



The Department of Applied Information Technology

The Volgenau School of Information Technology & Engineering
George Mason University
4400 University Drive
Fairfax, VA 22030-4444

IT 413 Digital Media Editing Fall 2009

Instructor: *Ken Santucci*

Office Hours: Prince William Campus:
Mondays 7:20-10:00 p.m.
BRH Room 257

Other times by Appointment

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E-mail is the fastest way to reach the instructor. Please include the course number in the subject heading or in the body of any email you send.

Course Description

IT 413: *Prerequisites: IT 108 and 212, or permission of instructor.* Technologies and applications of digital components used in modern IT systems. Topics include microelectronics, including chip manufacturing and chip design, microprocessors on a chip, other digital components such as light emitting diodes (LED) and light sensor infrared technology, and potential possibilities and limitations of such devices. Application of microprocessors to current technologies includes examples such as modern communications, high-speed networks, fiber-optic technologies in communications and biotechnology, robotics, and high-tech manufacturing.

From <http://www.gmu.edu/catalog/courses/it.html>

Prerequisites

The prerequisite for this course is IT 108 and IT 212 or permission of instructor (or an approved equivalent course). A grade of "C" or better **must** be achieved in the prerequisite course **before** a student is qualified to take this course. The prerequisite course must be completed prior to, not concurrently with, this course.

This requirement will be **strictly enforced**. Any student who does not meet the prerequisite requirement will be dropped from the course by the Instructor at the start of the semester and the student will be responsible for any consequences of being dropped.

Rationale

Applied Information Technology is driving the Digital Media World. The use of more electronic devices and networks to acquire and display digital media is growing. Success depends on a intelligent integration of the tools that power the artist and the producer at every level of production. The Audio/Video industry is now an Applied Information Technology discipline with the use of computer based processors and methods.

Objectives

On successful completion of this course, students will be able to:

1. Understand the technical foundations of digital media editing and presentation.
2. Gain exposure to current issues surrounding the digital media industry; acquire the ability to edit videos on multiple topics.
3. Acquire the ability to work as part of a team to perform research on a topic, develop innovative ideas through creativity, and display the topic to a large audience.

References

Textbooks

There is one required textbook for this course:

DV 101 by Jan Ozer

A hands on guide for business, government, and academic video producers

ISBN: 0-321-34897-4) Peach Pit Press

Staff

Administrative support:

Fairfax campus

Ms. Maryam Goudarzi
Engineering Building Room 5401
Phone: 703-993-3565

Prince William campus

Ms. Cindy Woodfork
Bull Run Hall, Suite 102
Phone: 703-993-8461

Grading

Grades will be awarded in accordance with the GMU Grading System for undergraduate students. See <http://www.gmu.edu/catalog/apolicies/> under [Grading System](#) for more information.

* Grades of "C-" and "D" are considered passing grades for undergraduate courses. However, a minimum grade of "C" is required in the BSIT program for any course that is a prerequisite for one or more other courses. This course is a prerequisite for several courses in BSIT Concentrations – see <http://www.gmu.edu/catalog/courses/it.html> for more information on those courses.

Raw scores may be adjusted by the Instructor to calculate final grades.

Final grades will be determined based on the following components:

	Quiz One	10
	Quiz Two	20
	Project Presentations (one 10pts, two 60pts)	70
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	Total	100
Extra Credits:	Event Attendance	2
	Special Reports/Assignments	3-5

Final grades will be posted to [PatriotWeb](#), which is the only vehicle for students to obtain those grades. A student with a "hold" on his/her PatriotWeb account will be unable to access final grades until the hold has been removed by the Registrar.

Schedule

Class	Date	Content
1		<ul style="list-style-type: none"> • Basic terminology and function descriptions, industry video examples. The rationale of the edit
2		<ul style="list-style-type: none"> • Examples of edit modes (movie examples). • Presentations one and two descriptions • Storyboarded story designs
3		<ul style="list-style-type: none"> • Introduction to the storyboard. Storyboard discussions.
4		<ul style="list-style-type: none"> • Review of edit modes, transitions, storyboards. • More industry examples and IT functions. • Introduction to analog editing and hands on activities
5		<ul style="list-style-type: none"> • Review final storyboards. • More industry video examples and IT functions • Selection of project teams and lecture on first two text book chapters
6		<ul style="list-style-type: none"> • Review of transitions, effects. • More situational edit decision logic and options • More hands on linear editing experiences
7		<ul style="list-style-type: none"> • Test One • Introduction of Non-linear editing. Multiple tracks/transition modes
8		<ul style="list-style-type: none"> • Project one Presentations
9		<ul style="list-style-type: none"> • Use of the media lab for computer NLE template aids • Edit decision making options and examples
10		<ul style="list-style-type: none"> • Test Two • Project two team selections
11		<ul style="list-style-type: none"> • Industry examples and project planning
12		<ul style="list-style-type: none"> • Facility tour of TVWorldwide
13		<ul style="list-style-type: none"> • Project two Presentations
14		<ul style="list-style-type: none"> • Project two Presentations

This schedule is subject to revision before and throughout the course.

Registered students should see [the Blackboard Learning System](#) for the latest class schedule.

Important Dates

Last day to add classes	September 15
Last day to drop with no tuition penalty	September 15
Last day to drop	October 2

From <http://registrar.gmu.edu/calendars/2009Fall.html>

See that Web page for more information.

Religious Holidays

A list of religious holidays is available on the [University Life Calendar page](#). Any student whose religious observance conflicts with a scheduled course activity must contact the Instructor **at least 2 weeks in advance** of the conflict date in order to make alternative arrangements.

Attendance Policy

Students are expected to attend each class, to complete any required preparatory work (including assigned reading – see **Schedule** above) and to participate actively in lectures, discussions and exercises. As members of the academic community, all students are expected to contribute regardless of their proficiency with the subject matter.

Students are expected to make prior arrangements with Instructor if they know in advance that they will miss any class and to consult with the Instructor as soon as possible if they miss any class without prior notice. Any student who expects to miss more than one class session is strongly advised to drop the course and take it in a later semester when he/she can attend every class.

Departmental policy requires students to take exams at the scheduled time and place, unless there are truly compelling circumstances supported by appropriate documentation. Except in such circumstances, failure to attend a scheduled exam will result in a score of zero (0) for that exam, in accordance with [Mason policy on final exams](#). Students should not make travel plans or other discretionary arrangements that conflict with scheduled classes and/or exams. If the University is closed due to weather or other unforeseen conditions, final exams may be rescheduled – students are strongly advised not to make plans that would prevent them from attending exams that may be rescheduled during the entire [exam period](#).

Classroom conduct

Students are expected to conduct themselves in a manner that is conducive to learning, as directed by the Instructor. Any student who negatively impacts the opportunity for other students to learn will be warned – if disruptive behavior continues, the student will be asked to leave the classroom.

Electronic devices are potential distractions in the classroom environment. Cell phones, pagers and other handheld devices must be turned off or set to "silent" mode and not used while class is in session. Laptop computers and similar devices may be used only if such use is directly related to the classroom activity in progress – for some activities the Instructor may require that such devices not be used in order to maximize student engagement.

Communications

Registered students will be given access to a section of [the Blackboard Learning System](#) for this course. Blackboard will be used as the primary mechanism (outside of lectures) to disseminate course information, including announcements, lecture slides, homework and other assignments, and scores for homework and exams.

Communication with the Instructor on issues relating to the individual student should be conducted using Blackboard Mail, GMU email, via telephone, or in person - **not** in the public forums on Blackboard. Blackboard Mail is the preferred method – for urgent messages, you should also attempt to contact the Instructor via telephone. Federal privacy law and GMU policy require that any communication with a student related in any way to a student's status be conducted using secure GMU systems – if you use email to communicate with the Instructor you **MUST** send messages from your GMU email account.

Lecture slides are complements to the lecture process, not substitutes for it - access to lecture slides will be provided in Blackboard as a courtesy to students provided acceptable attendance is maintained.

Privacy

Instructors respect and protect the privacy of information related to individual students.

As described above, issues relating to an individual student will be discussed via email, telephone or in person. Instructors will not discuss issues relating to an individual student with other students (or anyone without a need to know) without prior permission of the student.

Assessable work other than final exams will be returned to individual students directly by the Instructor (or by a faculty or staff member or a Teaching Assistant designated by the Instructor, or via another secure method). Under no circumstances will a student's graded work be returned to another student.

Faculty and staff will take care to protect the privacy of each student's scores and grades.

Disability Accommodations

[The Office of Disability Services \(ODS\)](#) works with disabled students to arrange for appropriate accommodations to ensure equal access to university services. Any student with a disability of any kind is strongly encouraged to register with ODS as soon as possible and take advantage of the services offered.

Accommodations for disabled students **must** be made in advance – ODS cannot assist students retroactively, and at least one week's notice is required for special accommodations related to exams. Any student who needs accommodation should contact the Instructor during the first week of the semester so the sufficient time is allowed to make arrangements.

Honor Code

All members of the Mason community are expected to uphold the principles of scholarly ethics. Similarly, graduating students are bound by the ethical requirements of the professional communities they join. The ethics requirements for some of the communities relevant to Applied IT graduates are available via the following links:

- [ACM Code of Ethics and Professional Conduct](#)
- [IEEE Code of Ethics](#)
- [EC-Council Code of Ethics](#)

On admission to Mason, students agree to comply with the requirements of the [GMU Honor System and Code](#)¹. The Honor Code will be strictly enforced in this course. Honor Code cases are heard by a panel consisting of students – students who meet the requirements are encouraged to nominate themselves to serve on the Honor Committee.

Any use of the words or ideas of another person(s), without explicit attribution that clearly identifies the material used and its source in an appropriate manner, is **plagiarism** and will not be tolerated. Dean Griffiths has mandated a "zero tolerance" policy for plagiarism within [The Volgenau School](#). The Instructor reserves the right to use manual and/or automated means (including such services as [Turnitin.com](#)) to detect plagiarism in any work submitted by students for this course, and to direct Teaching Assistants and/or other faculty and/or staff members to do likewise in support of this course.

- All assessable work is to be prepared by the individual student, unless the Instructor explicitly directs otherwise.
- All work must be newly created by the individual student for this course for this semester. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.

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¹ Available at www.gmu.edu/catalog/apolicies and related GMU Web pages.