

Audio/Video Technology & Film I

Course Code: 700775y

South Forsyth High School



Teacher: Mrs. Anna Miller

Room Number: I31 & I33

School Year: 2022-2023

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Availability: I am available by appointment.

Course Description: This course will serve as the foundational course in the Audio & Video Technology & Film pathway. The course prepares students for employment or entry into a postsecondary education program in the audio and video technology career field. Topics covered may include, but are not limited to: terminology, safety, basic equipment, script writing, production teams, production and programming, lighting, recording and editing, studio production, and professional ethics. Skills USA and Technology Student Association (TSA) are examples of, but not limited to, appropriate organizations for providing leadership training and/or for reinforcing specific career and technical skills and may be considered an integral part of the instructional program. All material covered in Audio & Video Technology & Film I will be utilized in subsequent courses. The prerequisite for this course is advisor approval.

Standards:

1. Demonstrate employability skills required by business and industry
2. Understand and follow safety procedures when working with TV equipment
3. Understand and utilize trade terminology in an appropriate manner.
4. Demonstrate proper set-up and use of basic production equipment.
5. Identify and create various types of scripts.
6. Demonstrate proper use and operation of studio equipment and production techniques while working as part of a production team during a studio broadcast.
7. Demonstrate teamwork and proper use of equipment while participating in a live field production which may include electronic news gathering, film work or streaming live events.
8. Demonstrate the use of technology in recording and post-production applications.
9. Develop an understanding of audio video and film careers, describe the principal fields of specializations and identify associated career opportunities.
10. Examine how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects and competitive events.

By the end of this class, you will be able to:

1. Understand and use Audio-Video Technology & Film industry terminology
2. Use the Rule of Thirds to properly compose shots
3. Understand and safely operate Audio-Video equipment
4. Properly light a scene
5. Use professional audio recording devices
6. Identify and create various types of scripts
7. Demonstrate proper use of studio equipment while working on a live broadcast
8. Edit videos using professional techniques
9. Work effectively as part of a team

Required Materials: SD card (at least 8 GB; no micro-SD cards)

Course Prerequisites: There are no prerequisites for this class, as it is the first class offered in the Audio/Video Technology and Film Pathway. The next course in the Audio/Video Technology and Film Pathway is Audio/Video Technology and Film II.

Career and Technical Student Organization: SkillsUSA - CTSOs are co-curricular organizations with leadership programs and competitive events which reflect current curriculum standards and competencies for the instructional programs they serve. Teachers infuse CTSO activities into the instructional activities, thereby helping students see the real world value of their academic studies. The CTSO for this course is SkillsUSA, and students are encouraged to take advantage of these additional leadership opportunities. See Mrs. Miller for ways to join our local SkillsUSA Chapter.

Career Pathways: Courses must be completed in the order listed below.

Audio & Video Technology & Film I *
Audio & Video Technology & Film II *
Audio & Video Technology & Film III *
<i>Optional Course:</i>
Broadcast/Video Production Lab or Work Based Learning

* Required for Pathway Completion

Course Unit Schedule: Here is a tentative schedule. Assignments and order of lessons is subject to change.

Course Unit	Major Assignments	Video Projects
I. Safety	Lab Safety Quiz	N/A
2. Camera Functions	Camera Functions Quiz	N/A
3. Camera Composition	Composition Quiz	Composition Video
4. Editing I.O	Editing Quiz	N/A
5. Scripts	Scary Story Writing & Scripts Quiz	N/A
6. Lighting	Lighting Quiz & Foldable Project	Most Embarrassing Moment Video
7. Audio	Audio Quiz	Audio Biography Video
8. Shark Tank Commercial	Shark Tank Pitch	Commercial Video
9. Production	Production Quiz & Live Production	Production Job Video
10. News Package	News Package Analysis	News Package Video
11. Music Video	Class Music Video	Individual Music Video

Finding Assignments: All weekly assignments are posted on our class itslearning page under "plans".

Grading:

Non-EOC Course Average = 50% (1st Sem. Course Work) + 50% (2nd Sem. Course Work)

1st and 2nd Semester Course Work = 75% Summative + 25% Formative

Grading Policy:

A = 90 - 100

B = 80 - 89

C = 70 - 79

Failing = Below 70

Formative Assessments include, but are not limited to homework, class work, practice tests, rough drafts, and sections of projects/ research papers/presentations.

Summative Assessments include, but are not limited to unit tests, final projects, final essays, final research papers, and final presentations.

A quality point is provided to students who successfully complete the entire course which is designated as Advanced Placement, International Baccalaureate, or Dual Enrollment.

Make-up Policy: It is the student's responsibility to obtain and complete make-up work. Make up work is defined as work assigned during a student's absence, not work assigned prior to an absence. The student has five (5) school days upon returning to school to complete make-up work. The teacher has the discretion to grant a longer period to make up work, if there are extenuating circumstances.

Guidelines for Success:

1. Come to class with a positive attitude, ready to learn.
2. Be responsible
3. Take pride in your work
4. Give and receive feedback with humility and kindness
5. Remember: in AVTF I we are a *family*

Class Expectations:

1. Respect everyone at all times.
2. Respect classroom and lab equipment.
3. Honor new ideas. Keep an open mind - creativity is our currency.
4. Hit your deadlines. Be on time.
5. Be prepared. Bring your SD card, notebook and other class materials with you each day.
6. Place food, drink and cell phones/electronic devices away. These items can damage our equipment.
7. Do your own work. Never present anyone else's video as your own, this is cheating. Cheating in any form will not be tolerated.

Tardiness Policy: Upon arriving late to class, the student will complete the Tardy QR Code Form, be marked tardy by the teacher, and given a verbal warning. The third tardy will result in parent contact and a fourth tardy will result in detention. Any subsequent tardies will result in a discipline referral.

Learning Resources/Textbook(s): All learning resources, both print and digital, are meant to support and enhance the student learning experience of this class. Below are the names of the textbooks and websites that will be used in this course. Some of the web-based resources require parent permission per federal regulations. Federal laws that guide parent permission requirements are as follows:

- **Children's Internet Protection Act (CIPA):** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13 years of age. No personal student information is collected for commercial purposes. <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0>
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents the right to review records. Under FERPA, schools may disclose directory information in certain circumstances. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Please review the resource list. Each website related to the curriculum resources is provided along with their privacy policies. Should you have any questions regarding these resources immediately contact the course teacher via email or phone.

Name of Resource*	Hard copy/Website	Privacy Policy
Virtual Job Shadow	Website	https://www.virtualjobshadow.com/resources/policy/
Adobe Certified Associate (ACA)	Website	https://home.pearsonvue.com/privacy
Adobe Creative Cloud	Website	https://www.adobe.com/
YouScience	Website	https://www.youscience.com/privacy-policy/
Talk Hiring Job Interview Practice	https://www.talkhiring.com/	https://www.talkhiring.com/privacy-policy

* The following resources are county approved. These resources may vary by school due to sequencing, pacing, curriculum design, and/or individual needs of students.

Dress for Success: Career and technical education pathways in Forsyth County incorporate Dress for Success Days throughout the school year. These experiences allow students to foster confidence and continue to develop a positive self-image, while understanding the importance of dressing well for their future profession. At certain intervals throughout the course, students will analyze industry standards of the profession and study the importance of dressing well for a job interview. This will culminate into being fully prepared for Community Mock Interviews which occur as students complete a career pathway.

Industry Credentialing/End of Pathway Assessments: Students are encouraged to select a career pathway beginning in the ninth or tenth grade that is connected to college and career goals. This course is one of three courses in the career pathway chosen by a student. At the conclusion of the third pathway course, students will be required to take an industry credentialing End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an online, nationally recognized exam and allows students the ability to earn a FCS Pathway Medallion upon graduation.

Credential of Value (EOPA) Assessment Name: Adobe Certified Associate (ACA): Adobe Premiere Pro
Credential of Value (EOPA) Assessment Vendor: Certiport



Laboratory Safety Affidavit



To ensure a safe and healthy environment is maintained in the laboratory, all students must read and follow the safety regulations listed below.

Safety is the responsibility of each and every student.

1. Inspect all equipment before use. Do not use any equipment that appears broken and/or unsafe. Notify the teacher immediately if you find equipment that has been damaged in any way.
2. Do not eat or drink in the lab or around any equipment. Spilled food or drink can ruin equipment and create an electrical hazard.
3. Never touch the lighting element in any lighting equipment. The oils from your skin can cause the lamp to explode once it gets hot, sending molten glass flying everywhere.
4. Never move any lighting instrument while it is turned on. Be sure that all lights have been powered down and had a chance to cool before you change their position in any way.
5. Beware of audio cables and power cords. Never run any cord or cable near water. Think safety when you are running cables and cords. Don't create tripping hazards.
6. Never engage in horseplay or practical jokes. Keep extraneous conversation to a minimum; maintain focused attention on the lab activity at hand. Only materials needed for the lab should be brought into the laboratory area.
7. Do only the work assigned and in the manner prescribed. Unauthorized productions and work is prohibited and subject to disciplinary action.
8. The teacher is to be notified immediately in case of any accident, breakage, or spill no matter how trivial it may appear.
9. Dispose of waste in the way that you are instructed by your teacher. Keep the lab area clean and cleanup thoroughly at the end of the lab period.
10. Do not ever leave the classroom without 1) Mrs. Miller's permission, 2) your AVTF badge, and 3) access to our class GroupMe messaging app. Communication is key in case of an emergency.