North Central State College

MASTER SYLLABUS	2025-2026

A.   <u>Academic Division</u>: Engineering Technology, Business & Criminal Justice Division

B.   <u>Discipline</u>: Visual Communications Media & Technology

C.   <u>Course Number and Title</u>: VCMT1190 Video Production I

D.   <u>Assistant Dean</u>: Brooke Miller, M.B.A.

E.   <u>Credit Hours</u>: 3
        Lecture: 2 hour
        Laboratory: 2 hours

F.   <u>Prerequisites</u>: ARTS1070 (C- or better), VCMT1050 (C- or better)

G.   <u>Last Course/Curriculum Revision Date</u>: Fall 2025   Origin date: 02/24/2014

H.   <u>Textbook(s) Title</u>:

    White Space is Not Your Enemy
- Author(s): Rebecca Hagen and Kim Golombisky
- Copyright Year: 2016
- Edition: 3rd
- ISBN: 9781138804647

I.   <u>Workbook(s) and/or Lab Manual</u>: None

J.   <u>Course Description</u>: Digital Video focuses on the development of video from the pre-production process through the production and postproduction phases. Students plan, shoot, edit, and distribute videos as part of a production team. Topics include preparing a script, developing a shot list, videography, editing footage, adding soundtracks, exporting, and rendering video for various uses in various formats. Single camera style, creative team work and storytelling will also be employed. (TAG# OCM008) (CTAG #CTIM006)

K. College-Wide Learning Outcomes:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Define and describe the basic principles, terminology, techniques, processes, types, genres, and styles of video production. Identify video formats characteristics, benefits, and limitations. **(CTAG)**	All homework and quizzes (Weeks 2-7), discussions (Weekly)
2. Demonstrate the creative teamwork and storytelling skills needed in video production.	Work as part of a team to create the pre-production planning for all projects.
3. Demonstrate the creative and conceptual process in developing and writing a video treatment, script, storyboard, and sketches.	Pre-production planning (Weeks 7), Chapter 2 & 11 (week 7)
4. Identify duties and the role of directing a crew for video. Provide technical support tasks of video pre-production. **(CTAG)**	In class discussion on the responsibilities of the director (Weeks 2-11), Quizzes (Weekly) Work as part of a team to plan and assist pre-production for all projects.
5. Identify activities and roles involved in producing a video. Analyze the relationship between the various members of a video production team. **(CTAG)**	In class discussion on the responsibilities of the Producer (Weekly), homework and quizzes (Weeks 2-7), Work as part of a team for pre-production, shooting, editing, and evaluating for all projects.
6. Demonstrate the proper identification and operate video cameras, camcorders, and other equipment. **(CTAG)**	All projects, Final video project, (Week 16) homework and quizzes (Weeks 2-7); Video scavenger hunt (Week 6 & 7)
7. Apply performance skills for video and audio.	Performance/Foley/Narration audio track (Weeks 4 & 5)
8. Demonstrate lighting, set considerations, blocking and rehearsals for video production.	Pre-Production planning (Week 7) Final video project (Week 16)
9. Utilize a video production cycle for pre-production, production, and post-production. **(CTAG)**	Final video project/critique (Week 16) Video scavenger hunt (Weeks 6 & 7) These projects are planned, shot, edited adding sound and audio. Critiqued, finalized, and exported.
10. Edit digital video including adding sounds, still images, and sound effects. **(CTAG)**	Video scavenger hunt (Weeks 6 & 7), Final video Project (Week 16)
11. Evaluate and critique video production quality and effectiveness	Video scavenger hunt (Weeks 6 & 7) Final video project (Week 16)

Outcomes	Assessments – How it is met & When it is met
12. Import and export digital video. **(CTAG)**	Videos are shot on equipment and imported into software. Once edited, they are exported digitally for final submission. All projects are done using this method.

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*   *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf

Academic Division:	EBC	**Discipline:**	VCMT
Course Coordinator:	Morgan Baker		
Course Number:	VCMT-1190-30	**Course Title:**	Video Production
Semester / Session:	Spring 2026 / 16 Weeks	**Start / End Date:**	1/12/2026 thru 5/8/2026

Instructor Information

Name:	Morgan Baker	**Credentials:**	Master of Fine Arts – Media Design
Phone Number:	419-755-4862	**E-Mail Address:**	mbaker@ncstatecollege.edu
Office Location:	237 - Kehoe	**Office Hours:**	M-Th 12:00pm – 1pm

I.   Topical Timeline / Course Calendar (Subject to Change):

Weeks	Topics	Assignment	Due Date
1-2	Podcast / Adobe Audition	Podcast project	1/26
3	Camera Shot types	Scavenger hunt assignment	
4	Learning Adobe Premiere Pro	Fake music video editing	2/3
5-7	Documentary	Recording and editing	2/10 & 2/17
8	Midterm	Test	3/17 & 4/7
9-11	Social Media Ad Video	Recording and editing	4/7 & 4/14
12-15	Music Video	Recording and editing	4/22
16	Final Project and Exam	Test and last project	5/8

II.   Grading and Testing Guidelines:

Final Grade Calculation

Activity	Grading
Assignments	20%
Project Topics	5%
Attendance	20%
Projects	45%
Peer Critique	10%

III.   Examination Policy:

1. The reasons for which a student will be excused from taking an examination:
    a. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
2. A student who misses an examination for any reason is responsible for:
    a. Contacting the teacher and scheduling a time to take the exam outside of class

    No makeup opportunity will be given for unexcused absences of quizzes.

IV.   Class Attendance and Homework Make-Up Policy:

1. **Attendance is required** and essential for your success in this course.
2. You are allowed **up to 2 unexcused absences** without penalty. Each additional unexcused absence may lower your final grade by **2% per occurrence**.
3. **Excused absences** include illness (with documentation), religious observances, family emergencies, or approved college activities.
4. If you will miss class, you must notify the instructor **before class** when possible.
5. Arriving more than **15 minutes late** or leaving early without prior approval counts as **½ an absence**.
6. You are responsible for all material covered during any absence.
7. **Due Dates:** All assignments are due at the start of class (or posted online deadline).
8. **Late Work:**
   a. Work turned in **within 24 hours** of the due date will lose **10%**.
   b. Work turned in **1–7 days late** will lose **20%**.
   c. Work more than **7 days late** will **not be accepted** unless prior arrangements are made.
9. **Excused Absences:**
   a. If your absence is excused, you may submit work without penalty within **one week** of your return.
   b. You must communicate with the instructor to arrange make-up deadlines.
10. **Missed In-Class Activities:** Some studio work, critiques, or labs cannot be replicated outside of class. In such cases, alternative assignments may be given at the instructor's discretion.

V.   <u>Classroom Expectations:</u>

1. **Respect**
   o Treat your peers, instructor, and their work with respect.
   o Listen actively during discussions and critiques.
   o Be open to diverse perspectives and creative approaches.
2. **Engagement**
   - Arrive on time and stay for the entire class.
   - Participate in activities, discussions, and group work.
   - Stay on task during class work time — limit unrelated browsing, texting, or distractions.
3. **Preparedness**
   - Bring required materials, completed assignments, and any necessary technology to class.
   - Check Canvas/email regularly for announcements and updates.
4. **Professionalism**
   - Meet deadlines and follow project guidelines.
   - Use professional and constructive language in all communications.
   - Take responsibility for your own learning — ask questions and seek help when needed.
5. **Collaboration & Feedback**
   - Contribute to a supportive learning environment.
   - Offer feedback that is constructive, specific, and respectful.
   - Accept feedback with an open mind and use it to improve your work.
6. **Academic Integrity**
   - Submit only your own original work unless collaboration is part of the assignment.
   - Give proper credit when using others' ideas, images, or resources.
   - Follow all college policies on plagiarism and copyright.