



AVTF 2019-2020

Audio, Video, Technology & Film Syllabus

[Mr. Misner](#)

[Dr. Laux](#)

Room 1140

Purpose of Course:

Students will learn the fundamentals of video production including writing, shooting, directing and editing. All subject matter shall be taught as per specifications of **The Georgia Performance Standards** posted in the studio. You may visit the Standards by visiting GeorgiaStandards.org

Prerequisite(s):

Students should have an open mind for creativity. Students taking the upper level video production class will be required to successfully complete basic video production classes. A student failing any part of the class shall NOT be permitted to advance to upper level courses in video production. Students going to AVFT III (The Morning Show) and AVFT IV (The Film Class) shall be required to submit an application for approval and two letters of recommendation and 3 samples of the student's digital portfolio and an essay on how they will contribute to "The Morning Show."

Extra Materials by Student:

1. Students in LEVEL II or HIGHER will need a 16gb or higher SD card CLASS 10.
2. Students Lab appropriation of **\$15.00** covers studio equipment such as batteries, cables, repairs and other new technology. [Click here to pay your lab fee](#)

Cell Phone Policy: Students may use their cell phones or other electronic device to submit videos, film, submit links to their work, retrieve google docs and write short written assignments, or under specific instructions from the teacher ONLY! Use of cellphone to transmit texts, play games, create any distraction in class shall be confiscated as per AHS policy. HEADPHONES, EARBUDS AND ANY OTHER LISTENING DEVICE MUST BE REMOVED PRIOR TO ENTERING CLASS.

Class Rules and Studio Rules:

1. Students shall respect each other and self at all times.



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2. All Safety All the Time!
3. Food and drinks are not permitted in the edit bay in the studio. Water bottles should stay in your book bags, and should never be near the computers or any video equipment.
4. This is a professional studio; students shall act professionally at all times.
5. Students shall respect and care for all equipment and report any damage to equipment immediately.
6. All media created must adhere to the guidelines of Alpharetta High School Policies.
7. Any acts of vandalism or theft may result in immediate dismissal from class.
8. All videos, images, words, graphics or other electronic media posted under the guise of AHS, The Morning Show, our social media pages shall always be AHS appropriate. Misuse or abuse may result in dismissal from class and could result in civil or criminal charges.

Major Projects: Students will produce videos almost weekly. These videos shall be graded as a **SUMMATIVE ASSESSMENT** In addition, the grade will be reflected in the date the project is TURNED INTO THE ASSIGNMENT PORTAL ON AHSVIDEO.COM. The **WORK ETHIC OR FORMATIVE ASSESSMENT** grade is based on the numerical average of the project grade and the writing of the project and/or the *What Did I Learn* reflection paper.

All students will write their assignments on Google Docs.

<http://docs.google.com>

Students will develop an online portfolio and have a personal YouTube channel. Students will be instructed on proper guidelines for social media and will post on social media pages not limited to LinkedIn, Facebook, Instagram, Twitter, Reddit, in class and out of class. We will practice digital citizenship at all times.

Upper Level students will produce an informational/promotional video for a school sponsored team or organization.

Course Objectives: Upon successful completion of this course students will be able to understand:

1. Basic understanding of the entire video production process.
2. How to shoot video properly and effectively.
3. How to write a script
4. How to set up lighting.



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5. How to set up a proper audio feed.
6. How to properly edit a video for a target audience.
7. How to set up, shoot and tear down a field production including camera, tripod, lights, wireless microphones.
8. How to interview video subjects.
9. How to work as a team on a complex video production.
10. How to develop an effective portfolio.

~Video Production Career Pathways~

The students will be directed to learn the fundamentals of video production so that they may continue their experiences in a secondary school or professional workforce.

- Videographer • Editor • Writer • Set Designer • Recording Engineer • Producer • Lighting Specialist • Business Owner • Field Producer • Audio Specialist • Filmmaker • Director • Producer • On Screen Talent • "YouTuber" • Influencer • Product Hauler • Social Media Manager • Program Specialist

Evaluation/Assessment:	Fulton County Grading Scale:	
Summative: 60% 1. Projects and other media 2. Writing/Reflection (What Did I Learn)	Letter Grade	Numeric Scale
Formative: 25% 1. Checkpoints	A	90-100
Final Exam 15%	B	80-89
	C	70-79
	F	Below 70



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Checkpoints: After a project has been assigned, there will be a spot check of the project BEFORE A PROJECT IS DUE) such as assets, script writing, project outline, story-board, event and project started in editing, timeline, minor edit/major edit. This check-point formative assessment is designed to keep the student on track with deliverables to align with industry standard procedure.

Late Work: Late work is any work that is not turned appropriately on the due date/time. Late work may be turned in for a reduced grade. **Late work will be assessed a penalty of 11 points per school day until the reduction is at 50%. Late work that is turned in MUST adhere to the instructions and rubric and cannot be turned in until it meets ALL the requirements of instructions.**

Philosophy Alpharetta High School & Broadcast Film/Video Production Department: We believe all students should have access to a quality education that prepares them for a rewarding career. Students should be provided educational experiences to help them become effective problem-solvers with an emphasis on life-long learning in an increasingly interdependent world. We believe that students should be provided with programs of study for viable careers currently in demand using advanced technology to learn the technical expertise needed to become part of a skilled workforce. As an educator, I will be diligent in providing opportunities for all students to adapt to technological and social changes in order to meet the expanding needs of industry and business.



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~Common Syllabus~

ALPHARETTA HIGH SCHOOL 2019-2020 COMMON SYLLABUS

The information provided below pertains to policies and procedures consistent in every Alpharetta High School classroom.

GRADING SCALE

Letter grades will be assigned according to Fulton County's approved grading scale, which is as follows: A—100-90, B—89-80, C—79-70, F—69-0. Honors points are added by the county at the end of each semester.

HOME ACCESS CENTER

As you may already know, Alpharetta High School has a program called Home Access Center that allows you to view your child's academic progress and attendance on-line. You may contact Carolyn Vezeau at 770-721-7640 X128 or email her at vezeauc@fultonschools.org for more information. All parents must come in to the school and show picture identification in order to obtain login information and a password to your account. Due to limited access to a telephone during the day, the best way for us to keep in contact with you is by email.

LOST/DAMAGED BOOK POLICY

Students are financially responsible for all books issued by Alpharetta High School. Textbooks may not be left in classrooms, and teachers are not responsible for students' books once books have been issued to the student. The copy issued to the student must be turned in at the end of the course. Students will not receive credit for turning in another student's book, and students may not turn in replacement books. The cost of replacement will be assigned to any student that fails to turn in the exact book she/he was issued and/or to any student that turns in a damaged book. If a student is issued a damaged book (i.e. broken binding, torn pages, water damage, writing, etc...), then the book must be brought to room 1330 for a replacement book or to document the damage. There is a two week grace period for students to document damage before the student will be held accountable.

MAKE-UP WORK POLICY

Following an absence, it is the student's responsibility to contact his/her teachers to arrange for make-up work. The contact must be made within one school day of returning. If the teacher is absent, contact should be made upon the first day of the teacher's return.

Students are given the same number of days to complete make-up work as the absence, not including the day of return. For instance, if a student is absent two consecutive days, he/she



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has two days (not including the day of return) to complete the assignments. The teacher will establish a reasonable schedule for completing tests, labs, etc. that cannot be done independently by the student. The policy above applies to excused absences. Students with an excused absence are eligible to make-up work for full credit. While students are allowed to make up work due to unexcused absences, the make-up work for students with unexcused absences may be penalized up to 10% of the maximum value of the graded assignment. Assignments made prior to the absence, including tests/quizzes scheduled for the day of return, are generally due upon the student's return. Students who are present for any portion of the school day are expected to turn in all assignments due on that day in order to receive full credit. Failure to complete make-up work within the designated time frame may result in a grade reduction or loss of credit for the assignment.

Assignments missed due to pre-approved absences are due upon the student's return unless the teacher has approved other arrangements in advance.

HONOR CODE:

In an effort to encourage good study habits, fair competition, and positive development in the area of academics, the Alpharetta faculty supports a strong policy for academic honesty. Student assignments turned in for grading should be the sole work of that individual student. To prevent cheating, including plagiarism, students may not collaborate with other students or adults on their assignments unless the teacher has given explicit permission to do so. This includes the giving or receiving of information in any manner, including electronically. In situations where collaboration is allowed, the teacher will clearly define what level of collaboration is appropriate. Under no circumstances is it acceptable for two students to submit identical work, unless the assignment included a group component that makes it permissible. Students are encouraged to consult with their teacher regarding what level of collaboration is acceptable prior to completing an assignment.

AHS Plagiarism:

A particular kind of honor code violation occurs with plagiarism. Plagiarism is defined as presenting someone else's work as your own including the copying of language, structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement. Plagiarism also includes using excessive editing suggestions of another student, teacher, parent, or paid editor. Unless directly stipulated by the teacher, collaboration on written work is not acceptable. Students who willingly provide other students with access to



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their work are in violation of the Alpharetta High School Honor Code. Upon teacher request, students may be required to submit research papers or other written work to turnitin.com. This website checks the submission for plagiarism, provides a receipt for the student to give to the teacher, and reports to the teacher that the student's work was not copied from any source.

In order to reinforce Alpharetta High School's commitment to academic honesty and the ideals of being a RICH Raider, students will be expected to write or sign an Academic Honesty pledge prior to completing an individual assignment.

The AHS Academic Honesty pledge states: ***As a RICH Raider, I, __ (student name)__, pledge that I have neither given nor received assistance on this assignment.***

*No electronic device may be displayed during any assessment without the explicit direction from the teacher. Violating this requirement may result in a Major Honor Code violation.

AHS RECOVERY/RISE (RE-TEACHING/INSTRUCTIONAL SUPPORT AND ENRICHMENT POLICY)

Students with a course cumulative average of a 74 and below must attend RISE sessions to demonstrate a legitimate effort to meet all course requirements. After attending RISE sessions, attending class regularly, and completing all course work*, a student is eligible to request recovery on major assessments, which he or she may score up to 74%. The recovery grade will replace the previous grade but will not exceed 74%.

*All unit work must be completed in order to exhibit mastery. Any credit given will be awarded in accordance with the stated course late work policy in the teacher's syllabus.

The recovery process must be initiated by the student within five days of the student receiving the graded assignment and the grade being posted to Home Access Center (HAC).

Furthermore, all Recovery opportunities expire ten days before the end of each semester.

AHS DEPARTMENT RISE SCHEDULE

Mondays:	Science (AM/Lunch/PM)
Tuesdays:	Math (AM/Lunch/PM)
Wednesdays:	Social Studies (AM/Lunch/PM)
Thursday:	Electives (AM/Lunch/PM)
Friday:	Language Arts (AM/Lunch/PM)



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FINAL STEPS:

1. Complete the online signature page



https://docs.google.com/forms/d/e/1FAIpQLSdH-tzfpMjgtrcq4_luXQN_QSdUw70IjyH5XWdXk8XYRMy6nA/viewform

2. Pay the Lab Appropriation Fee



<https://osp.osmsinc.com/FultonGA/BVModules/ProductTemplates/Bvc2013/Product.aspx?productid=EN701-355>

~Additional Class Appropriations~

Our video class is an award-winning program. We are always looking for additional funds, equipment and parent involvement. If you would like to donate additional funds toward your student's program or become MORE INVOLVED in your student's career choice, please explore the AHSvideo Booster Club. Please check our **Video Booster Club** on the website.