (older versions) installed in the computer labs in Palanakila 124. Please contact me for the lab hours if you are interested in using a computer in the lab.

Important Note: Adobe frequently offers Student/Teacher discounts on their software bundles. These bundles are often $10 more in price, but include an additional software application.

*Additional Note: You <u>do not</u> have to use, download, or purchase **Audacity & Adobe Premiere** to complete this course. You may use an application that you have access to and/or are already familiar with. Please be aware that the majority of the course Modules, Assignments, Tutorials, and Projects are based around the software applications mentioned above. If you do not use **Audacity** and **Adobe Premiere**, you will be responsible for learning the skills necessary to complete the requirements of the course using the software you have chosen to work with.*

Cameras: You will be required to provide your own video camera to compete this course. *A video camera on a smart phone will be more than adequate to complete the Assignments and Projects for this course.* If you are interested in borrowing a video camera, contact me and we can work out the arrangements for checking out and borrowing equipment. There are ***brand new*** cameras that are available for ICS 123 students to checkout from the library.

Microphones: While it is suggested that you use an *external mic* (e.g. USB, Bluetooth), you can also use a recording/dictation app from a smart phone or the *built in mic* in your computer's operating system. If you are interested in borrowing an external microphone, contact me and we can work out the arrangements for checking out and borrowing equipment. They are also located in the library.

Laulima: Laulima is an online course management system and will be used to post the Course Schedule, Assignments, Discussions, Projects, Modules, Announcements, and any relevant information pertaining to the class. https://laulima.hawaii.edu/portal Please check the Laulima Announcements regularly to make sure you are keeping up with the pace of the course and are aware of any upcoming deadlines.

<div align="center">**POLICIES**</div>

Late Work
All Course Work must be completed by the assigned due dates. <u>*Late work will not be accepted*</u>. If you are late in submitting any course work, there will be extra-credit opportunities posted throughout the semester to make up for lost points or to add insurance points toward your final grade.

Important Note: Exceptions for accepting late work will be made at the discretion of the instructor in the event of unforeseen circumstances (e.g. illness, housing, death in family) that may occur during the semester.

Communication
Communication is *vital* to succeeding in this course. You will be notified well in advance regarding course work that will be due from week to week. It is *crucial* that you review the *weekly* Laulima Announcements and check your email on a *regular* basis.

Technical Support

Due to the online format and the countless variables (e.g. computer platforms, OS) from computer to computer, you will be *responsible* for resolving any technical issues you may occur throughout the semester. The following online forums are excellent resources for resolving technical issues and learning various production techniques.

- *Audacity* - http://forum.audacityteam.org/
- *Adobe Premiere Elements*
  - Chat Support - https://helpx.adobe.com/contact.html?step=PRE
  - Forum Support https://forums.adobe.com/community/premiere_elements

If you are not using Audacity or Premier Elements, it is suggested that you do an online search of user groups that specialize in the software application you are using.

Community Guidelines
All students in ICS 123 will be *expected* to follow the *Community Guidelines of Youtube* (see below) when participating in class Discussions and submitting Assignments and Projects for this course. https://www.youtube.com/t/community_guidelines

DEVIATIONS FROM THESE GUIDELINES WILL BE CONSIDERED A **VIOLATION OF THE WCC STUDENT CONDUCT CODE.** http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

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 'Akoakoa 213 for more information.

Academic Dishonesty—Cheating and Plagiarism
Students assume *full responsibility* for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted files, work, examinations, reports, and projects must be that of the student's own work. See the Windward Community College catalog for details. Students shall be guilty of cheating if they:

- Represent the work of others as their own (plagiarism).
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.

A NOTE FROM THE INSTRUCTOR

Please do not hesitate in contacting me anytime during the semester (email is best) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and respond to all emails promptly. I am also available to meet through face-to-face, phone, and online appointments. In addition, *please* contact me during the semester if there are *unforeseen circumstances (e.g. illness, housing, death in family)* that may occur. You are a member of the WCC Ohana and your well-being is of

the utmost importance. If I do not have the knowledge or resources available to help you, I will refer you to a specific department or faculty member that does.

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<tr><td colspan="2" align="center">**ADDITIONAL INFORMATION**</td></tr>
<tr><td>Login to WCC Network Computers, UH e-mail, and Laulima</td><td>Same as UH e-mail</td></tr>
<tr><td>Password for WCC Network computers, UH e-mail, and Laulima</td><td>May be the same as UH e-mail password **unless** you create another 6+character password</td></tr>
<tr><td>WCC's Website</td><td>http://www.wcc.hawaii.edu or http://windward.hawaii.edu</td></tr>
<tr><td>Laulima</td><td>https://laulima.hawaii.edu</td></tr>
<tr><td>Library Learning Commons</td><td>http://library.wcc.hawaii.edu/</td></tr>
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