JASS 315: Media Production for the Metropolitan Community

REQUIRED READING AND MATERIALS


Additional readings posted to Canvas and as assigned

Mac-formatted portable hard drive. Recommended:

LaCie Rugged Hard Disk Triple 500 GB USB 3.0/Firewire 800 Portable Hard Drive

Headphones (mini-plug)

COURSE DESCRIPTION

JASS 315 is an Academic Service Learning course focused on video production that serves a partner organization in the Metro Detroit community. This semester, students will partner with Glass Academy in Dearborn, a glass art studio and school, to produce a set of documentaries that explore Glass Academy’s work, clients, techniques, and educational programming.

To that end, the course will instruct students in the technical, aesthetic, conceptual, and ethical approaches to documentary video production. Instruction will include research, writing, camera operation, interview, and editing with a specific style in mind.

This class will be highly team- and workshop-oriented, with students working in small groups to produce, critique, and improve one another’s work. Students will complete short assignments and projects throughout the course leading up to the production of a significant, polished, and well-researched documentary produced in tandem with the partner organization. Students are also expected to maintain a production book and a learning diary that asks them to reflect on their learning and growth. Students should expect to spend substantial amounts of time working with the community partner in Detroit and must be able to provide their own transportation.

COURSE REQUIREMENTS AND METHODS OF ASSESSMENT

Students are expected to attend all classes, whether devoted to lecture, discussion, or in-class work, as well as team meetings in and outside of class. Students are expected to make regular visits to perform work at Glass Academy and should understand that failure to do so will result in the inability to complete required work in the class and likely failure of the course. Transportation difficulties will not be considered an excuse – students should have transportation arranged for the semester in advance.

ASSIGNMENTS AND EVALUATION

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Project 1: Lumiere actuality</td>
<td>10%</td>
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<tr>
<td>Project 2: Issue piece</td>
<td>20%</td>
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<tr>
<td>Project 3: Glass Academy documentary</td>
<td>30%</td>
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<tr>
<td>Editing exercise</td>
<td>5%</td>
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<tr>
<td>Service-learning reflections</td>
<td>10%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Professionalism and participation</td>
<td>15%</td>
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<tr>
<td>TOTAL</td>
<td>100%</td>
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There is a strict policy concerning project deadlines. This to make sure there is sufficient time and resources for all student projects and to create a professional atmosphere where deadlines are respected. Unless otherwise stated, all assignments are due by the start of class, and will be considered late if turned in after
that time. **ALL TEAM MEMBERS will be penalized for the late submission of a project.** You are responsible for making sure the instructor received your assignment. **The ENTIRE TEAM will automatically lose half (1/2) of all possible project points for missing a project deadline.** Late projects must be turned in within two weeks of the original due date. Late service-learning reflections will receive no credit.

Grades on team-based projects will be based on a combination of individual work and group work. Grading schemes will be detailed when assignments are handed out.

No pre-existing or copyrighted material is allowed in course projects (including music, sound effects, and work produced in another class) without prior permission or unless otherwise stated in an assignment. Also please note that while I am happy to discuss your grade, my policy is that you must wait 24 hours after receiving a graded assignment back before approaching me with questions or concerns.

**PARTICIPATION**
Participation is absolutely essential to your success, and the success of your classmates, in this class. In working with our partner organization and with your teammates, a high level of professionalism is expected. Failure to meet basic levels of professionalism and team participation may result in removal from your team. Class time devoted to workshop projects is expected to be used to its maximum potential; leaving early will be viewed as not fulfilling that expectation. Sleeping, texting, and arriving late to class will adversely affect your final grade – even if you are quiet, you are expected to be an **active** learner. Disruptive participation and unconstructive contributions may result in a loss of points from your participation grade and from project grades. Phone use, using computers for non-class purposes, carrying on side conversations, and rude behavior or personal attacks will not be tolerated.

**ABSENCES**
Attendance is a factor in your participation grade, and students who do not attend class regularly will miss important information and screenings and fail the course. A student who misses, for any reason (excused or unexcused) more than 4 class meetings for the academic semester will not receive credit for the course (UE). Absences will also affect your participation grade.

**EQUIPMENT POLICIES AND PROCEDURES**
JASS offers digital video and audio equipment for checkout to students currently enrolled in a production class as well as computers for working on JASS class projects, all located in **1051 CB** (just inside the CASL Building main entrance).

You are expected to treat all equipment you touch with utmost care, and you agree to be held responsible for the replacement cost of equipment that you check out.

Please report all technical problems or equipment damage to the professor and the studio engineer, Mr. Greg Taylor. Mistreatment or loss of equipment may result in removal from class and failure of the course. If equipment is found damaged without being reported to the instructor, then equipment use may be limited for the entire class.

It is your responsibility to sign up for the equipment you need to complete your projects, and to check equipment out/in during assigned checkout hours. These hours are posted on the JASS Studio door and in the online checkout system, and will be the ONLY time that you will have access to equipment.

**COMMUNICATION**
Students are expected to keep up with communications from the professor on Canvas and by regularly checking your UM-D email account. If I need to communicate with you individually outside of class, it will be through these tools.

**SOCIAL MEDIA GUIDELINES**
While it may be tempting at times to post about the activities in class on social media sites such as Facebook or Twitter, students are expected to use these services responsibly and thoughtfully, particularly in
respecting the privacy, feelings, and intellectual property of others. Students should be advised that social media is seldom completely private, even with privacy settings turned on, and that what you post there can easily spread into public space. In essence, don’t say anything online you wouldn’t be comfortable saying in front of the whole class. In addition, students are expected to comply with copyright law and are not allowed to disseminate or repost classmates’ work without express permission from the author of that work.

PROVOST’S STATEMENT ON ACADEMIC INTEGRITY
The University of Michigan-Dearborn values academic honesty and integrity. Each student has a responsibility to understand, accept, and comply with the university's standards of academic conduct as set forth by the Code of Academic Conduct, as well as policies established by the schools and colleges. Cheating, collusion, misconduct, fabrication, and plagiarism are considered serious offenses. Violations will not be tolerated and may result in penalties up to and including expulsion from the university. Please visit http://webapps.umd.umich.edu/aim/ and take the tutorial and quiz if you have any questions about the UMD policy on academic integrity.

Plagiarism also includes submitting the same work for credit in more than one class without prior permission.

DISABILITY STATEMENT
The University will make reasonable accommodations for persons with documented disabilities. Students must register with the Disability Resource Services Center located in Counseling and Support Services. You must register with DRS to be guaranteed services.

PREFERRED AND ADOPTED NAMES AND PRONOUNS
Unfortunately, our course systems provide only students’ legal names and do not yet allow us to make changes that reflect the names we actually use in our daily lives. However, please let me know of your preferred or adopted name and gender pronoun(s) and I will make those changes to my own records and address you that way in all other cases.
COURSE SCHEDULE

Students are responsible for keeping up with any changes that may occur during the semester.

WEEK 1
Introduction – syllabus and class overview.
What is service learning? What is documentary? Skills and goals assessment.
Assign Project 1: Lumiere actuality; begin brainstorming.
Order your hard drives today!!

WEEK 2
Introduction to Glass Academy. Introduction to cameras. Discuss readings.
Read for today:
DtD, Ch. 2, “The Nature of Documentary” and Ch. 12, “Camera”
DUE TODAY:
Reading quiz

WEEK 3
More work with cameras. Introduction to sound and microphones.
Assign Project 2: Campus issue piece. Form teams.
Read for today:
DtD, Ch. 7, “Research” & Ch. 10: “Capturing Sound.”
DUE TODAY:
Camera quiz

WEEK 4
Lumiere actuality screening and critiques. Interviewing techniques.
Project 2 pitches.
Intro to Avid editing. Assign editing exercise.
Read for today:
Avid Editing, Ch. 1 & 2; DtD Ch. 8, “Developing and Pitching a Short Documentary” & Ch. 31: “Conducting and Shooting Interviews”
DUE TODAY:
Lumiere actuality posted online.
Bring hard drives and Avid Editing to class
Project 2 Pitches. Project 2 Working Hypothesis. Project 2 Team Contract.

WEEK 5
Documentary storytelling. More on Avid editing.
Read for today:
Avid Editing, Ch. 3 & 4
DtD Ch. 17, “Point of View and Storytelling,” Ch. 14, “Creating the First Assembly”
DUE TODAY:
Reading quiz.
Bring hard drives and Avid Editing to class

WEEK 6
More on Avid Editing. Assign Project 3; form teams. Assign service-learning reflection journal.
Read for today:
Avid Editing Ch. 10
DUE TODAY:
Editing exercise due. Project 2 raw footage due.
WEEK 7
Meet at Glass Academy.
Read for today:
Glass Academy research materials (TBA)
DUE TODAY:
Service learning reflection 1

WEEK 8
Project 2 final cuts; screen and critique. Project 3 pitches. Research and pre-production.
Read for today:
DtD: Ch. 22, “Advanced Research”
DUE TODAY:
Project 2 rough cut.
Project 3 pitches.

WEEK 9
SPRING BREAK! NO CLASS!

WEEK 10
Begin Production.
Read for today:
DtD: Ch. 18, “Dramatic Development, Time, and Story Structure”
DUE TODAY:
Project 3 Final cut. Screen and critique.
Reading quiz.

WEEK 11
Production and team meetings.
Read for today:
DtD: Ch. 21, “Values, Ethics, and Choices”

WEEK 12
Production and team meetings.

WEEK 13
Production and team meetings.
DUE TODAY:
Project 3 raw footage.

WEEK 14
Post-production/editing.
Read for today:
DtD: Ch. 15, “Editing for Refinement”

WEEK 15
Workshop projects/critique
DUE TODAY:
Rough cuts of Project 3 due.

Final Exam
PROJECT PREMIERES
MANDATORY ATTENDANCE