Course Description
This course will provide students with the fundamental understanding of the pre-production, production, and post-production processes of video production and filmmaking. Students will get hands-on instruction with camcorders and non-linear editing software, not to mention lighting and sound equipment. Along with hands-on productions, students will survey the history of filmmaking and analyze the various styles of filmmaking and editing. Through their studies, students will be able to understand and apply the various concepts of camera shots and movement, composition, continuity in their collaborative individual and group assignments. Evaluations of classic and contemporary film as well as individual and group evaluations of students projects will be implemented.

In addition to their own projects, students will produce the Kimball High School’s daily video bulletin program and document the year’s memorable moments and events for the Kimball High School digital yearbook. Ultimately, students will come away with practical real-world skills in video production and a portfolio of work on DVD.

Materials/Supplies Needed
- Three-ring binder or subject divider within multiple subject binder
- Blue/black ink pens
- Pencils
- Spiral notebook (Preferably with perforated notebook paper) *(Recommended)*
- USB Flash drive or other removable storage device

Class Expectations/Consequences/Rewards
I expect students to maintain a high level of behavior. Therefore, I expect students to:
1. Be respectful to me as their teacher, their fellow classmates, and to the classroom
2. Be responsible for themselves, their work, and their materials/supplies, especially camcorders and computer equipment.
3. Be on time and stay on task at all times.

Consequences***
I do not expect behavior problems. However, in the event of any student misbehavior, the following steps will occur:
1. Verbal warning
2. Seating reassignment/Loss of participation points
3. Student-Teacher Conference/Parent Contact
4. Teacher suspension to Support Room/Parent Contact
5. Referral to the Assistant Principal’s office/Parent Contact
***I reserve the right to skip steps depending on the severity of the offense.

Rewards
To reward those students who follow the classroom rules, I will offer the following:
1. Praise (verbal and/or written)
2. Positive parent contacts
Attendance/Tardy Policy
For students to receive the maximum benefits from their education, daily, on-time attendance is essential. Class instruction begins immediately. **A student is tardy if he/she is not in his/her assigned seat BEFORE the last bell rings.** Participation is evaluated each grading period, based on active, quality participation in class discussions, in-class assignments, out-of-class assignments, listening, attitude, behavior, and preparedness. Absences and tardies affect participation because if a student is not in class, he/she cannot participate. This is especially true for this class since students will not be able to check out video equipment to make up work nor will they be able to collaborate with their assigned group members outside of class. If a student is absent, he/she must bring the teacher an admit slip from the office in order to clear his/her absence(s) and return to the class. A student who attempts to return to class without an admit will not only be sent to the Attendance Office to get one, but will also receive a tardy when he/she returns to class.

The Kimball High Tardy Policy to be enforced (per quarter):
- Tardy 1-2: Verbal warning
- Tardy 3+: Detention of 20 minutes and further consequences outlined in the John C. Kimball High School Student Handbook

Grading Policy
A student’s semester grade is based on the following: 90% on the total number of points possible earned throughout the semester and 10% on the semester exam. A student’s quarter grade is based on the total number of points possible during the quarter. The grading scale is as follows:

90-100% = A  80-89% = B  70-79% = C  59-69% = D  0-58% = F

Class Work Policy
For paper assignments, class work and homework will be completed in either black/blue ink or pencil. Students will need to head their class work and homework assignments with the following on the top right hand corner of their papers:
- First and Last Name
- Class Period
- Date

Students will also need to head each of their assignments with a title on the top line of their papers.

Please note: No Name on Assignment = NO CREDIT

Homework Policy
Students can expect to receive no more than two hours of homework per day (from their combined classes). Limited homework assignments, if any, will be given on weekends and over the holidays. Please see the “Homework Policy BP 6154” in the Student Handbook (pages 12-13) for more information. Note: Homework will consist only of written assignments. Video projects must be completed in class or as part of a project such as the digital yearbook, daily bulletin, etc.

All homework is due at the beginning of the student’s regular class period. A student will receive Late Credit (50% of the total score possible) for homework One Day Late and No Credit for homework turned in thereafter. Problems with computer hard drives, disks, software, and printers are not acceptable excuses for late work. In the event of illness, medical appointments, field trips, and family vacations, students should make every effort to arrange for their work to be turned in on time.

Make Up Work
The student is given one day to make up work for each excused day of absence. Students who receive off-campus suspension or whose absence is unexcused CANNOT make up work; however, students who receive a teacher suspension (Support Room) can.
It is the responsibility of the student to get make up work for excused absences the day the student returns to class. Students should check the daily assignment logs/weekly agendas and pick up assignments and handouts from me. Assignments must be completed and turned in on the date determined by the number of days absent.

Students who will participate in Travel Study must have administration/counselor authorization and advanced approval from me and give me at least 24 hours to supply make up work before they leave. All assignments will be completed and returned to me on the day students return to class. Failure to do so will result in no credit for missing assignments and unexcused absences on the student’s attendance record. Note: Video projects and in-class assignments cannot be made up.

**Academic Honesty Policy**

Plagiarism is the act of using another person’s ideas, expressions, or words in one’s writing without acknowledging the source. Students cheat themselves of their own ability to think by copying the work of others, including their fellow classmates. Difficult material is meant to be struggled with, reflected upon, and discussed in class. Plagiarism and cheating of any kind will be dealt with according to the guidelines in the Student Handbook.

**Office Hours/Phone #/E-mail Address**

My office hours are 3:30-4:30 P.M., Monday through Friday in J-2 (Note: I will occasionally have meetings or conferences to attend after school.) To reach me by phone, please call (209) 832-6600, ext. 4152, before or after school. If I am unavailable, please leave a message on my voicemail, or contact me through my e-mail address: marodriguez@tusd.net. Please give me 48 hours from the time you call to or e-mail me to respond.

**Video Production Contract**

The video production class consists of assigned video production teams (4-5 students) videotaping in the classroom and throughout the Kimball High School campus. This class affords students the opportunity to videotape outside the normal classroom structure. This is a privilege, not an entitlement. Students will be held accountable for their behavior and time on task for each project. Since the instructor, Mr. Rodriguez, cannot be in all locations to conduct constant supervision, each student must take responsibility for their own and their teams behavior and act in a professional manner toward their fellow students, faculty, and staff.

**Student Guidelines:**

1. Students will be trusted to be productive and on task at all times.
2. Students will exhibit proper behavior at all times.
3. Students will videotape only in authorized areas of the campus.
4. Students are to be quiet and not disturb other classes in progress.
5. Students are to stay with their crew at ALL TIMES.
6. Students are not to leave school campus for any reason.
7. Students are to return to the classroom immediately upon finishing their video shoot or at the time indicated by Mr. Rodriguez.
8. Students must take the utmost care of video equipment.

Any violations by a video production team/individual of any of the above will result in the loss of the privilege to use the equipment and/or to videotape outside the classroom and will have an impact on the student’s grade. Misuse of equipment/facilities will result in loss of privileges and the student will be given alternative written assignments that do not require the use of equipment.
Please sign and return this completed portion of the syllabus/contract.

I have read over the course syllabus/contract and will abide by Mr. Rodriguez’s expectations and requirements for this class.

_________________________          ____________________
Student’s printed name          Student’s signature

________________________
Date

I have read over Mr. Rodriguez’s syllabus/contract with my child and understood his course expectations and requirements for my child.

_________________________          ____________________
Parent/Guardian’s printed name          Parent/Guardian’s signature

________________________          __________________
Home phone number          Best time to call home

________________________          __________________
Work phone number          Best time to call work

___________________________
E-mail Address

________________________
Date