

**MCOM 2313 – Introduction to Multimedia Production**  
**MW 12:30 p.m. – 2:30 p.m.**  
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**Office: CAS 223**  
**Office Hours: Friday 12:00 p.m. – 3:00 p.m., and by appointment**

**Course Description:** This course is an introduction to digital media production and equipment operation with an emphasis on the development of technical and aesthetic skills. This course must be taken within the first 9 hours of the program.

**Course Objectives** Students will be able to:

1. Demonstrate proficiency with various types of multimedia equipment and software.
2. Articulate the components of the production process using industry standard vocabulary and practices.
3. Evaluate the production techniques and aesthetics of various multimedia productions.
4. Use storytelling techniques to create original multimedia productions for various purposes, audiences, and clients.
5. Produce various scripts, storyboards, and other multimedia production materials utilizing industry standards. .
6. Demonstrate an understanding of and ability to execute different requirements for field and studio productions.
7. Collaborate and communicate with teammates using industry standard vocabulary and practices.

**Course Requirements**

1. Readings as assigned and provided in class.
2. Earbuds or headset – you will need these when working on projects in the lab.
3. Digital audio recorder/phone with recording capability – there are some digital audio recorders available for checkout. These will be used for interview/audio projects.
4. Digital still camera/phone with camera capabilities – there are some point-and-shoot cameras available for checkout. These will be used for your two minor projects.
5. SDHC card or card that is compatible with HD digital video camera – This is a requirement for your commercial project. We DO NOT have these available for checkout.
6. Audacity (most recent version) depending on your computer's operating system (audio-editing software) – This is free software available at <http://audacity.sourceforge.net/>. You may also utilize the computers in the lab for this software.
7. Video editing software – We do have editing software for students to use in CAS 102. If you want to edit at home, however, you will need to have your own editing software.

There are a variety of free versions available but the free version must NOT put a watermark across the final exported video.

8. Microsoft Word or comparable word processing software.
  - a. You may use Google Docs, Pages, or any other word processing software, but your assignment MUST be exported to a .DOC or .DOCX format before submission.
  - b. You **may not** utilize notepad or notes on your phone. If you submit a screenshot of your notepad on your phone or tablet, you will receive a zero for the assignment.

**Evaluation and Grade Calculation –**

Group	Percentage of Final Grade
Attendance and Participation	10%
Miscellaneous assignments	30%
Multimedia projects	40%
Group studio production	20%

Percent	Letter Grade
90% - 100%	A
80% - 89%	B
70-79%	C
60-69%	D
59% and below	F

1. Attendance and Participation (10%) **Student learning outcomes – 1, 2, 3, 4**
  - a. Students are expected to attend class and participation is a requirement in this course to meet the SLOs of the course. Without regular attendance and participation, students will not be able to sufficiently learn the material, equipment, or production skills.
2. Miscellaneous assignments (blogs, quizzes, etc.) (30%) **Student learning outcomes – 1, 2, 3, 4**
  - a. Throughout the semester students will complete a variety of assignments that allow students to reflect on what they have learned from readings and class lectures as well as tests and reinforces this knowledge.
3. Multimedia Projects (40%) **Student learning outcomes – 1, 2, 3, 4**
  - a. Throughout the semester students will create a variety of multimedia projects that allow them to practice the material that they are learning from the textbook and lectures, to expand their creativity and writing/producing skills, and provide them with an opportunity to experiencing producing a variety of multimedia tools.
4. Group Studio Production (20%) **Student learning outcomes – 1, 2, 3, 4**

- a. Students will participate in a group studio production wherein each student will fulfill all of the production roles that are discussed throughout the semester. Each student will write and produce their own “how-to” show and then they will fulfill the roles of director, audio director, technical director, set designer, camera operator, floor director, etc. for classmates shows.

## **Class Policies and Expectations**

### **1. Classroom Policies and Expectations**

- A. Work hard - learning requires constant reading, researching, thinking, discussing, and working with your classmates and me. Everyone has something important to contribute. My job is to present new information and prepare a climate in which you can contribute your own special knowledge. Your job is to be prepared to contribute.
- B. Participate – you must be an active part of the course to succeed. You will also have to give effort outside of class.
- C. Treat each other with respect and display common classroom courtesies.
  1. You are responsible for your attitude and how you treat others. I will not tolerate name calling, fighting, students belittling each other for differing opinions, etc. I expect you to act like adults, show each other respect, and to challenge yourself and each other to learn/understand opinions you may not agree with. If you are not treating individuals with respect or are causing a distraction, you will be asked to leave the classroom.
- D. Grading – The grading process begins with the assumption that the work is good, which earns a grade within the range of a “B.” To earn an A, you must show exceptional understanding of the material, utilizing additional sources, examples, and original thought. This means going beyond stating the obvious, the simple answer, or what Google says. Additionally, poor organization, not following assignment instructions, grammar/spelling, lack of depth and thought, failing to illustrate an understanding of the material, etc. will result in your grade being lowered.
- E. The use of cellphones, tablets, or other device use during class times is not allowed unless the need is specified by me (i.e. during an activity). You are not permitted to use cellphones for note taking, check social media, view/work on material for another course, or simply browse the internet during class times.
  1. I understand emergencies and the need to take a call or text. If this must happen, be discreet, do not disturb others, do not let it get in the way of your learning, and DO NOT abuse this.
  2. If the only device you have to take notes on is your phone, I will provide you with a notebook to take notes during class.
- F. I use Canvas and email to communicate, post assignments and readings, present feedback and provide a space for you to communicate with your classmates. I expect you to check both daily and stay aware of what is coming up.

1. It is highly recommended that you download the Canvas application and adjust your settings to allow for notifications.

G. Communicate - If you have a problem with anything throughout the semester... getting an assignment in on time, needing to be absent from a class, getting your book, checking out equipment, or anything I'm doing as a professor... talk to me about it. I cannot help you or fix the problem if I am unaware of it.

H. Food and drinks are not allowed in the classroom or studio. Food/drinks are allowed in the studio when we are doing 10-minute shows and the show involves food. This is the only exception. Food and drink can be left at the lab tech station or at the tables in the back room. Students are expected to clean up after themselves. If trash becomes an issue, food and drinks will have to remain completely outside in the hallway.

## 2. Attendance Policy

A. Attendance in this course is crucial to student success and students are expected to attend class each time it meets. Attendance will be taken at each meeting. Each student starts with an attendance grade of 100. Each day that is missed (not including excused absences), your score will be reduced by 3 points. Students have **two** days they can miss without having a point deduction for any unexcused reason. Point deductions will start after the second unexcused absence.

1. Excused absences include illnesses supported by a doctor's note, deaths in your immediate family, school sponsored events that the student has given notice for by the second week of classes, and religious observances that the student has given notice for by the second week of classes. All other absences will be handled on a case-by-case basis by me. It is the responsibility of the student to provide **verifiable** documentation for their absence to be considered excused.

2. Work is not an excusable reason to miss class. You should ensure that your employer knows when you need to be in class.

3. No absences should occur when rotations or studio activities are taking place. If you miss during any of the hands-on activities, it is your responsibility to get with the lab techs to get caught up on what was missed – we will not go back over it in class. Additionally, we do not have time in our schedule to create more time for practice directing in class or for you to make up roles that you have missed during final productions. If you miss when you are scheduled to be practice director, you will not be permitted to direct during a final production and you will lose a significant portion of your grade. If you miss during final productions, you will lose points for the roles you were scheduled to fulfill that day.

## 3. Assignment Policies

A. Assignments have deadlines and these deadlines need to be met. It is your responsibility to utilize time outside of class in an effective manner so you can ensure that you submit each assignment before the due date and time.

a. For many assignments, not all, the submission folder will stay open for one week after the due date. Any assignments turned in after the due date will receive a point per day deduction. Specific point values that will be deducted

each day can be found on the assignment overviews on Canvas. It is your responsibility to know when the assignment is due for full credit, when the assignment closes, and the number of points that will be deducted each day for late submissions. Assignments will not be accepted after this final date.

- B. Assignments and due dates may be changed at the instructor’s discretion with fair notice to students.
- C. I will not accept assignments via email unless there are issues with Canvas and the email includes your assignment and a screenshot of the Canvas malfunction.
- D. Merely completing all assignments does not guarantee that you will pass the course. You must put forth effort and show an understanding of the material to earn a satisfactory grade.
- E. I will not accept screenshots of assignments. Unless otherwise indicated, all assignments must be typed, formatted to be a .DOC or .DOCX (Pages, Google Drive, and other online word processors must be exported to this specific format), and submitted via Canvas.
- F. Assignments will be discussed in class, students will be given a course schedule, Canvas includes a syllabus function that outlines upcoming due dates, due dates can be seen listed on each assignment under the assignment tab in Canvas, assignment due dates can be added to your Canvas calendar, and each due date will be listed in the course modules. There are SEVERAL ways to determine what is coming up due in class. It is your responsibility to be aware of what is coming up due and to stay on top of your assignments.
- G. It is your responsibility to ensure that your assignments are being submitted correctly to Canvas by the due date and time. If an assignment appears to be not submitted beyond the assignment closing, it will receive a zero. If you do not regularly check your grades or check Canvas for technical errors, there is little that can be done at the end of the semester. If you do experience technical difficulties submitting assignments, you must email me before the assignment closes.
- H. Students will adhere to the highest standards of academic honesty. Plagiarism and cheating will not be tolerated. A student who is caught doing either will earn a “0” for that assignment and will be subject to academic and disciplinary action. If a student is caught a second time, they will automatically fail the course.
  - a. In addition to UT Tyler’s Student Conduct and Discipline policy, plagiarism/cheating includes work copied from sources without proper attribution/citing, AI-generated content, and papers or other materials previously submitted in my classes or other professor’s classes.

### Course Schedule

Date	Agenda	Due today
<b>Week One</b>		
M 8/21	<u>Course introduction:</u> Syllabus, schedule, classroom/studio policies, & equipment use agreements	
W 8/23	<u>Lecture:</u> Intro to multimedia production <u>Discuss:</u> WordPress blog set up  <b>Assign:</b> <u>Read:</u> WordPress Blog Set Up Instructions <u>Blog:</u> WordPress blog set up by Friday, 9/1 <u>Blog:</u> What is multimedia production due Friday, 9/1	
<b>Week Two</b>		
M 8/28	<u>Lecture:</u> Pre-production & planning  <b>Assign:</b> <u>Read:</u> Preproduction preparation & planning	
W 8/30	<u>Lecture:</u> Storytelling  <b>Assign:</b> <u>Blog:</u> Story analysis & breakdown due Friday, 9/8	
F 9/1		<u>Blog:</u> WordPress blog set up <u>Blog:</u> What is multimedia production?
<b>Week Three</b>		
M 9/4	<b>Labor Day – No classes</b>	
W 9/6	<u>Lecture:</u> Pre-production treatments, scripts, & storyboards <u>Lecture:</u> Visual basics (composition, shot types, etc.)  <b>Assign:</b> <u>Project:</u> Draft commercial treatment, script, & storyboard due Friday, 9/15	
F 9/8		<u>Blog:</u> Story analysis & breakdown
<b>Week Four</b>		

M 9/11	<u>Lecture:</u> Visual basics (composition, shot types, etc.)	
W 9/13	<u>Lecture:</u> Audio & sound <u>Hands on:</u> Learning microphones <b>Assign:</b> <u>Read:</u> Microphone Guide <u>Blog:</u> Audio & sound due Friday, 9/22	
F 9/15		<u>Project:</u> Draft commercial treatment, script, & storyboard
<b>Week Five</b>		
M 9/18	<u>Lecture:</u> Using the audio control board <b>Assign:</b> <u>Project:</u> VOs for audio edit project – bring to class on Monday, 9/25	
W 9/20	<u>Hands-on:</u> Audio practice rotations <b>Assign:</b> <u>Project:</u> Final commercial treatment, script, & storyboard due Friday, 9/29 <u>Quiz:</u> Audio board – complete with lab techs by 5:00 p.m. on Friday, 10/6	
F 9/22		<u>Blog:</u> Audio & sound
<b>Week Six</b>		
M 9/25	<u>Hands-on:</u> Editing sound <b>Assign:</b> <u>Project:</u> Edited VOs for audio edit project – bring to class on Monday, October 2	<u>Project:</u> Voiceovers for audio edit project – bring to class
W 9/27	<u>Lecture:</u> 10 – minute studio productions & rundowns <b>Assign:</b> <u>Studio production:</u> Draft 10 – minute show treatment, script, & rundown due Friday, 10/6	

F 9/29		<u>Project:</u> Commercial final treatment, script, & storyboard
<b>Week Seven</b>		
M 10/2	<u>Hands on:</u> Editing video <b>Assign:</b> <u>Project:</u> Completed audio edit project due Friday, 10/13	<u>Project:</u> Edited VOs for audio edit project – bring to class
W 10/4	<u>Discuss:</u> Commercial teams <u>Lecture:</u> Cameras & lighting <u>Hands on:</u> Cameras & lighting <b>Assign:</b> <u>Blog:</u> Lighting & camera movement due Friday, 10/13 <u>Quiz:</u> Cameras – complete with lab techs by 5:00 p.m. on Friday, 10/20 <u>Project:</u> Final commercial package due on Friday, October 27	
F 10/6		<u>Quiz:</u> Audio board – complete with lab techs by 5:00 p.m. <u>Studio production:</u> Draft10 – minute show treatment, script, & rundown
<b>Week Eight</b>		
M 10/9	<u>Lecture:</u> Floor directing & intro to the switcher <b>Assign:</b> <u>Quiz:</u> Floor directing – in class on Monday, 10/16	
W 10/11	<u>Hands on:</u> Switcher rotations <b>Assign:</b> <u>Quiz:</u> Switcher – complete with lab techs by 5:00 p.m. on Friday, 11/3	



F 10/13		<u>Project:</u> Completed audio edit project <u>Blog:</u> Lighting & camera movement
<b>Week Nine</b>		
M 10/16	<u>Quiz:</u> Floor directing <u>Hands on:</u> Switcher rotations  <b>Assign:</b> <u>Studio production:</u> Final 10 – minute show treatment, script, & rundown due Friday, 10/27	<u>Quiz:</u> Floor directing – in class
W 10/18	<u>Hands-on:</u> Switcher rotations	
F 10/20		<u>Quiz:</u> Cameras – complete with lab techs by 5:00 p.m.
<b>Week Ten</b>		
M 10/23	<u>Hands-on:</u> Switcher rotations	
W 10/25	<u>Lecture:</u> Directing <u>Discuss:</u> Photo audio story examples  <b>Assign:</b> <u>Blog:</u> Telling stories with audio & visuals due Friday, 11/10 <u>Project:</u> Photo audio story due Friday, 11/10	
F 10/27		<u>Project:</u> Final commercial package <u>Studio production:</u> 10 – minute show final treatment, script, & rundown
<b>Week Eleven</b>		
M 10/30	<u>Hands-on:</u> Practice directing	
W 11/1	<u>Discuss:</u> Studio production schedule <u>Hands-on:</u> Practice directing	

F 11/3		<u>Quiz:</u> Switcher – complete with lab techs by 5:00 p.m.
<b>Week Twelve</b>		
M 11/6	<u>Hands-on:</u> Practice directing	
W 11/8	<u>Major:</u> Studio productions	
F 11/10		<u>Project:</u> Photo audio story <u>Blog:</u> Telling stories with audio & visuals
<b>Week Thirteen</b>		
M 11/13	<u>Major:</u> Studio productions	
W 11/15	<u>Major:</u> Studio productions	
<b>Week Fourteen</b>		
<b>Thanksgiving break – No class meetings Monday, 11/20 – Friday 11/24</b>		
<b>Week Fifteen</b>		
M 11/27	<u>Major:</u> Studio productions	
W 11/29	<u>Major:</u> Studio productions <b>Assign:</b> <u>Blog:</u> Final thoughts due Friday, 12/8	
<b>Week Sixteen</b>		
Final’s Week: Meeting day dependent on test schedule <b>Hands-on</b> Group studio projects		<u>Blog:</u> Final thoughts due Friday, 12/8