

Syllabus - Nonlinear Editing F/TV 027 / 50Z - 46647

Film and TV dept.

Spring 2023

Instructor: Eduardo A. Rufeisen

Course: F/TV 027

Course Meetings Times: **100% ONLINE.**

This is an **ASYNCHRONOUS ONLINE COURSE - NO Zoom meetings.** This means:

- The student can visit this class at any time to read the modules and access the material assigned for that week.
- **The class will cover ONE Module per week. MAKE SURE TO CHECK IN THE CLASS EVERY DAY** in order to not miss any assignments.
- Participation in Discussions is required for all students!!!
- This course is Formerly: (Formerly F/TV 53.)
- Requisites: Prerequisite: F/TV 20.
- Hours: Lecture Hrs: 42.00 - Now all online
- Lab Hrs: 18.00 - Now all online
- Out of Class Hrs: 84.00 - Now all online
- Total Student Learning Hrs: 144.0 - Now all online

Overview

Course Description: Concepts, techniques, and aesthetics of nonlinear digital video editing will be covered, including the organization of the editing process, working in the timeline, audio editing, and basic visual effects. Emphasis will be placed on identifying general principles of film editing as well as different aesthetic techniques for different source material, such as commercials, dialogue scenes, and documentaries.

Student Learning Outcome Statements (SLOs)

- Student Learning Outcome: Demonstrate a professional post-production workflow for nonlinear editing in a film or video.
- Student Learning Outcome: Apply techniques and aesthetics of the video and audio editing based on the project and format requirements.

Course Objectives

- Be able to analyze and explain the history of film editing from analog to nonlinear.
- Be able to acquire a working knowledge of technical terms and procedures regarding nonlinear digital editing.
- Be able to identify and elaborate on editing principles and aesthetics of editing for film and video.
- Be able to utilize nonlinear techniques to execute the editing process on a film/video production.
- Be able to perform sound editing techniques including Foley, Dialogue Editing, Sound Design, and Final Mix.
- Be able to operate and explain the technology involved in non-linear editing
- Be able to identify the impact of the non-linear editing process on the aesthetic choices
- Increase the ability to watch films actively and critically regarding editing techniques
- Enhance the ability to think, speak, and write critically about editing film editing.

Prerequisite(s)/Co-requisites - Class Information

PREREQUISITE: F/TV 20.

Semester and Year: Spring 2023

Meeting Location: 100% ONLINE/Asynchronous/NO Zoom Meetings

Office Hours for class-related questions: Tuesdays 9:00 - 11:00 am - ONLINE through Canvas Email

Start Date: April 10th

End Date: June 30th

INSTRUCTOR INFORMATION

Name: Eduardo Rufeisen

E-mail: contact me via Canvas email

TEXTBOOK

All Quizzes and Exams will be based solely on the Module pages. The book below is a reinforcement of the content delivered in this course but **will NOT be used** as a base for assignments.

I do recommend you buy it as an E-text for around 15 dollars and read the recommended chapters in order to broaden your horizons as an Editor - but again this is NOT a requirement.

Suggested book (OPTIONAL - not required):

1. **Bowen, Christopher, and Roy Thompson. "Grammar of the Edit." 4th ed. Woburn, Mass.: Focal Press, 2017.**

ISBN-13: 978-1138632202

ISBN-10: 1138632201

- Cost varies according to the version of the book you buy - ebook or print.
- Ebook is 50% of the price of the print version but it is available to you only for 180 days.
- Both books will be available to you at the DeAnza Bookstore.

Other suggested but not required books:

- Adobe Premiere Pro CC Classroom in a Book (2019 Release) 1st Edition, Kindle Edition
- Dancyger, Ken. "The Technique of Film and Video Editing." 5th ed. Woburn, Mass.: Focal Press, 2013.
- Eisenstein, Sergei. "Film Form: Essays in Film Theory." New York: Harcourt, Brace, and Jovanovich, 1969.
- Eisenstein, Sergei. "Film Sense." New York: Harcourt, Brace, and Jovanovich, 1969.
- James, Jack. "Fix It In Post: Solutions for Postproduction Problems." 1st ed. Woburn, Mass.: Focal Press, 2009.
- Murch, Walter. "In the Blink of an Eye." 2nd ed. Beverly Hills: Silman-James Press, 2001.
- Purcell, John. "Dialogue Editing for Motion Pictures." 2nd ed. Woburn, Mass.: Focal Press, 2014.

Materials Required for this Class

- **A Reliable computer capable of running Adobe Rush, Adobe Premiere, or Da Vinci Resolve.**
- **For the DeAnza College Equipment procedures, please check this page: [De Anza College "SAN" and "WebCheckout"](#)**
- **A portable Hard Drive (preferably a Solid State) for backing up and submitting projects**

- **IMPORTANT: Sign Up for Adobe Rush or ANY OTHER EDITING SYSTEM OF YOUR CHOICE** - Start with the free Account Starter Plan. Usually can test it first and if you like the editing system you can opt for the paid account version later. The important thing to learn in this class is how and when to perform the best edit to enhance the problem potential. An editing system is just a tool
- **All Reading Materials will be provided as needed via CANVAS.**
- Notebook and Pencil or another manner of taking notes
- Computer Access for CANVAS class components (surveys, forms, reading, videos) and software editing
- A cell phone capable of recording video or a digital video camera

College Facilities and Equipment - CHECK AVAILABILITY

- Lecture room ATvc 120 equipped with a projector - **CHECK AVAILABILITY with the Film/TV dept.**
- 30 computers loaded with the software Adobe Premiere in the classroom - **CHECK AVAILABILITY with the Film/TV dept.**
- **For the DeAnza College Equipment procedures, please check this page: [De Anza College "SAN" and "WebCheckout"](#)**

Methods of Evaluation

- Homework, Delivered Projects, Exam, Quizzes, Assignments, participation in class, and Critiques
- Critical thinking example(s): Analyze film/digital media production and discuss how the objective elements influence your subjective experience of the work.

Class Specific Rules

Participating in class discussions is part of the grade. Students who miss three assignments classes medical justification will be dropped from the class.

Editing Projects, FINAL EXAM, Quizzes, and Discussion #1 will NOT be accepted after the due date.

In order to help the students:

- **IMPORTANT** - I will be dropping the lowest score from your Quizzes, and from Video Projects #1 to #4 - This policy DOES NOT APPLY to Video Projects #5, and to the FINAL EXAM.
- **IMPORTANT** - I will allow "two" attempts in all the Quizzes. This policy does not apply to the Final Exam
- **IMPORTANT** - 2% of your final grade will come from the Easy Credit Quizzes #1 and #2 about the class policies and the syllabus
- **IMPORTANT** - In order to earn a "C" the percentage range was extended: 78.99-65% = C (extended range) by 4%
- **IMPORTANT** - Other grade range extensions:

100-89% = A (extended range by 1%)

88.99-79% = B (extended range by 1%)

78.99-65% = C (extended range by 4%)

64.99-55% = D (extended range by 4%)

54.99-0% = F

- (Other rules can be added at the discretion of the faculty member)

Assignments and Grading Criteria

- **2 Easy Credit Quizzes** (1% point each or 2% points in your final grade) -- **1 Quiz with 10 multiple choice and true/false questions about the Syllabus and How to Be Successful in this Course 1%** -- **1 Quiz about professional Practices and Guidelines. 1%**
- **1 Discussion - Introduce Yourself and your favorite edit on a film: it will be 3% of your grade.**
- **5 Multiple-choice Quizzes** (5 questions each) assessing the general knowledge of course material presented in the book chapter and on the class modules. **All quizzes have 2 attempts. 5 X 5% quiz - Total Quizzes will be 25% of your grade.**
- **5 Editing Projects presented in class. 10% for projects #1 to #4 and 20% for project #5. The total 5 editing projects will be 60% of your Grade.**
- **1 Final Multiple Choice Exam** based on the material presented in each module and book chapters assigned to read. **The Final Exam is 10 % of your Grade.**
- Discussions, quizzes, the Final Exam, and Editing projects will be due online on the specified dates as posted in the **online classroom.**
- **Late Editing Projects, Discussions, Quizzes, and Final Exam will not be accepted.**

- **IMPORTANT** - Throughout the Quarter there will be 4 discussions to help the students assess the general knowledge of the course material presented in the class modules. These 4 discussions are not for a grade, but voluntarily participating will help the students with their projects. Participation is also a sign of interest in the subject matter.

Grading Criteria: Discussions, Quizzes Final Exam

Grading System

# of Assignments	ASSIGNMENT CATEGORY	PERCENTAGE OF FINAL GRADE
2	2 Quizzes about the Syllabus and How to Be Successful in this Course and Course Professional Practices and Guidelines - 1 point each and 2 points total	2%
1	Discussion # 1 Introduce yourself	3%
5	5 Quizzes with 5 questions each: 5 x 5 points - a total of 25 points	25%
5	Editing Projects #1 to #4: 10 points each Project # 5: 20 points Total of 60 points	60%
1	Final Exam: 10 questions -10 points points	10%
	TOTAL	100%

Throughout the Quarter there will be 4 discussions to help the students learn about the material presented in the modules These 4 discussions are not for a grade, but voluntarily participating will help with your projects.

NOTES ON GRADING

Final course percentages to letter grade conversion

Grades

100-89% = A (extended range by 1%)

88.99-79% = B (extended range by 1%)

78.99-65% = C (extended range by 4%)

64.99-55% = D (extended range by 4%)

54.99-0% = F

Guidelines for the Quizzes

There are 5 Quizzes in this class (each quiz has 10 multiple choices questions with possible 5 points or 5% of your final grade)

Every question in the Quizzes is direct & straight forward and the answers can be found in the written material and videos on the modules.

The correct answers are available the next day after the quiz closes. The students will have access to the correct answers for a limited number of days before it closes. There is no reopening a quiz because of this automated system.

You will have a specific time frame to take the quizzes and exams. In case you don't complete the quiz or exam in the assigned time, your grade will be compromised. **There will be no makeover for quizzes.** Once you lose the deadline for a quiz, focus on the next quiz in order to recover your grade.

There are two Quizzes about the class procedures, the syllabus page, how to be successful in the class page, and professional practices (the quizzes have 10 multiple-choice questions each). Both Quizzes can add 2 points or 2% of your final grade so your maximum total will be 100%.

In order to open the quizzes in the Modules, the system requires that you look at all previous pages on the Module.

Important Points about the Assignments

IMPORTANT - In order to allow the students an extra chance at achieving a good grade, I will be dropping the lowest score from your Quizzes, and from Video Projects #1 to #4 - This policy **DOES NOT APPLY** to Video Project #5, and to the **FINAL EXAM**.

If a student is experiencing a bad week, her/her grade will not be affected. This methodology works better for overall education than extra credit assignments.

No requests from students to take a Quiz or participate in a discussion after the due date will be considered only in extreme and documented cases. This is a college rule.

In order to open the quizzes and discussion in the Modules, the system requires that you look at all previous pages on the Module.

- **IMPORTANT** - Missing 3 assignments or more without a justification/explanation will drop you from the class to avoid a non-passing grade at the end of the class.
- **IMPORTANT** - Not engaging with the class for more than 7 days might lead to being dropped from the class to avoid a non-passing grade at the end of the semester.

Guidelines for the Exams and Editing Projects

- All the Editing projects will be presented by the students during class. The due dates will be available on the online part of this course via the Canvas interface.
- **The Final Exam** will have questions based on each module presented before the exam takes place. The questions will be based on the information provided in the reading material on Canvas and the various video tutorials of each module. So, watch all the videos. It is an open-book Final Exam.
- **The Final Exam** has 10 multiple-choice questions and has to be completed in **70 minutes or less**. Check the exam guidelines for all the procedures. The questions in the Exam are related to the material presented in class during the quarter.
- **Every question on the Final Exam is direct & straightforward and the answers can be found in the written material and videos in the modules.**
- The final exam is available during finals week.
- The correct answers are available after the exam closes.
- You will have a couple of days to take the final exam and if you fail to do so, you will fail the final exam. **There will be no makeovers for the final exam.** Once you lose the deadline for the final exam your grade would have already been processed in the system.

IMPORTANT - In order to open the editing projects and exams in the Modules, the system requires that you look at all previous pages on the Module.

Canvas Support

Make sure your computer and browser are compatible with Canvas before the class starts. I cannot provide assistance with browser or computer problems. Technical problems are not an excuse for missed work.

If you have technical problems, please reach out ASAP to the

[De Anza College help with Canvas](#)

or

Contact the student Hotline - phone number: 1-844-592-2207

Canvas Help is provided through resources like [Canvas Guides](#).

To access Canvas Help online, see [Getting Help with Canvas](#).

Technical Issues regarding Canvas

Make sure your computer and browser are compatible with Canvas before the class starts.

I cannot provide assistance with browser or computer problems, because it is not my specialty or focuses in the class. Technical problems are not an excuse for missed work.

Take your quizzes and exams in a quiet environment in your house on your computer. Do not use your cell phone or take them in a public place because this kind of environment is distracting and all quizzes and exams are timed.

Student Accessibility Services

The Americans with Disabilities Act (ADA) is a civil rights statute that prohibits discrimination against people with disabilities. The Student Accessibility Services Program is designed to allow students with disabilities to fully access and benefit from the general offerings and services of De Anza College.

If you need accommodations because of a disability please email me as soon as possible. I can ask Kanopy to provide captions for any assigned film that does not already have closed captioning. Students seeking disability-related accommodations are encouraged to also register with [Disabled Students Programs and Services at De Anza College](#)

ASAP and please see the [DSPS website](#) for more information and alternate locations.

STUDENT CODE OF CONDUCT

Students who register in De Anza classes are required to abide by the College Guidelines and Rules of Conduct. Violation of the code is the basis for referral to the Student Conduct Coordinator or dismissal from the course or the college.

Collaborating on or copying tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[Encourage Academic Integrity and Prevent Plagiarism/](#)

[Citing Information Sources.](#)

SEXUAL HARASSMENT/DISCRIMINATION POLICY

It is the policy of the college to provide an educational environment in which no person shall be unlawfully denied in whole or in part full and equal access to, the benefits of, or be subjected to discrimination in any program or activity of the District. This policy prohibits discrimination on the basis of legally protected categories which include ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, age, sex, religion, sexual orientation, gender identity, marital status, medical condition, veteran status, physical or mental disability, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Please click here for further information regarding the district's Nondiscrimination Policy and Procedures.

Time Commitment

The time to complete each module may vary from week to week. If you want to get the most out of the materials presented and earn the best grade you can, you should plan to spend **at least 4 hours (ideally 10 hours per week) on each module/week**, reading, and doing the assignments.

- **IMPORTANT** - Missing 3 assignments or more without a justification/explanation will drop you from the class to avoid a non-passing grade at the end of the class.
- **IMPORTANT** - Not engaging with the class for more than 7 days might lead to being dropped from the class to avoid a non-passing grade at the end of the semester.

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it to get a refund, avoid a W symbol, or get a W symbol instead of a letter grade. The instructor may drop any student who does not log into the class for a period of more than one week and/or does not completely work in the class for an entire week. Students who do not completely work for Modules 1 & 2 may be dropped.

It is your responsibility to make sure you are properly registered for this class. If you drop, **follow the College Drop Policy**. If your name appears on the final grade roster, you will receive a grade for this class.

- **IMPORTANT - Missing 3 assignments or more without a justification/explanation will drop you from the class to avoid a non-passing grade at the end of the class.**
- **IMPORTANT - Not engaging with the class for more than 7 days might lead to being dropped from the class to avoid a non-passing grade at the end of the semester.**
- Deadlines are posted on the Academic Calendar at [DeAnza calendar](#)
- Procedures for dropping a class are posted at [DeAnza apply and register/register/add / drop](#)
- Procedures for requesting Pass/No Pass are posted at [DeAnza apply-and-register/register/pass-no-pass](#)
- Grade definitions and policies are posted at [DeAnza policies/grades](#)

Registration Deadlines

Deadlines for a refund, the last day to drop without a grade, the last day to file a pass/no pass card, and the last day to drop with a W are posted on the [De Anza Calendar page](#) that can be accessed through the De Anza Portal Page

Important Dates and Add/Drop Deadlines

This is a 12-week class.

For more details check the [Class Schedule on the De Anza Website](#).

- Please View Your Class Schedule inside MyPortal for add/drop deadlines for your non-standard length classes.
- All deadlines are enforced.

Drops

If you do not attend the class in the three classes, you may be dropped from the class to avoid getting an F in the class. Remember, you are responsible for your enrollment and official status. If you need to drop out from this class please do so by officially contacting the Admission and Records.

- **IMPORTANT - Missing 3 assignments or more without a justification/explanation will drop you from the class to avoid a non-passing grade at the end of the class.**
- **IMPORTANT - Not engaging with the class for more than 7 days might lead to being dropped from the class to avoid a non-passing grade at the end of the semester.**

Pass-No Pass (P/NP)

You may take this class P/NP. You must decide before the deadline, and add the option online with Web4 or file the P/NP form with Admissions and Records. **With a grade of C or better (65% or better)**, you will get a P. Any grade of 64.99% or below (a D or worse) will result in an NP.

You must file for the P/NP option. Once you decide to go for P/NP, you cannot change back to a letter grade.

Instructor Announcements

I will post announcements on the “Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred [Notification Preferences](#) as soon as the instructor creates an Announcement. If you wish to receive announcements in your email, make sure your Notification Preferences are set accordingly.

Attendance

In an online class attendance is not a requirement but the system keeps track of how many hours you are putting into the class. It helps the teacher evaluate the level of commitment. Also, it is important to be punctual and deliver assignments on time. If you miss something in the class, you are responsible for the material covered, including film screenings, lectures, and any new assignments.

Late assignments - Final Exam, Discussion #1, Quizzes, and Video Projects will be NOT accepted.

Important Details

My goal in this class is that you to succeed and learn about the filmmaking process. Please discuss with me any disabilities or challenges you have in meeting the class requirements. We will work together to assist you and make the accommodations necessary for success.

Resources for Students

If you have any special accommodations for this class contact the Disability Resource Center and ask them to contact me in the first week of class before you take any Quizzes or Exams. It is your responsibility to inform the College and the instructor at the beginning of the class. Accommodations cannot be properly done in the middle of the course. The student in need of assistance should be proactive and create the best possible learning experience. We are here to help you.

[The Disability Resource Center](#)

[Financial Aid](#)

[De Anza Online Canvas Help](#)

[De Anza Online Learning](#)

[De Anza College Library](#)

Student Rights and Responsibilities

Learn about the student judicial process and policies governing student rights and responsibilities at De Anza College.

Here are the new [Student Rights and Responsibilities](#), including the [Student Code of Conduct](#).

Canvas Mail

If I need to contact you this quarter, I'll contact you through Canvas mail. You can access this feature by clicking "Inbox" in the left-hand global navigation bar.

I respond to emails within 48 hours, Monday through Friday. I reserve the right to wait until Monday to reply to messages sent over the weekend.

In order to receive a successful grade in this class, please follow these guidelines:

1. Read the [Syllabus](#). If you have any questions and any special requirements
2. Start this class by reading the course syllabus.
3. Check the dates on the modules to confirm when they open and close.
4. Click on [Modules](#), study all the material, and watch all the videos and films.
5. Keep up with the reading material in order to successfully take the quizzes and exams.
6. **Don't forget to take the EASY QUIZZES, which is a way to potentially receive 2% just for reading the Syllabus and Module 0.**
7. Don't forget to participate in the Discussions with one post and give at one comment on your peers' posts. Discussions are graded and evaluated based on the module reading material and videos. Illustrate your point with samples of the films watched in the module.
8. Once a Discussion is closed it will not be reopened because you lost the deadline! Your participation is important.
9. Pay attention to the timeline - when the discussions and exams are closed and open so you don't miss any deadlines. Once a discussion or exam is closed it will not be reopened because you lost the deadline!
10. **Don't leave the assignment to be delivered at the last minute, in case you have a problem, there will be time to address it.**
11. **IMPORTANT - No textbook is required but reading all the pages in the module is.**
12. Class articles and handouts will be distributed via the Canvas website.
13. The students will watch complete films plus various film clips and short videos.
14. **Check constantly for announcements!**
15. Taking quizzes and exams is mandatory for all students. No late deliveries will be accepted! **The system is automated, so there are no late deliveries.**
16. Participating in discussions is mandatory for all students. No late deliveries will be accepted!

17. **IMPORTANT** -- In order to open the quizzes, discussions, exams, or a page in the Modules, the system requires that you look at all previous pages on the Module.
18. **IMPORTANT** -- In order to treat all the students in the class equally, I will accommodate any eventuality that might happen by dropping the lowest Quiz, Discussion, and Projects #1 to #4 grade for every student in the class. This policy does not apply to Video Projects #5 and to the final exam.
19. Requests for deadline extensions and second chances will be referred to this page.
20. **IMPORTANT** -- Take the quizzes and exams early. The DUE DATES are listed at the end of the [Syllabus](#). No late deliveries will be accepted!
21. **IMPORTANT** -- All quizzes in this class have 2 attempts. This policy does NOT apply to the Final Exam.
22. This class is fun and informative. Being successful depends on you. As long as you study the material and follow the guidelines above you will do fine in this class.
23. Good grades are earned based on the student's work. Please - no excuses, pleas, and especially -- NO Grade negotiations. -- It is important to develop a professional attitude and take personal responsibility for your work when in college. The requirements of this class are very reasonable and not hard to manage. Take personal responsibility for your work. Being successful depends on you. Excuses and pleas for a grade will be redirected to this page.
24. **IMPORTANT** - Do not use AI (Artificial intelligence) to complete any assignments in this class. This is considered plagiarism.
25. **IMPORTANT** - The Syllabus and this page are a social contract that I am mandated by the college to follow in order to treat all the students fairly and equally.
26. On average the student should spend at least 4 hours (10 hours ideally) per module in order to read all the material and watch all the films and videos. This time commitment is similar to an onsite class considering parking and driving
27. **IMPORTANT** - Use a reliable computer and internet connection rather than a mobile phone. A technical problem is NOT an excuse to miss assignments.
28. All forms of communications referent to grade solicitations will not be individually responded to and will be forwarded to the pages Syllabus and Course Policies because all the students in the class shall be treated equally and fairly. Any special treatment is not allowed because it creates a double standard among the students.
29. Deliver the assignments as early if possible.
30. **IMPORTANT** - Missing 3 assignments is an indication that the student should be dropped from the class in order to avoid a non-passing grade at the end of the quarter. This policy will be applied during the quarter.

ACADEMIC CALENDAR

Class Schedule

Module 1 - Brief Story of Film Editing and Defining Its Terminology

Module 2 - Understanding Visual Storytelling

Module 3 - Assessing the Footage Before and Editing Project

Module 4 - The Importance of Sound in Film

Module 5 - When To Perform an Edit

Module 6 - How To Select The Best Performances in an Editing Project

Module 7 - Editing Performances in a Narrative

Module 8 - What Drives the Editing Process

Module 9 - Professional Editing Organization and Practices

Module 10 - Color Correction and Visual Effects

Module 11 - The Film Market and Course Review

Module 12 - Finals

COMMUNITY GUIDELINES

- Listen respectfully. Use courteous body language. Do not mentally prepare your response while others are speaking, listen to them carefully. Ask yourself: Does my contribution build on what is being said? If not, can I write it down and wait for another opening?
- Share responsibility for including everyone in the conversation. If you tend to have a lot to say, make sure you leave sufficient space to hear from others. If you tend to stay quiet in group discussions, challenge yourself to contribute so others can learn from you.
- Understand that others will come to these discussions with different experiences from yours. Be careful about assumptions and generalizations you make based only on your own experience. Be open to hearing and learning from other perspectives.
- Help in the collective crafting of space for critical thinking where differing opinions can be articulated without risk of ridicule or condescension.

- Assume good intentions in others, but if something hits you the wrong way please voice it, even though a simple “ouch”. You might ask a clarifying question to learn more about that person’s viewpoint as the speaker might not realize the consequence of the comment. If you are gently challenged on a comment you have the choice of doubling down on what you said or taking a moment, making reparations, and helping us collectively move on.
- Strive to see your mistakes and others as valuable elements of the learning process.
- It’s more than ok to say, “I didn’t know that” “You made me think differently” or even “I changed my mind.”
- Treat class material that is unfamiliar and difficult with respect and fairness. Ask yourself if constantly questioning the legitimacy or validity of existing material is "productive" for a class discussion or simply a default reaction to something new.
- Understand that freedom of expression, which you have (with limits*) is not the same as immunity from criticism

PLAGIARISM

Plagiarism and cheating will not be tolerated. All sources used must be cited (footnotes or endnotes, and bibliography). Any work that is not your own that is turned in for credit or a grade will receive a failing grade.

IMPORTANT - Do not use AI (Artificial intelligence) to complete any assignments in this class. This is considered plagiarism.

WORKSHOP-SPECIFIC GUIDES

- Beyond the specific aims outlined in this syllabus, an important goal in this course is to foster a space for critical thinking where differing opinions can be articulated without the risk of ridicule or condescension. Each participant in the class should treat each other with respect and fairness
- During workshops try to place the focus of our discussions on the relationship between the intent of the author and the reception of the piece, and not on a judgment of the abilities of the creators.
- You are required to give feedback to your classmates with an eye towards both the successes and areas of potential improvement of their work.
- Our common goal is to respectfully nurture the production of the best work possible.
- Important: If at any time a participant feels uncomfortable with material screened in class, please talk to me directly and, if you are so inclined, feel free to open a discussion in class.
- Any project that valorizes oppression — heterosexism, racism, ableism, exclusion, inequity, ageism, etcetera — will not be greenlit.

ZOOM GUIDELINES - There will be no Zoom meetings in this class.

- Please take a moment to set your names on Zoom. Could be your chosen name or even a nickname (no jokey names or gamer handles, though). You could also add your preferred pronoun in parentheses.
- Please arrive at class on time and plan to stay for the duration. Have your camera on and your microphone off as you enter. (If you have laggy internet or video issues, the camera off is okay.)
- Remember to re-mute yourself after you speak. Tip: Holding down the Space Bar will temporarily toggle off Mute.
- Do not take your phone for a walk, as a perpetually shifting camera can be distracting.
- Please do your best to be at full attention, as anything less does not create an inviting atmosphere for serious workshopping. Imagine how disheartening it would be for someone to be presenting work only to see that their colleagues are spacing out on their phones or only offering superficial commentary between switching browser tabs.
- Answering your phone during class is still considered rude. If you are expecting an important call let me know ahead of class or at least turn off your camera in the event of a surprise must-answer call.
- Do NOT share your meeting ID with anyone, as it feeds the trolls.
- Ideally, discussions flow naturally from person to person but you could use the “hand-raise” option if that is more your style, and I will call on you.
- Private message me if you need to leave early or anything that is just that: private
- Speaking of private, to accommodate all levels of accessibility for the class and asynchronous learning all lessons will be recorded and accessible online. IT IS OF THE UTMOST IMPORTANCE that you preserve the right to privacy for everyone involved. Do not share, publicize, or "memefy" class content.

CELLULAR PHONES

Please silence your phones and put them away for the duration of each module.

EMERGENCY PROCEDURES

*Cell phone calls to 911 or calls the local dispatcher.