ICS 123 Introduction to Digital Audio and Video Production
Credits: 3 | CRN: 614282
Days & Time: Online Asynchronous
Course Dates: 10/21/24 - 12/13/24

Instructor: Michael Kato
Office: Palanakila 144
Online Office Hours: Monday-Friday by appointment through phone, email or Zoom
Zoom meeting ID: 879 100 6658 - **Zoom Password:** wcc_kato
Telephone: (808) 236-9296 | **Email**: katomich@hawaii.edu
Effective Date: Fall 2024

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 the Ko'olau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence

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

Student Learning Outcomes

Utilize the basic features of computer applications to communicate effectively (major content

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.

Activities Required to be Successful in this Course

Communication is *vital* to succeeding in this course. Because this in an online course, it is *crucial* to log into Laulima regularly and check the weekly Laulima Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments. You will be notified on Monday and Wednesday regarding coursework that will be due from week to week. Please be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments and projects. It is also *curial* to check your email multiple times a day. **Important Note:** Please be sure to user your UH email address when communicating within the UH system. If you use a non-email address your email may end up in the recipient's SPAM folder.

Note from the instructor: Excluding weekends and holidays, I check my email multiple times a day and will reply in a timely manner (within 24 hours, **usually much sooner**).

Student Learning Outcomes & Assessment

Student Learning Outcomes	Assignments	Projects	Discussions	Modules
1. Record, edit and produce digital audio.	Assignment 5	Projects 1		Modules 1.1-1.8
2. Produce a digital video project to communicate an effective message.	Assignment 6	Projects 2 & 3	Discussions 3-5	Modules 2-3
3. Define audio and video terminology and ethical practices as they apply to the use of digital media.		All Projects	All Discussions	Modules 1.10 & 2.7

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.	**38%**
Assignments – There will be a total of *9 Assignments* administered throughout the semester. The *Assignments* will account for **42%** of your final grade.	**42%**
Discussions & Class Exhibits: There will be a total of *4 Class Discussions* posted in Laulima. The *Discussions* will account for **20%** of your final grade.	**20%**
Total	**100%**

Grading

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

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

Attendance & Active Participation

Because this is an online course, attendance consists of logging into Laulima at least once a week to check for the weekly announcements, assignments, and due dates.

Important Notes

- **Important Note/UH's Student Verification Policy**. You must complete at least 1 assignment (e.g., Discussion, Laulima Syllabus Assignment) by **10/28/24** or the UH system will automatically drop you from this class.

- At the end of the semester, students bordering in-between grades (e.g., 3 points or less) will automatically be given the higher grade if they have logged into class regularly and have actively participated during class discussions.

Important Dates

- August 26, 2024 - First Day of Instruction
- October 28, 2024 - Last day for complete an assignment to meet terms of UH's Verification Policy.
- September 2, 2024 - *HOLIDAY - Labor Day*
- September 3, 2024 - *Last Day for 100% refund fall 2024*
- September 17, 2024 - *Last day to without a "W" grade on transcript*
- November 4, 2024 - *Last day to with a "W" grade on transcript*

- November 11, 2024 - *HOLIDAY - Veterans' Day*
- November 28, 2024 - *HOLIDAY - Thanksgiving Day*
- December 13, 2024 - *All remaining coursework due*

Activities Required to be Successful in this Course

Communication is *vital* to succeeding in this course. Because this in an online course, it is *crucial* to log into Laulima regularly and check the weekly Laulima Announcements. The Announcements will contain the work agenda for each week as well as the due dates for assignments. You will be notified on Monday and Wednesday regarding coursework that will be due from week to week. Please be prepared to spend 1-3 hours each week to complete the Laulima discussions, assignments and Simnet activities (see page 4). It is also *crucial* to check your email multiple times a day.

Software, Hardware & Learning Resources

Audacity: Audacity is a **free** audio editing software application that can be downloaded from Audacity download. Audacity will be used for completing various assignments and projects in this course.

Adobe Premiere Elements 2024: Adobe Premiere Elements Premiere Elements 22024 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 $69-$99.

Important Notes:
- You should not be taking this class if you will not have regular access to the Internet and a computer that has the necessary software required to to complete the assignments for this class.
- The Adobe prices have been known to change weekly and Adobe frequently offers Student/Teacher discounts on their software bundles. These bundles are *slightly* more in price, but include an additional software application (e.g. Photoshop Elements 2024)
- *You **do not** 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 Premiere Elements. If you do not use **Audacity** and **Premiere Elements**, you will be responsible for learning the software 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, please contact Christy Lawes in the library.
- There is a brand-new GoPro HERO8 (with accessories) available for ICS 123 students.
- There are also digital cameras and tripods that are available for ICS 123 students.

Microphones & Audio Interface: You can use a recording/dictation app from a smart phone or the *built-in*

mic in your computer's operating system when recording audio for the class assignments and projects. However, it is ***strongly suggested*** that you use an *external mic* (e.g. USB, Bluetooth) for the recording audio as it will improve the quality of you audio recordings. You can borrow an external *USB microphone* or USB Audio Interface for recording audio for this course. If you are interested in borrowing either, [please contact Christy Lawes](#) in the library.

Laulima: Laulima is an online course management system and will be used extensively in this course. The course schedule, announcements, assigned work and due dates will all be posted and administered through the [Laulima Portal.](#) It is ***crucial*** to check your email, the Laulima Course Schedule and the Laulima Announcements to make sure you are keeping up with the requirements and pace of the course.

How to seek Academic or Technical Support

Academic Support
- [Windward Community College Library](#)
- [Library eResources](#)
- [Ka Piko Writing Lab](#)
- [Ka Piko Speech Lab](#)
- [Ka Piko Math Lab](#)
- [Evening and Online Learning at Windward Community College](#)
- [STAR Balance](#)

Technical Support
- [UH ITS Help Desk](#) – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Laulima and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale Laʻakea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- Laulima – Click on the [Request Assistance](#) link at the bottom of any Laulima Page to fill out and submit a question and get your answer via email.
- [Information Security for Students](#)

Technical Support Specific to this Course
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* - [Audacity Forums](#)
- *Adobe Premiere Elements*
  - Chat Support - https://helpx.adobe.com/contact.html?step=PRE
  - Forum Support [Premiere Elements Forums](#)

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* when participating in class Discussions and submitting Assignments and Projects for this course.

Participation Verification
Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with Executive Policy 7.209, all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Due to UH's Student Verification Policy, the first Laulima Discussion must be completed by <mark>10/28/24</mark>. If you fail to complete this discussion by <mark>10/28/24</mark>, you will automatically be dropped from the class.

Late Work Policy
- All remaining Coursework must be completed by the last day of class <mark>12/13/24.</mark>

- **Exceptions for late work will be made due to extenuating circumstances** *(e.g. illness, housing, death in family)* upon the approval of the instructor and the Vice Chancellor of Student Affairs.

Academic Integrity—Cheating and Plagiarism
Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through the use of quotes or summarizing with reference to the original author.
In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequence(s):
Students will receive a failing grade for plagiarized assignments.
All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.
Windward CC Student Conduct Information
UH System Student Conduct Policy EO 7.208

AI & ChatGPT

Using AI language models such as Chat GPT or other similar models to complete assignments is considered academic misconduct and is a violation of the student code and conduct. Any student caught using such models will be subject to disciplinary action, which may include expulsion from school.

Community Guidelines
Although we will not be posting any material on YouTube, students in ICS 203 will be *expected* to follow the *Community Guidelines of Youtube* 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/

Support Service & Policies

Disabilities Accommodations
The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, email: royinouy@hawaii.edu or you may stop by Hale Kākoʻo 105 for more information.

Basic Needs
Basic needs include food and housing, childcare, mental health, financial resources, and transportation, among others. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation and overall student well-being. If you or someone you know are experiencing basic needs insecurity, please see the following resources: UH System Basic Needs.

Mental Health Counseling
Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

UH Alerts
The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid
If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code
Windward Community College follows the University of Hawaiʻi Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions.

Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʼi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:
- Location: Alakai 121
- Phone: (808) 235-7422
- Email: wccaa@hawaii.edu

A Note from the Instructor

You are part of the WCC Ohana. Please do not hesitate in contacting me (email is best) if you have any questions, problems, or concerns regarding the course. I check my email multiple times a day and pride myself in responding to all emails promptly. I am here to support you and see you succeed in this course. I am available to meet face-to-face, over the phone, or through online appointments. If you are dealing with extenuation circumstances, please contact me ASAP. I will do everything in my power to help you get through the course and direct you to the proper resources on campus to support you.