
ACADEMIC FREEDOM STATEMENT

Brooks Institute is committed to protecting and encouraging the principles of academic freedom. Academic freedom provides the foundation for scholarship, teaching and learning, and reflects the Institutes fundamental mission to promote collaboration, critical thinking, and creativity. Essential elements for the intellectual vitality of a college include: the ability to exchange ideas and concepts freely, to explore and disseminate new knowledge, and to speak openly as a professional and as a private citizen. All are encouraged to promote a learning environment that provides opportunities for the free exchange of ideas between faculty, staff and students.

Programmatic Student Learning Outcomes/Mission

The mission of the **Visual Journalism** Program is to offer a contemporary, professional curriculum grounded in truthful, ethical, and creative storytelling that embraces the highest level of craftsmanship, advancing the field of journalism.

Upon the completion of the Visual Journalism Program students should be able to:

- Successfully demonstrate the ability to generate, research, and plan projects in the tradition of non-fiction journalistic storytelling. (Adept, Problem Solver, Global, Collaboration)
 - Understand and practice an ethical approach to journalistic content gathering, exhibiting accuracy and fairness. (Ethics, Adept)
 - Demonstrate effective story gathering techniques using contemporary photographic, video, audio, and multimedia tools. (Adept, Visual Literacy, Problem Solver, Collaboration, Communication)
 - Follow journalistic guidelines and ethical standards during post-production and be able to effectively analyze and evaluate content appropriate to the target outlet. (Ethics, Adept, Visual Literacy)
 - Proficiently process still images, write for mass media, edit and finish video projects, mix audio, and post, deliver, and broadcast multimedia content using contemporary tools and techniques. (Adept, Problem Solver, Visual Literacy)
 - Demonstrate critical thinking through effective oral, written, and visual presentations using a variety of media and formats. (Communication, Adept)
 - Understand and apply strategic business practices to market themselves and their work effectively and professionally.(Collaboration, Communication)
 - Produce a professional portfolio demonstrating ethical, journalistic storytelling through contemporary media. (Ethics, Problem Solver, Visual Literacy, Adept)
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Course Title	Documentary Film Production 2
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Course Code	DCM270
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Credit Hours	3 Semester
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Contact Hours	4 Hours
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Prerequisites	DCM170
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Course Type	Lecture/Lab
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Instructor	TBD
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Email	TBD
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Course Syllabus

Telephone TBD

Term Start/End Date TBD

Course Description

A survey of documentary filmmaking, specifically geared towards directing, shooting, and editing short documentaries. This course emphasizes creative visual storytelling, field-production strategies, location sound, interviewing techniques and journalistic ethics through intensive hands-on production experiences.

Learning Objectives Upon completion of this course the student should be able to:

- Produce, direct, shoot and edit short documentary stories using advanced camera techniques, lighting, and sound recording in the field.
 - Research, pre-produce and pitch a short documentary project in a professional manner.
 - Master a variety of documentary techniques and styles; be prepared to undertake more complex documentary projects.
 - Understand the range and variety of the documentary genre; and, understand the effects and implications of directorial choices.
 - Demonstrate a strong command of film language and visual communication.
 - Students will show they understand the submission guidelines for displaying and selling their work by getting signed release forms for all characters and obtaining the rights to all music and still images and/or film clips used.
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Required Textbook(s)

Schroepfel, Tom. *Bare Bones Camera Guide for Film and Video, 2nd Edition*. ISBN: 9780960371815

Rabinger, Michael. *Directing the Documentary, Fifth Edition*. Focal Press, 2009. ISBN: 9780240810898

Lynda.com subscription (suggested)

Course Outline

Week 1: Introduction of course requirements, assignments and equipment.

Week 2: An overview of the documentary genre including the historical context and purpose of Documentary film-making. Film language and visual communication strategies presented and discussed. Pitches Due.

Week 3: First Films Screened and Critiqued.

Week 4: The power of documentary filmmaking and voice-over techniques will be explored through examples and discussion; practical lectures will be devoted to field production and documentary coverage (b roll, sequences, scenes).

Week 5: Second Film Screened and Critiqued.

Week 6 Visual Evidence, Point-of View and Activist Documentaries will be presented, evaluated and discussed; practical lectures will cover directing techniques and location

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sound. Editing choices and techniques will be introduced. Third Assignment (on-location: Vox-pop, evidence & verite).

Week 7: The documentary interview: techniques, strategies and lighting. Editing techniques will be explored through examples and lectures. Fourth Assignment (on location II: process/found sound/statistics).

Week 8: Third Film Screened and Critiqued.

Week 9: Special Topics: Topics to Vary may include Practicum or Field-Trip.

Week 10: Fourth Film Screened and Critiqued.

Week 11: Documentary Ethics and Fair Use will be presented and discussed. Pre-production strategies will be explored through examples and lectures; topics include: self-assessments, generating story ideas, research, proposal organizers, style and pitch requirements. Presentation assignment given.

Week 12: Student Presentations.

Week 13: Shoot Week.

Week 14: Rough Cuts Due. Editing Topics presented and discussed.

Week 15: Final Films Screened And Critiqued.

GENERAL ASSESSMENT CRITERIA AND METHODS OF EVALUATING STUDENTS

Letter grades (A, A-, B+, B, etc.)

The student's overall grade for this class is derived from a combination of online instructional activity, class participation, assignments, quizzes and exams, projects, and final project/final exam. A student's grade will be adversely affected by being tardy to class and by any unexcused absence. Only the instructor can authorize exceptions to class policies, deadlines or grades. Students must confirm (in writing) any exceptions to class policies or deadlines with the instructor. Class work is weighted as follows:

Grade Weighting		Grading Scales		
Course Area	%	Percent	Letter	Numeric
		93–100	A	4.00
		90–92	A-	3.70
Class Participation	10	87–89	B+	3.30
		83–86	B	3.00
Film Assignments	60	80–82	B-	2.70
Written Assignments	10	77–79	C+	2.30

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Midterm		73–76	C	2.00
		70–72	C-	1.70
Final Project/Final Exam	20	67–69	D+	1.30
		60–66	D	1.00
Total	100%	0–59	F	0.00

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DEFINITIONS OF CRITERIA USED IN GRADING

Outstanding = A	Outstanding work, showing insight and demonstrating excellence in skill and craft. Work goes well beyond what is required
Superior = A-, B+	Superior work, shows clear understanding and thorough demonstration of skill and craft
Good = B, B-	Competent work, clear understanding, often showing creativity and good use of skills
Satisfactory = C+, C, C-	Adequate understanding, inconsistent demonstration of skills, some elements missing or problems with priorities
Unsatisfactory = D, F	Lacks understanding, inadequate amount of time and effort demonstrated, many missing elements, inconsistent participation, skill and craftsmanship not demonstrated

ATTENDANCE POLICY

Each faculty member takes attendance for each class period and posts it to the student's record through the portal. Once absences equal 20 percent of the total number of class meetings, faculty may lower the final grade for the course one full grade and may drop the grade again for each absence after the 20 percent has been reached. Students may review their attendance through the student portal under each course the student is enrolled in.

Students who do not attend during the first week of class may be subject to withdrawal. Brooks Institute may also withdraw any student who has not been in attendance for 14 consecutive days. However, the institute will withdraw any student who has had non-attendance for 35 consecutive days; this timeframe may be extended due to extraordinary circumstances that affect the entire student population. Students will be responsible for all financial obligations incurred if and when they are withdrawn for lack of attendance

Regular classroom attendance is not only an essential ingredient for academic achievement, but it is also a fundamental building block for success. As part of the course requirements, students must attend at least 80 percent of the scheduled time for each course in order to achieve satisfactory attendance. Students in any of the internship courses are required to complete all

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scheduled hours and record attendance throughout the scheduled course to achieve satisfactory attendance. Students who do not achieve satisfactory attendance may earn a failing grade on their transcripts and may be required to repeat the course. Absences will include tardiness or early departures. Students who are not in attendance for any portion of a class will accrue time absent calculated in percentage increments of 25, 50, or 100 percent of the class period as reflected on each daily roster. Students who have been absent from all their scheduled classes for more than 14 consecutive calendar days, not including scheduled Institutional holidays or breaks, and/or students who officially withdraw from all current courses may be administratively withdrawn from the Institution.

ACADEMIC INTEGRITY STATEMENT

Brooks Institute expects all students to exemplify integrity in all academic work. Brooks Institute will not permit students to engage in the following dishonest acts:

- **Cheating** – Cheating includes, but is not limited to, the following: using unauthorized notes, study aids, electronic or other devices not authorized by the instructor. Using or borrowing information from another person, or submitting someone else's work as one's own work including images and motion clips. Using work previously submitted for another purpose, without the instructor's permission, is prohibited. Duplicated use of copyrighted material in violation of federal copyright laws is prohibited.
- **Plagiarism** – Submitting as one's own work, in whole or in part, words, ideas, art, designs, text, drawings, images, motion clips, etc. that were produced by another person without attributing that person as the rightful source of the work. Plagiarism includes, but is not limited to: using words, word passages, pictures, etc. without acknowledgement; paraphrasing ideas without quotation marks or without citing the source.
- **Accessory to Dishonesty** – Knowingly and willfully supplying material or information to another person for the purpose of using the material or information improperly.
- **Falsification or Alteration of Records and Official Documents** - The following are examples of acts under this category, but the list is not exhaustive: altering academic records, forging a signature or authorization on an academic document, or falsifying information on official documents, grade reports, or any other document designed to attest to compliance with school regulations or to exempt from compliance.
- **Software Code of Ethics** – Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. Brooks Institute disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:
 - Brooks Institute will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
 - Brooks Institute will only use legally acquired software on our computers.
 - Brooks Institute will comply with all license or purchase terms regulating the use of any software we acquire or use.
 - Brooks Institute will enforce strong internal controls to prevent the making or using of unauthorized software copies, including effective measures to verify compliance with these standards and appropriate disciplinary measure for violation of these standards.
- **Communication Devices**-To maintain academic integrity and to eliminate distractions for other students the use of electronic devices in the classroom is dictated by the instructor.

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CREDIT ASCRIPTION ADDENDUM

DCM270: Introduction to Documentary - 3 semester credit hours

Type: Lecture/Studio

Credit Ascription - The amount of hours spent outside of class and assignment alignment with Course Learning Objectives.

Course Learning Objectives:

1. Produce, direct, shoot and edit short documentary stories using advanced camera techniques, lighting, and sound recording in the field.
2. Research, pre-produce and pitch a short documentary project in a professional manner.
3. Master a variety of documentary techniques and styles, be prepared to undertake more complex documentary projects.
4. Understand the range and variety of the documentary genre; and, understand the effects and implications of directorial choices.
5. Demonstrate a strong command of film language and visual communication.
6. Demonstrate advanced postproduction editing, sound mixing, and exporting and compression. Students will also create a DVD to present their work.
7. Students will show they understand the submission guidelines for displaying and selling their work by getting signed release forms for all characters and obtaining the rights to all music and still images and/or film clips used.

The following indicates the **minimum** number of hours per assignment

	Assignment Title	Home-work Hours	Assign-ment Objectives
Week 1	Why Document	1	4
Week 2	Mood, Pitch	8	1,2,3
Week 3	Voice Over, journal	5	1,2,3,4
Week 4	Voice Over	7	1.2.3.4
Week 5	Verite, journal	3	1,2,3,4,5
Week 6	Verite	8	1,2,3,4,5
Week 7	Verite	10	1,2,3,4,5,6,7
Week 8	Visual Process, journal	5	1,2,3,4,5
Week 9	Visual Process	10	1,2,3,4,5,6,7
Week 10			
Week 11	Final Prep and Presentation, journal	5	2
Week 12	Final Prep/Shoot	8	1,2,3,4,5,7
Week 13	Final Shoot/Edit	10	1,2,3,4,5,6,7
Week 14	Final Edit, DVD mastering	10	1,2,3,4,5,6,7
Week 15			
Total		90	