

F/TV39, Intermediate Digital Film and Video Production, 4 Units, Spring 2025  
**HYBRID, In-person labs on Thursdays, 10:30am-1:20pm**

**IMPORTANT DATES:**

- April 7 - First day of spring quarter
- April 20 – Last day to add classes
- April 20 - Last day to drop classes without a W
- May 24-26 – Memorial Day Holiday, no classes, offices closed
- May 30 - Last day to drop classes with a W
- June 19 – Juneteenth Holiday, no classes, offices closed
- June 23-27 - Final exams
- **Final exam 09:15am-11:15am** per the College exam schedule
- To Request a "Pass/No Pass" (Links to an external site.)
- To Apply for degree or certificate (Links to an external site.)
- College-wide listing available at <http://www.deanza.edu/calendar/>

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**Office hours in AT105:** Thursdays 8:30am-10:20am

Creative Arts Division: <http://www.deanza.edu/creativearts/>

Film/TV Department: <http://www.deanza.edu/creativearts/ftv.html>

Pre-requisite: F/TV 20

**Course Objectives**

Principles of digital video in the preproduction and production of a short project using cameras, lighting and sound equipment and post production digital editing.

This is a **hybrid lecture/laboratory** class. In-person attendance of the lab portion of the course which takes place on campus is mandatory and will be monitored by the instructor. For the online portion of the course, students must have access to a computer, the internet and an individual email address. De Anza recommends a laptop or desktop computer to successfully complete the course; a tablet or phone may not be adequate for all assignments and tests. Students will be expected to collaborate and work in teams. Effort will be taken into consideration when the final grade is given, as will class participation. In the case of absence, it is the responsibility of the student to contact fellow students to get missed materials. **Attendance** will be taken weekly, and **tardiness** will be noted each week.

Information about Canvas and Online Education Orientation can be found in Canvas on the Student Resources page: <https://deanza.instructure.com/courses/3382>. The Student Online Resources hub with extensive information and tips can be found at <https://www.deanza.edu/online-ed/students/remoteteaching.html>.

**Student Learning Outcomes:**

- Use and apply digital cinema shooting techniques in a production.
- Develop and execute a production and post production plan for a video/film project.

Students will be evaluated on their informed class participation, completion of all assignments and exams, as well as on the overall quality of the project.


**Food, Housing, Transportation and Emergency Resources:** [www.deanza.edu/resources](http://www.deanza.edu/resources)


**HEFAS:** <https://www.deanza.edu/hefas/> - support for undocumented, low income and AB 540 students


**EOPS/CARE:** <https://www.deanza.edu/eops/> - state-funded program helping low income and academically disadvantaged California residents be successful in college


**Student Success Center (SSC):**  
**Need help with this class? You are not alone.**

Student Success Center peer tutors can relate and are ready to help! Go to the [SSC homepage](#) and click on the yellow links for on-campus schedules and Zoom links.

 **Tutoring:** Drop-in or sign up for weekly sessions. Come with assignments or questions, or just stop by to check it out.

 **Workshops:** Skills Workshops on a variety of topics—managing stress, anti-procrastination, study tips and tricks, finding resources and community at De Anza and much more!

 **Group tutoring and group study:** Connect with classmates and others learning the same material. Most people learn better with others...give it a try!

 **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies to stay on track with less stress.

 **Need after-hours or weekend tutoring?** See the [Online Tutoring](#) page for information about **NetTutor** (accessible via Canvas).

Please [click to Join SSC Resources Canvas](#)

Questions, comments, or suggestions? Contact Diana Alves de Lima [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu), Melissa Aguilar [aguilarmelissa@fhda.edu](mailto:aguilarmelissa@fhda.edu) or the appropriate SSC contact.

Zoom links for tutoring and workshops--Join [SSC Resources](#)

**Follow us on Instagram! @deanzassc**

**Academic Accommodations for Students with Verified Disabilities:**

Students who have been found to be eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) – Room 141 for information on eligibility and how to receive support services.

- You can also go online to <https://www.deanza.edu/dsps/> ([Links to an external site.](#)) for additional information.

### **Veterans Services:**

Students who are veterans or are survivors of veterans, can get help applying for educational and VA benefits through the variety of resources on campus. Please, visit the following web page for more information: <https://www.deanza.edu/veterans/>

### [GUIDED PATHWAYS VILLAGES:](#)

Students! Visit your Village Today! At De Anza, you can find academic and social support through your [Guided Pathways Village](#). Each [Village Space](#) is a place on campus where you'll **find a community** of students, faculty and staff members who share your interests, along with events, **services, and resources** that are relevant to **your major**. The Villages are a [great starting point](#) for the whole college experience:

- Each Village offers events and fun activities keyed to your major and related subjects.
- Each Village has space for you to study alone or in groups.
- Each Village has charging stations, books, and games
- Each Village has student ambassadors, instructional faculty, and counselors available to help you.
- Each Village has Support Service professionals and information to help you find the support you need.
- Each Village can be reserved for club, group, or class use, so if you belong to a group looking for a great space to have meetings, ask us how to reserve your space and time!
- Villages are generally open from 10am to 3pm, Monday through Thursday, but there are also special event hours, so check with your Village!

**There are also [virtual Villages](#) where you can** find relevant [information and services](#) – including [degree and transfer maps](#), which can help you save time and make steady progress toward your goals.

If you don't yet belong to your Village, [join yours today!](#)

### *[Your Guide to the Quarter:](#)*

Visit this website for important information on the Quarter:

<https://www.deanza.edu/quarter-guide/index.html> ([Links to an external site.](#))

### ***Resources:***

- Looking for tips and assistance with online learning?  
Visit [deanza.edu/online-ed/students/remoteteaching](https://www.deanza.edu/online-ed/students/remoteteaching) ([Links to an external site.](#))
- Want to save money on books and materials?  
Visit [deanza.edu/save-on-books](https://www.deanza.edu/save-on-books) ([Links to an external site.](#))

- Want help paying for college?  
Visit [deanza.edu/financialaid/apply](https://deanza.edu/financialaid/apply) (Links to an external site.)
- Need assistance with food or financial emergencies?  
Visit [deanza.edu/resources](https://deanza.edu/resources) (Links to an external site.)
- Check out our Video Help Series for quick tips on completing assessment, getting priority enrollment, preparing for transfer and other important tasks.  
Visit [deanza.edu/vhs-guide/](https://deanza.edu/vhs-guide/) (Links to an external site.)

**Class Assignments:** Each student will be expected to demonstrate his/her competence in an area by completing the assignment. Each assignment will only help you with your video projects so it is in your best interest to complete it to the best of your ability. Late assignments will be automatically downgraded one letter grade for each week late. Except under special circumstances, I will not accept work late more than one week. Please follow the detailed instructions provided for you in class or on Canvas.

**Class Attendance:** This course is held half of the time face-to-face on campus, and half of the time online to provide students with flexibility in their schedules. During the course of the quarter, I will be holding weekly office hours where you can meet with me one-on-one to discuss any issues or questions you might have. In addition, if there are particular circumstances that the instructor should know about, please let her know in her office hours or via email through Canvas. I want to reassure you that I am here for you, my goal is to make you successful in this course.

**Late to Class Policy:** Walking into class late disrupts the learning environment for other students in the class and is disrespectful to fellow classmates who come to the classroom on time. Moreover, it prevents students from learning about important announcements, lecture reviews, and other important material. If you are more than 15 mins late to class, you will be considered absent, unless you communicate to me ahead of time that you will be absent and the reason is justifiable. In case of illness, I'll ask you to present a doctor's note to me.

**The instructor may drop students from the class for several reasons, including:**

- Not logging into Canvas to view the modules for 3 weeks, regardless of the reason and when the student has failed to communicate with the instructor
- Not logging into Canvas by the end of the first week of the quarter (Sunday of Week #1 of the quarter at 11:59pm)
- Not submitting up to 3 assignments, regardless of the reason
- Disruptive behavior and failure to adhere to proper etiquette

For more information, please refer to the Student Rights and Responsibilities page at: <https://www.deanza.edu/student-complaints/rights-responsibilities.html>

**PLEASE NOTE:** The instructor lectures developed by her are intended for educational purposes only and must be viewed as part of this course only by the students enrolled in this course. The lecture materials developed by the instructor are the intellectual property of that instructor and cannot be shared publicly without her specific approval. In addition, you may not publicly share, email or upload other instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

**Video Projects:** Each of the three video projects and their scope and parameters will be discussed in detail in class and under the appropriate module in Canvas.

**Written examinations:** There will be two exams: one mid-term, and one final exam. The format of the exams may vary but they will test how well the student has understood the lecture material and practical implementation of equipment, and are designed to help students solidify the knowledge they acquire through lectures. **PLEASE NOTE: If you fail to submit the midterm exam or final exam, you will automatically receive a “no pass” for the course.**

**Two Video Projects (20 points for first project and 30 points for second project)**

Students will collaborate on two video projects in and outside of class. Details will be discussed in class.

For the second and final video project, students will be expected to work and collaborate in bigger and well-defined crews to shoot a 8-10 min short video project. Students will also create an elaborate pre-production binder, details to be discussed in class. LATE projects will NOT be accepted. No credit will be given for projects shot before the current quarter.

**Crewing on the Final Project (20 points)**

You should choose either a main role in a group project (earning 20 points), or fulfill one of the other roles on the crew (10 points for each project). A list of the roles will be provided in class.

**Producer Packet (20 points) + items developed in the weeks prior (20 points)**

A list of items to be completed will be discussed and provided as handouts on Canvas. Items will be due each week of the quarter, and failure to submit them on time will result in loss of points. I strongly urge you to stay on track with this assignment as it will also help you prepare your video project!

**Midterm Presentation (20 points)**

There will be a midterm presentation, details are posted on Canvas. **If you do not show up for the midterm, you will automatically receive a “no pass” for the course.**

**Final Exam (25 points)**

The final exam will be multiple choice, open book, and on Canvas. It will cover the topics discussed throughout the quarter, such as crew positions and responsibilities, working with Rec 709, LOG, RAW, gamma, primary/secondary color correction, etc.

**Grading of Course Work:**

In-class assignments	25
Video Project #1	20
Midterm Presentation	20
Video Project #2	20
Final Video Project Crewing	20
Producer Packet	20
Final Exam	25

**TOTAL** 150 points

End-of-the-Quarter Survey Extra Credit 05

**Grading Scale:**

135-150:	A
120-134:	B
105-119:	C
90-104:	D
0-89:	F

**WHAT CONSTITUTES AN “A” GRADE:**

“A” grades are reserved for student work which has followed all the requirements and is submitted on time with outstanding content and technical execution. Skipping one of the video projects worth 20 points or two of the smaller projects cannot earn you an A.

**WHAT CONSTITUTES A “B” GRADE:**

“B” grades are given to outstanding student work which is one week late or which only partially follows the requirements. The content is still well chosen and the technical execution is very good.

**WHAT CONSTITUTES A “C” GRADE:**

“C” grades are for student work which somewhat meets the requirements given by the instructor and/or is submitted more than two weeks late from the due date. Such student projects usually show a noticeable struggle with the content and have an average to poor technical execution.

**WHAT CONSTITUTES A “D” GRADE:**

“D” grades generally indicate very late work that does not reflect the standards of the assignments in this course. Such coursework may need to be repeated in a future quarter.

**WHAT CONSTITUTES AN “F” GRADE:**

“F” grades are given to students who come to class regularly but do not accomplish the work assigned. Students who stop attending class after the first two weeks or so CANNOT expect to continue to be enrolled in the course in order to be given an “F” at the end of the quarter. If students don’t attend class regularly, they will be dropped by the instructor by the “W” deadline at the latest.

**WHAT CONSTITUTES AN “FW” GRADE:**

“FW” grades are given to students who attend class in the first couple of weeks of the quarter but then stop attending class after the W deadline. Since such students do not even attempt to do the coursework, they will be given the “FW” grade.

**“I” GRADE or “INCOMPLETE”:**

“I” grades or Incompletes are reserved for students who have already accomplished at least 75% of the work in the course but who encounter an unforeseeable emergency, such as a death in the family, hospitalization, etc. This personal emergency needs to be well documented and the documents presented to Admissions & Records, in order for the instructor to agree to file for an incomplete. The student then has up to one year to complete the coursework or be given the grade that they would have earned by the time they filed for an Incomplete. The Incomplete involves agreement by and signature of the instructor.

**Equipment Rules and Regulations:**

To reserve equipment, please use our software checkout system called **WebCheckout**. Since you cannot check out equipment until **Week 3** of the quarter has started, I have uploaded a video that I made on how to sign into WebCheckout and reserve equipment and have posted it in Module 3 for

Week 3 of the quarter. Please watch it as it will answer many of your questions. Here is the direct login link for WebCheckout where you can also see the equipment available to you as production students: <https://fhda.webcheckout.net/sso/patron> – **please use this link as Week 3 starts, not before. All checked out equipment needs to be returned by the end of Week 11 of the quarter.**

Equipment Check-in and Check-out Hours are to be determined and will be posted on Canvas and outside the equipment room. Our Equipment Manager and Lab Tech is Fernando Perez De La Rosa. His email is: [perezfernando@fhda.edu](mailto:perezfernando@fhda.edu), and his office phone number is: 408-864-5678. Feel free to reach out to him with any questions you may have regarding equipment.

This quarter, we will also have Brad Meyer working in the Equipment Room. Brad will be checking in or out equipment to you and will be available on the days that Fernando is not working, which will be Mondays and Wednesdays, 9am-5pm. Brad can be reached at: [meyerbradley@fhda.edu](mailto:meyerbradley@fhda.edu) for reservations or equipment questions.

**IMPORTANT:** If you are **late** returning department equipment, a **hold will be placed on your grades immediately** and you will be prohibited from using department equipment in perpetuity. **Students are liable for any damages and loss of equipment.**

Please silence your cell phones during class and do let me know if you might be using your laptop to take notes.

**Substance and alcohol use** during on-campus shoots or while in the classroom is prohibited and may be reported to campus police: [https://www.deanza.edu/policies/drugs\\_alcohol.html](https://www.deanza.edu/policies/drugs_alcohol.html)

**Screening of R-rated material:** please note that some of the material that we screen in class may be for mature audience. Let me know if this may be an issue.

**Make Up Exams:** Exam dates and format are at the discretion of the instructor. Make up exams are only given in the case of a valid and documented emergency. It is each student's responsibility to arrange a make-up with the instructor.

**Plagiarism:** De Anza College defines plagiarism as “presenting the work of others without crediting them.” Plagiarism, cheating or academic dishonesty will result in an “F” on the assignment or exam.

**Dropping the Course:** It is the responsibility of the student to withdraw according to the guidelines in the De Anza College Schedule of Classes. Refer to De Anza's website: <https://www.deanza.edu/registration/add-drop.html>. The instructor always recommends that the student talk to her before withdrawal. **Students cannot expect to enroll in the course, not attend, and be given a failing grade instead; they will be dropped** by the “W” deadline at the latest. If the student needs a certain number of units, it is their responsibility to consult with their counselor or advisor; if enrolled in a course, however, the student needs to attend in order to not be dropped. If the student attends class until the “W” deadline but stops attending thereafter, s/he will be given the “FW” grade.

**Recommended Book:**

*Producing and Directing The Short Film and Video* by Peter W. Rea and David K. Irving, 5th edition, Focal Press 2015

**Materials for class:**

You will need to purchase your own **SDHC cards** (Class 10 is recommended, 32GB or more for recording video, and 8GB-16GB for recording audio) for the cameras that we will use, unless you

own your camera. I recommend having a **set of headphones**, if you don't already have those. You will also need to purchase your own **pair of gloves** in order to be able to work with lights. I recommend double-layer or leather gloves (about \$15 at a hardware store). Touching lights without gloves can be dangerous and painful.

On the post-production end, it is a good idea to have your **own external hard drive** (HD or SSD) as a great way of keeping organized and carrying all your footage around. Always have at least **2 back-ups of your media** as hard drives fail without a warning.

Also, purchase a **flash drive/keychain** to carry around with you for projects, handouts, etc. They are inexpensive and really convenient, and can save a ton of headaches.

You will likely have free access to all Adobe Creative Cloud applications, which are installed on all computers in AT102. The classroom is available to you whenever there is no animation class taking place and during the operating hours of the equipment room (closed on evenings, weekends, or holidays).

#### **ACCESS TO ADOBE CREATIVE CLOUD:**

De Anza College may continue to offer free access to Adobe CC software, which includes Premiere Pro, AfterEffects, Photoshop, Lightroom, and many more. I will notify you when the time comes to collect pertinent information from those of you who would like to have such access outside of campus.

**A NOTE ON MISTAKES:** You are EXPECTED to make mistakes. There is nothing wrong with that. In fact, I encourage you to make mistakes.

**A NOTE ON COLLABORATION:** It takes a village to make a movie. Be reliable, responsible, honest, and be ready to learn what team work means.

#### **A NOTE ON EFFORT:**

Genuine effort counts. Pretending that you are making an effort does not. I will hold all my students to a high standard. I believe you can meet those standards. We will work together on identifying how to do your best. And I hope we have fun!

#### **HOW TO REACH ME BEST:**

1. Visit my office hours (see page 1)
2. E-mail me via Canvas (see page 1)
3. Leave a message on my office phone (see page 1)

**\*\*The syllabus is subject to change at any time based on class needs and/or equipment and production needs.\*\***

#### **FINAL NOTE:**

I am here to help you be the best filmmakers that you can be. Do come to my office hours with questions, issues, help with assignments, etc. I am excited to have you on board, and I am looking forward to a positive and productive quarter!

**\*\*The syllabus is subject to change at any time based on class needs.\*\***



## F/TV 39 WEEKLY SCHEDULE

Week #1: April 10

**Introductions to the course and of everybody  
Timeline and Pitching of Projects  
Producer Packet Introduced**

DUE NEXT WEEK: Optional: Purchase the book  
Bring ideas for the first video project to class

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Week #2: April 17

*\*Introduce Final Projects Crew Structure*

*\*Workshop Elements of the Story and Character Traits handouts*

*\*Project #1 assigned*

**The Film Set Etiquette, Safety and Proper Slating  
The Script Analysis Overview**

Form groups and clarify responsibilities

DUE NEXT WEEK: Read: Ch. 1: Script & Ch. 6: Crew  
Complete: Analysis of Character Development and Storyline  
Organize: Project #1

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Week #3: April 24

***\*WebCheckout opens for equipment reservations***

**Crew Positions and Set Organization  
Cinematography Basics - Lighting**

DUE NEXT WEEK: Read: Ch. 10: Camera  
Edit/Complete: Project #1  
Organize: Project #2

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Week #4: May 1

**The Sony PXW-FX6 Camera**  
Lab on sound stage: work on rigging the camera

Form groups and clarify responsibilities

DUE NEXT WEEK: Write: Rough Drafts of scripts  
Read: Ch. 10: Camera  
Organize: Video Project #1

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Week #5: May 8

**Working with Lenses: Spherical and Anamorphic**  
Lab on sound stage: working with lenses

DUE NEXT WEEK: Read: Ch. 3 & 7: Breakdowns, Schedule & Actors  
Shoot/Edit: Video Project #1



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Week #11: June 19

*\*DUE: Producer Packet items #18-20*

*\*Take the Final Exam in Canvas!*

*\*All checked out equipment due back by the end of this week*

**JUNETEENTH HOLIDAY – NO CLASS. DE ANZA CAMPUS AND OFFICES CLOSED**

DUE NEXT WEEK:    Complete Producer's Packets  
                              Edit and Complete Final Video Project  
                              Take: Online Final Exam in Canvas

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Week #12: June 26

*\*DUE: Completed Producer's Packets*

*\*DUE: Final Video Project*

**FINAL: 09:15am-11:15am**

\*Grades will be entered as soon as possible