

Mr. Trueba  
Course: Intro to Multimedia Production  
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*Course Syllabus*  
**Intro to Multimedia Production**  
**(M/M Design CP)**  
**2019-2020**  
**Semester 1 & 2**

Welcome to Intro to Multimedia Production! My name is Mr. Trueba. We have many exciting things planned for this upcoming school year. My goal as your media production teacher is to teach you the skills and techniques necessary for having a successful career in the field of multimedia and video production.

Course Description: This is an entry-level course, which provides students with the basic skills and techniques necessary to work within the multimedia and or video production industry. It uses an integrated/correlated curriculum (College Prep) and has a balanced emphasis on the standards. Students will have opportunities to express themselves visually and creatively.

\*This course is a Prerequisite for Advanced Multimedia/Video Production. In order to qualify for Advanced Multimedia/Video Production students must receive a grade of "B" or better in Multimedia Design CP, maintain a 2.0 GPA across all of their courses, and obtain approval from the instructor.

**Note: RHS also offers a screenwriting course titled Screenwriting As Literature. The course is open to all students in the 10th grade and above and is offered during the spring semester. Students do not have to have taken M/M Design CP or Advanced Multimedia/Video Production to enroll.**

**Throughout the course, students will begin to understand film narrative and learn basic and advanced level skills for developing and completing screenplays.**

Skills that students will learn include (but are not limited to):

- |                   |                    |
|-------------------|--------------------|
| -Scriptwriting    | -Video Editing     |
| -Storyboarding    | -Digital Imaging   |
| -Camera Operating | -Music Composition |

Students will also have opportunities to develop skills such as *teamwork, organization, and leadership.*

***Things you will need for this class...***

- Spiral Notebook
- Pencils
- Headphones
- Access to a computer with Internet and a printer
- Email account (Required. Preferably Gmail.)

- Google Drive App for your phone (Recommended)
- Flash Drive (Recommended)

***Assignments/Projects:***

***Grading:***

- Participation, Effort, and Class Policies = 10%
- Class Assignments = 30%
- Class Projects = 30%
- Tests/Quizzes = 10%
- Semester Project = 20%

***Percentage Breakdown:***

- A = 90%-100%
- B = 80%-89.9%
- C = 70%-79.9%
- D = 60%-69.8%
- F = 59.9%

*I do not grade on the curve!!!*

***Submitting Assignments/Projects:***

Because this is a media production class, students will be required to submit assignments in many different formats (handwritten, typed/printed, video file, word document). It is the student's responsibility to make sure that assignments are submitted in the correct format and can be opened and viewed by the teacher. Assignments not submitted in the correct format will lose points. Assignments that cannot be opened or viewed by the teacher will not receive any credit.

***Late Work:*** For each day that an assignment is late, a total of 5% of that assignment's overall point value will be deducted from your score for that assignment (up to 30%). *Note:* Due to the nature of this course, in some cases, late work will not be accepted at all! (i.e. Videos for the Terrier Time Show).

***Missed Work:***

If a student is absent, it is that student's responsibility to speak with the teacher or another student to find out if there are any announcements or assignments that they may have missed.

It is also each student's responsibility to check their Aeries student portal regularly and ensure that their grade is up to date and that all missing/ungraded work is accounted for.

***Homework:***

Because this class involves the use of equipment that students may not have access to outside of class (such as high-end editing software, cameras, etc.) most of the work assigned can only be completed during class time. However, students may be required to complete some work, such as scripts, storyboards, and other written or typed work, at home.

***Classroom Rules:***

1. Be on time! Students not in their seat when the bell rings will be marked tardy.
2. No food, drink, or gum allowed in the classroom.
3. No using the restroom without permission and no using the restroom within the last 5 minutes

of class.

4. No cell phone use during class time.

5. Be respectful towards others! This includes their personal property and projects/assignments.

***Restroom Privileges:***

Students will be allowed three restroom passes per semester. Students that exceed this number will lose participation/policy points.

***Attendance:***

-Students who are absent (and do not report the absence prior to missing school) must clear the absence upon returning to school.

**\*Many of the assignments that we will complete in this class are group projects. Attendance is crucial! Excessive absences will result in a loss of the student's participation points for that project.**

***Tardy Policy:***

Students who are not in their assigned seat by the time the final bell rings will be marked *Tardy*. Multiple tardies will result in discipline according to Redlands High School's tardy policy.

***Cell Phones/Electronic Devices:***

Cell phones must be turned off, put away, and not on vibrate or silent during school hours. Students who use these devices in the classroom are subject to the following:

1st offense: Device will be confiscated and sent to the Assistant Principal. Device may be picked up after school.

2nd offense: Device will be confiscated and sent to the Assistant Principal. Device may be picked up after school. Student will receive lunch detention.

3rd offense: Device will be confiscated and sent to the Assistant Principal. Device may be picked up after school. Student will receive two lunch detentions.

***Use of Equipment:***

-All equipment must be handled with care.

-All equipment must be returned to its proper place 5 minutes before the end of the period.

***Computers:***

-Computers are for Multimedia Production students only!

-No downloading programs without teacher consent.

-No downloading music, videos, or photos that do not relate to any project that you are currently working on.

-No deleting or moving files created by other students or the teacher.

-No video gaming... PERIOD!

-No downloading or streaming movies.

-No plugging cell phones into the computers or computer outlets.

-No logging into your Apple ID/iTunes account.

**\*The computers are not your personal computers!!!**

**\*Students caught using the computers during class discussions or while the teacher is talking will have their computer privileges revoked until the teacher says otherwise.**

**\*Students with a grade of less than 60% will not be allowed to use the computers for anything other than class-related work until they are able to raise their grade.**

**Cameras:**

- Always use the camera strap and lens cap.
- Never touch nor try to clean the lens.
- Make sure the camera is "off" prior to inserting or removing the battery or memory card.

*When finished using the camera...*

- Remove the battery and memory card.
- Place the battery on a charger.
- Save your footage to the computer you plan to edit your work on.
- Eject the memory card and return it to the memory card container.

**Tripods:**

- Always loosen the proper screw(s) or wing nut (s) prior to adjusting the tripod.
- Never over-tighten anything!

**Microphones:**

- All microphones must be switched "off" and returned to their proper storage area prior to the end of the period.

**\*Violation of any of these rules will result in a loss of points and possibly a revocation of your right to use the equipment for the remainder of the semester or school year.**

***Filming:***

- Students who film outside of the classroom during class time must check out the equipment.
- While filming, students are expected to be respectful of our school, our staff, other students, and other classes.
- Students who plan to film during a period other than their own, must get a pass from the teacher whose period they are filming during.

**\*Students who do not follow these rules will receive disciplinary action by the teacher and possibly other school staff. (Disciplinary action by the teacher may include a loss of points and loss of privileges.)**

***Checking out Equipment:***

- Students are not allowed to check out equipment for personal use.
- Only Advanced Multimedia students can check out equipment for after school use (Unless approved by the teacher).
- Check out availability the weekend prior to a project due date will be limited.
- Failure to return equipment on time could result in a loss of points.
- Failure to return equipment (at all) will result in a fine. Unpaid fines will be reported to the main office and a hold will be placed on the student's account.

***End of Class Procedures:***

1. Make sure all equipment is returned and properly stored.
2. Save all computer work and close all programs and windows.
3. Log off computer profile.
4. Make sure your area is clean and organized:
  - Throw away trash.
  - Make sure your computer monitor is upright and the mouse and keyboard are placed in front of your computer.
5. Wait in your seat until the teacher releases you.
6. Push your chair in prior to leaving the classroom.

**Your ability to participate, as well as follow the class rules, policies, and procedures mentioned in this syllabus will be factored into your final grade for each semester!!!**

Dear Parent/Guardian,

Throughout the school year the M/M Design class here at RHS will view films in class, in part but possibly in their entirety, which complement the curriculum. Since many of the films that we will view are PG or PG-13 it is required that we receive your permission to allow your student to view these films. I have provided a list of the films that we plan to view in class below.

Please sign the form below and return by Friday.

Thanks,  
Mr. Trueba

**\*Students that do not receive permission to view the films will be required to complete alternative assignments.**

Films:

Forrest Gump (PG-13)

Star Wars (PG)

Ferris Bueller's Day Off

Goonies (PG)

Apollo 13 (PG)

(PG-13)

Nightmare Before

Non-Stop (PG-13)

Shrek (PG)

Christmas (PG)

Toy Story (PG)

Marvel Films (PG-13)

(Please tear this portion off and return to Mr. Trueba by Friday.)

(15 Points)

(Please check off one)

I DO give my student permission to view all of the films above. \_\_\_\_\_

I give my student permission to view all of the films EXCEPT (Please write which film or films you DO NOT give your student permission to view here):

I DO NOT give my student permission to view ANY of the films. \_\_\_\_\_

\_\_\_\_\_  
Print Student Name

Period: \_\_\_\_\_

\_\_\_\_\_  
Print Parent Name

\_\_\_\_\_  
Parent Signature