



# PHO 209, Intro to Video

COURSE SYLLABUS: Fall 2024

## INSTRUCTOR INFORMATION

**Instructor:** Leigh Merrill, Professor of Art

**Office Location:** Wathena Fine Art Building, Room 223

**Office Hours:** 10:00 – 10:50am Tuesday and Thursday  
(and by appointment via zoom)

**University Email Address:** leigh.merrill@tamuc.edu

**Preferred Form of Communication:** email

**Communication Response Time:** 24 – 48 hours during weekdays

## COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

There is no mandatory text. Supplementary readings may be assigned throughout the semester. Adobe learning videos will be assigned throughout the semester. These videos can be accessed within the free adobe software.

## Course Description

### Student Learning Outcomes

1. Digital video capture
2. Basic video editing using Adobe Premiere Pro
3. Effective critique by participation in critical evaluation regarding your own work and the work of others
4. Individual working methods through individual video assignments

*The syllabus/schedule are subject to change.*

# COURSE REQUIREMENTS

## Minimal Technical Skills Needed

Students should be familiar with DSLR cameras, basic camera exposure, basic digital file asset management, TAMUC's d2L Brightspace learning management system.

## Instructional Methods

This course will consist of a series of assignments and exercises to assist you in achieving the objectives of this course. Each class will consist of a combination of the following activities:

- Technical lectures by instructor on video techniques and software
- Lectures by instructor on video artists
- In-class assignments and projects
- Critique and peer review of course assignments
- Discussion
- Studio time to work on individual and group assignments
- Individual meetings

## Student Responsibilities or Tips for Success in the Course

Active class participation is critical to your success in this course. **This course will meet face-to-face but will utilize TAMUC's d2L Brightspace to share information about the course and for students to submit assignments.** Grades will be posted to d2L. Students should regularly log into D2L for this course.

Students are expected to schedule work time outside of class meeting times to create and finish class projects.

Students will have access to computer labs with software needed to complete video assignments and exercises. Students will need to schedule time to work in the lab outside of class meeting times to access the software.

Students will need to provide the following:

- **DSLR or mirrorless camera with manual video controls and audio input.** Cameras are available from the 2<sup>nd</sup> floor check out in the Wathena Fine Art Building on the Commerce campus. Note: *Find the instruction manual and read it / make sure that the camera is in good working order.*
- **SD card. Class 10 card with a minimum of 64gb capacity.** I have had very good luck with SanDisk SD cards.

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- **An external hard drive.** This should be mac compatible. If you work with a windows computer outside of class, you should find a hard drive that will work with both OS. Ideally your hard drive will have 1 to 2 TB of space.
- **Materials/Props for assignments.** Optional. You may choose to purchase or bring materials and props from home for certain assignments.
- **Optional: Fluid Head Tripod.** This will be helpful to have for many of the assignments. If you do not own one, you can check out a tripod from the Wathena Fine Art 2<sup>nd</sup> floor check out.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%. B = 80%-89%. C = 70%-79%. D = 60%-69%. F = 59% or Below

## Assessments

Projects 70%

Montage Project 20%

Airplane Project 25%

Open Project 25%

Technical Assignments: 30%

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Video Conferencing Tool

[https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom\\_Account.aspx?source=universalmenu](https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu)

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## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

Please contact me through email.

**Email:** leigh.merrill@tamuc.edu

**Office Hours:** 10:00 – 10:50 am Tuesday and Thursday (and by appointment via zoom)

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Course Specific Procedures/Policies

#### Attendance:

Attendance is required and is recorded at all class meetings.

**Arriving to class 15 minutes late or leaving early may result in an absence. Being more than 10 minutes late on a critique day will result a late grade for the project being critiqued.** Please note that working on your project in the computer classroom during critique will result in both an absence and a late grade.

**A total of 4 absences from any class meetings will result in a one-letter grade reduction and may result in a failing grade ("F") for the course.** Excused absences are listed under Class Attendance (A13.02) in the A&M-Commerce Procedures. Verifiable excuses for absences must be turned in to the instructor. Here is a link to the [University attendance policy](#).

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**Due Dates:** All assignments, discussion, and projects are due on the date and time given by the instructor. Any work that is late will be reduced by one full-letter grade. Assignments will not be accepted if they are more than one week late.

**Coursework:** All work must be completed during this semester for this course only.

**AI usage:** Although AI has valid and important contemporary uses, the use of AI in this course will not be permitted to complete coursework without the instructor's permission. Any use of AI should be discussed with the instructor in advance and will be determined on a case-by-case basis if there is an important rationale for its use to complete coursework. If AI is utilized without the instructor's express permission, it will be considered academic dishonesty.

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

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[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)  
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a

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concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **AI Use in Courses (Draft)**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

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## COURSE OUTLINE / CALENDAR

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### Module 1: Montage

#### Week 1

8/27

Introduction to Class

**Lecture:** Stills to Moving Images, Sequencing, Montage

**Introduce:** Montage Project

**Read:** How to Make a Video Montage (available on d2L)

8/29

**Bring Your Cameras**

**Demo:** Camera set-up for video

**Technical Assignment #1:** Familiarize yourself with the camera; video exposure/ capture.

#### Week 2

9/3

**Bring Your Cameras**

**Review:** DSLR camera set-up for video

**Technical Assignment #2:** One object filmed from multiple perspectives and different lighting scenarios. Create a minimum of 20 different videos. Emphasis on exposure, framing, use of depth of field, angle of view, and motion when capturing video. Note: video footage from Technical Assignment #2 will be used for Technical Assignments #3 and #4.

**Due:** Outline for the Montage Project uploaded to d2L.

9/5

**Peer Review:** Technical Assignment #2

**Reshoot:** Based on feedback from the group review, reshoot to make stronger videos.

**Technical Assignment #2 due by end of day:** select the strongest 6 videos and upload to d2L.

#### Week 3

9/10

**Demo:** Premiere Pro: project set-up, importing videos, in and out points, adding a video to your timeline, exporting video.

**Introduce Technical Assignment #3:** sequencing

Create a 5 - 10 second video using the footage shot from Technical Assignment #2. Your sequence should have a minimum of 8 jump cuts. In addition to the final 5-10 second video, you will submit typed notes indicating your thought process and consideration for each jump cut.

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**In Class:** Begin working on TA #3.

9/12

**In Class:** Editing for TA#3.

**Technical Assignment #3 due at the end of class.** Videos uploaded to d2L.

**Week 4**

9/17

**Due:** In-progress Montage Project. Upload the strongest 3 clips towards the Montage Project and a 1 – 2 paragraph summary of what you have accomplished towards the project including any challenges and successes in your project. Clips and written summary uploaded to d2L before the beginning of class.

**Peer Review:** Montage Project. In small groups review the clips towards the Montage Project. Based on feedback from the group review, reshoot outside of class to make stronger videos.

**Demo:** Adding Audio in premiere, audio transitions, stock audio resources.

**Technical Assignment #4:** Add audio to the video you made for Technical Assignment #3.

9/19

**Technical Assignment #4 due at the end of class.** Videos uploaded to d2L.

**Review:** Premiere Pro Topics and expectations for the Montage Project.

**Week 5**

9/24

**Due:** In-progress Montage project. A draft of your video is due for individual review during class time.

9/26

**Critique:** Montage Project. All projects to be uploaded to d2L by Wednesday 9/25 at midnight.

## Module 2: Basic Narrative (lighting and audio)

**Week 6**

10/1

**Introduce:** Paper Airplane Project.

**Demo:** Introduction to Continuous lighting. Lighting basics. The Lighting Studio. White Balance.

**Technical Assignment #5:** Working in groups you will light both people and objects. Consider white balance, exposure, quality of light, direction of light, and intensity of light. This Technical Assignment will be graded through observation in class. Footage from Technical Assignment #5 will be used for the next couple of class meetings. Groups will duplicate footage (or upload to a shared google drive folder) at the end of class so that all group members will have access to the files to work with during our next class meeting.

10/3

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**Continued Technical Assignment #5:** Working in groups you will light both people and objects. Consider white balance, exposure, quality of light, direction of light, and intensity of light.

**Week 7**

10/8

**Due:** Outline Paper Airplane Project

**Demo:** Premiere Pro. Color Correction. Color Grading.

**Introduce:** Technical Assignment #6 Color Adjustments. Using footage from Technical Assignment #5 to modify the footage in three different ways.

**Technical Assignment #5 due** upload your three different edits to d2L.

10/10

**Demo:** Audio Capture. H1 Zoom recorders. Rode Shotgun mics.

**Technical Assignment #7:** Group project audio capture. Using the lapel mics and H1 Zoom recorders to record each group member speaking. Emphasis on clean audio. Groups will duplicate footage (or upload to a shared google drive folder) at the end of class so that all group members will have access to the files to work with during our next class meeting.

**Week 8**

10/15

**Demo:** Basic audio editing in premiere.

**Continued Technical Assignment #7:** Working together with your group, assemble your audio footage into one video. Videos will be due at the end of class for group review.

**Technical Assignment #7 due.** Evaluated in Class.

10/17

**Due:** In-progress Airplane project. Upload the strongest 3 clips towards Project #2 and a 1 – 2 paragraph summary of what you have accomplished towards the project including any challenges and successes in your project. Clips and written summary uploaded to d2L.

**Peer Review:** Airplane Project. In small groups review the clips towards Project #2. **Reshoot:** Based on feedback from the group review, reshoot to make stronger videos.

**Week 9**

10/22

**Individual Meetings:** Paper Airplane Project in progress video draft review.

**In Class:** Reshooting and video editing.

10/24

**Individual Meetings:** Paper Airplane Project in progress video draft review.

**In Class:** Reshooting and video editing.

**Week 10**

10/29

**Peer Review:** Airplane Project. In small groups review your airplane projects for final edits.

10/31

**Critique:** Airplane Project. All projects to be uploaded to d2L by Wednesday 10/30 at midnight.

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# Module 3: Open Form

- Week 11** 11/5  
**Introduce Project #3:** Open Form  
**Demo:** Premiere pro topics. Manipulating footage. Changing the speed of a clip, transforming scale and orientation, blending modes, keyframes.  
**Technical Assignment #8** With your own footage, use at least 3 of the techniques demonstrated to manipulate your footage.  
**Technical Assignment #8 due by the end of the day:** upload your manipulated footage to d2L.
- 11/7  
**Demo:** Premiere Review and Syncing. Sync audio, Sync video, Working in multi-camera mode.
- Week 12** 11/12  
**Due:** Project #3 Outline  
**In Class:** Video capture
- 11/14  
**Due:** In-progress Open project. Upload the strongest 3 clips towards the Open Project and a 1 – 2 paragraph summary of what you have accomplished towards the project including any challenges and successes in your project. Clips and written summary uploaded to d2L.  
**Peer Review:** Open Project. In small groups review the clips towards the Open Project. **Reshoot:** Based on feedback from the group review, reshoot to make stronger videos.
- Week 13** 11/19  
**In Class:** Video editing Open Project
- 11/21  
**Due:** In-progress Open Project video draft. Draft uploaded to d2L.  
**Peer Review:** Open Project. In small groups review the drafts towards the Open Project. **Edit and reshoot:** Based on feedback from the group review, edit and reshoot to make a stronger video.
- Week 14** 11/26  
**Individual Meetings,** Open Project
- 11/28 **No Class - Thanksgiving Break**
- Week 15** 12/5  
**Critique:** Project #3  
12/7  
**Critique:** Project #3

*The syllabus/schedule are subject to change.*

**Week 16**    Class Wrap-up.

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