



**MONASH** University  
Information Technology

**FIT2026**  
**Sound and video**

**Unit Guide**

**Semester 2, 2010**

The information contained in this unit guide is correct at time of publication. The University has the right to change any of the elements contained in this document at any time.

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# **FIT2026 Sound and video - Semester 2, 2010**

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## **Lecturer(s) / Leader(s):**

### **Berwick**

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## Introduction

FIT2026 aims to give students an understanding of the development process involved in creating audio and video content from the conceptual stage, organisational approaches as well as the techniques involved in the production and post production phases.

Students will be required to undertake project and research development work, both by themselves and in groups. The projects will aim to provide practice in identifying multimedia opportunities and specifying product and system requirements, and in building multimedia products. Project work will be carried out under the supervision of a member of the academic staff.

## Unit synopsis

The principal focus of this unit will be on authoring techniques and concepts used to create motion based digital audiovisual content applied in areas such as education, corporate profiling, documentary and animation (as used in video, CD ROM and DVD production). It will also focus on issues regarding the creation and use of digital video in a number of multimedia products in terms of its ability to effectively deliver information content as well as looking at technical issues relating to the efficient delivery of digital audiovisual content.

## Learning outcomes

At the completion of this unit students will have -  
A theoretical and conceptual understanding of:

- the nature of the multimedia system development process, and the tasks and management processes associated with it;
- the characteristics of computer hardware and software which are used in the development of multimedia systems related to sound and video content;
- the working environment in which multimedia systems are developed and the tools and techniques which are used to manage the development process;
- the need for management and control of the multimedia development process and the contribution which management tools and techniques can make to this process;
- the nature of the interaction between multimedia systems developers and their clients, and the responsibilities of the systems developer towards their client.

Developed attitudes that enable them to:

- demonstrate a positive approach to teamwork, allowing them to work as part of a project team.

Developed the skills to:

- prepare a project plan for carrying out the development and implementation of a sound/video based multimedia system;
- effectively make use of sound recording hardware and sound editing software;
- effectively make use of digital camera techniques and appropriate lighting;
- edit digital video in post production;
- author a DVD based multimedia product based on a group created movie of 5 - 10 mins.

Demonstrated the teamwork skills necessary to:

- manage the group nature of this unit develops student communication skills, teamwork skills, leadership and management skills;
- demonstrate through liaison with external clients and students, the development of business and negotiating skills.

## Contact hours

1 hr lecture/wk, 3 hrs laboratories/wk

## Workload

Mode:On-campus study

Workload:On campus : 1 hour lecture, 3 hours studio, 8 hours self-directed reading, preparation and research.

**Due to the nature of group work in this subject, it is expected that all students will attend 100% of classes.**

If you are absent for more than two tutorial sessions you must supply a medical certificate or other appropriate documentation.

If you are finding problems with this requirement please ensure you speak to your unit adviser as early as possible.

Attendance at tutorials without any work outside of this allocated class time will not be sufficient.

It is your responsibility to ensure that you can make this commitment before you embark on this subject

There will be a one-hour lecture and a three-hour tutorial each week. It is also expected that you will spend 8 hours per week in personal study and research. To get the most out of this time you should make sure you have with you a copy of the project you are working on with you when you attend classes.

## Unit relationships

### Prerequisites

VCM1002

Basic knowledge of digital video editing software and techniques, production planning and storyboarding and digital audio editing applications.

### Prohibitions

VSA3020, MMS2407, MMS2410

## Teaching and learning method

### Teaching approach

In semester 2, 2009, this subject will run each Monday from week 1 ( 19 July).

There is a 1 hour lecture from 1PM to 2PM and a three hour studio from 2PM to 5PM.

It is expected that you will do a further 8 hours self directed research and implementation.

You should ensure that you bring examples of the work in progress to class for discussion with your tutor.

### Timetable information

For information on timetabling for on-campus classes please refer to MUTTS, <http://mutts.monash.edu.au/MUTTS/>

### Tutorial allocation

On-campus students should register for tutorials/laboratories using the Allocate+ system: <http://allocate.its.monash.edu.au/>

### Unit Schedule

Week	Date*	Topic	Key dates
1	19/07/10	Unit overview and expectations / cross platform issues	
2	26/07/10	Writing project proposals/ filming permissions	
3	02/08/10	Time code/Live action camera techniques	
4	09/08/10	Live action sound recording/microphones/ waveform editors	
5	16/08/10	Interview techniques	Project documentation due
6	23/08/10	Lighting fundamentals	
7	30/08/10	Video compression issues	1st process diary due
8	06/09/10	Video editing techniques	
9	13/09/10	Elements of digital sound,sound editing	
10	20/09/10	Color correction	
Mid semester break			
11	04/10/10	DVD authoring- DVD studio pro	
12	11/10/10	Presentations - aims and expectations	2nd process diary due
13	18/10/10	Review of topics	

\*Please note that these dates may only apply to Australian campuses of Monash University. Off-shore students need to check the dates with their unit leader.

## **Unit Resources**

### **Prescribed text(s) and readings**

There is no required textbook for this subject but it is expected that you utilise the library resources such as books, video, CDs, DVDs and undertake your own research.

There are a large number of books on both software and video techniques held at Berwick library.

### **Recommended text(s) and readings**

There are no required texts. Individuals may need to purchase texts relating to their specific project

### **Required software and/or hardware**

Software relating to this subject may be accessed from several of the on-campus student labs.

The main applications used in this subject for audio, video and DVD technologies are in the Macintosh lab G96. Other AV applications are run in G91.

The principle editing/authoring software will be the Apple Final Cut Suite

Software may be:

- purchased at academic price at good software retailers

### **Equipment and consumables required or provided**

Students may use the facilities available in the computing labs. Information about computer use for students is available from the ITS Student Resource Guide in the Monash University Handbook. You will need to allocate up to 6 hours per week for use of a computer, including time for newsgroups/discussion groups.

Audio/visual equipment such as cameras, lights and microphones can be booked via the front service desk in building 903.

### **Study resources**

Study resources we will provide for your study are:

The FIT2026 web site on MUSO where lecture slides, assignment specifications will be posted along with information resources about the software used.

This Unit Guide outlining administrative information for the unit.

The computer resources are available from 8.00 a.m. to 6.00 p.m. each day. After hours and weekend access is only available if you apply for it online at:

<http://www.infotech.monash.edu.au/itsupport/lab-info.html#berwick>

## Assessment

### Overview

Practical Assignments: 100%; Assignments will include group and individual components.

### Faculty assessment policy

To pass a unit which includes an examination as part of the assessment a student must obtain:

- 40% or more in the unit's examination, and
- 40% or more in the unit's total non-examination assessment, and
- an overall unit mark of 50% or more.

If a student does not achieve 40% or more in the unit examination or the unit non-examination total assessment, and the total mark for the unit is greater than 50% then a mark of no greater than 49-N will be recorded for the unit.

**Due to the nature of group work in Studio, it is expected that all students will attend 100% of your studio sessions.**

If you are absent for more than two studio sessions you must supply a medical certificate or other appropriate documentation. If you are finding problems with this requirement please ensure you speak to your unit adviser as early as possible.

### Responsibility for student work

Students should note that they are, at all times, responsible for their work. All relevant material should be backed up on a regular basis to CD, DVD or Flash disks. The university has CD & DVD burners in the computer labs and blank CDs/DVDs may be purchased through the on campus bookstore. Loss of assignment work due to hardware failure, virus or theft will not be accepted as reasons for late or non-submission of work. Students must hold an exact copy of all work which they submit for assessment, this copy should be held until your final result for the unit is released.

### Assessment procedures for a non – performing team member

If the unit assessor, or one or more team members, becomes concerned regarding the contribution of one or more members of a group then the unit assessor will determine ,using the project documentation ,examination of Process diaries and discussion with the students concerned whether the student or students are making an equitable contribution to the work of the group.

If it is determined that the student or students are not making an equitable Contribution to the work of the groupthey may be deemed to be a non-performing team member.

In the event of this determination being made the group component of their assessment will be multiplied by a factor of up to 0.5 to arrive at a raw score



## Assignment tasks

### Assignment coversheets

Assignment coversheets are available via "Student Forms" on the Faculty website:

<http://www.infotech.monash.edu.au/resources/student/forms/>

You MUST submit a completed coversheet with all assignments, ensuring that the plagiarism declaration section is signed.

**Assignment submission and return procedures, and assessment criteria will be specified with each assignment.**

Assignment submission and preparation requirements will be detailed in each assignment specification. Submission must be made by the due date otherwise penalties will be enforced. You must negotiate any extensions formally with your campus unit leader via the in-semester special consideration process: <http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>.

#### • Assignment task 1

**Title:**

Project plan for a DVD-based Authoring Project

**Description:**

Group based work- This document will serve as the blueprint for the strategies

and production schedule for the main DVD project you will undertake this semester.

**Weighting:**

20%

**Criteria for assessment:**

Full description of the assignment requirements, due dates and assessment criteria are available on MUSO

**Due date:**

Monday, August 16 5PM

#### • Assignment task 2

**Title:**

1st Individual Process Diary

**Description:**

**individual submission This should describe in detail your work on the main project up to week 6, including commentary on individual learning and tasks undertaken**

**Weighting:**

20%

**Criteria for assessment:**

Full description of the assignment requirements, due dates and assessment criteria are available on MUSO

**Due date:**

Monday, August 30 5PM

• **Assignment task 3**

**Title:**

2nd Individual Process Diary

**Description:**

individual submission- This will describe your activities and learning from week 7 to week 12

**Weighting:**

20%

**Criteria for assessment:**

**Due date:**

Monday, October 11 5PM

• **Assignment task 4**

**Title:**

Major DVD project hand over and presentation

**Description:**

group assignment- this is the delivery of your completed DVD assignment,

along with a presentation covering your production process in bringing it to completion

**Weighting:**

40%

**Criteria for assessment:**

Full description of the assignment requirements, due dates and assessment criteria are available on MUSO

**Due date:**

Week 14 (exact date to be advised)

## Due dates and extensions

Please make every effort to submit work by the due dates. It is your responsibility to structure your study program around assignment deadlines, family, work and other commitments. Factors such as normal work pressures, vacations, etc. are not regarded as appropriate reasons for granting extensions. Students are advised to NOT assume that granting of an extension is a matter of course.

Students requesting an extension for any assessment during semester (eg. Assignments, tests or presentations) are required to submit a Special Consideration application form (in-semester exam/assessment task), along with original copies of supporting documentation, directly to their lecturer within two working days before the assessment submission deadline. Lecturers will provide specific outcomes directly to students via email within 2 working days. The lecturer reserves the right to refuse late applications.

A copy of the email or other written communication of an extension must be attached to the assignment submission.

Refer to the Faculty Special consideration webpage or further details and to access application forms: <http://www.infotech.monash.edu.au/resources/student/equity/special-consideration.html>

## **Late assignment**

Assignments must be submitted by the due date. Details of the assignments submission procedure will be supplied via the unit on-line pages.

Where assignments are submitted in person (eg. hard copy or disk) an Berwick FIT 'Assignment Cover Sheet' with appropriate identification and signatures must be attached. All work must be presented in an A4 plastic cover. If multiple written pages, must be stapled or bound.

It is your responsibility to keep track of and manage your assignment due dates

Penalties are incurred from the due date at the rate of a 10 % reduction in grade for each day (including weekends) the assignment is late.

If you are having difficulty with assignment submission, please advise your Unit Adviser immediately so that any problems can be addressed.

## **Return dates**

Students can expect assignments to be returned within two weeks of the submission date or after receipt, whichever is later.

## Appendix

Please visit the following URL: <http://www.infotech.monash.edu.au/units/appendix.html> for further information about:

- Continuous improvement
- Unit evaluations
- Communication, participation and feedback
- Library access
- Monash University Studies Online (MUSO)
- Plagiarism, cheating and collusion
- Register of counselling about plagiarism
- Non-discriminatory language
- Students with disability
- End of semester special consideration / deferred exams