

FIT2026
Sound and video studio

Unit Guide

Semester 1, 2011

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 studio - Semester 1, 2011

This unit provides a theoretical and practical guide to the processes involved in producing audiovisual content designed for informational purposes. It will cover the processes involved in designing and documenting such a project in terms of the information delivered and the logistics involved, the actual recording and editing of media used in the project, including technical standards conventionally employed in video and DVD production. This unit will be delivered in a studio environment with an emphasis on collaborative learning.

Mode of Delivery

- Berwick (Day)
- Caulfield (Day)

Contact Hours

1 hr lecture/wk, 3 hrs studio/wk

Workload

On campus :

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

Unit Relationships

Prohibitions

VSA3020, MMS2407, MMS2410

Prerequisites

FIT1012

Chief Examiner

Mark Power

Campus Lecturer

Berwick

Mark Power

Contact hours: Monday, 10-12

Caulfield

Mark Power

Contact hours: Wednesday, 10-12

Tutors

Berwick

Mark Power

Contact hours: Monday, 10-12

Caulfield

Ruben Hopmans

Contact hours: Thursday 11AM -1PM

Mark Power

Contact hours: Wednesday, 10-12

Learning Objectives

At the completion of this unit students will have -

A theoretical and conceptual understanding of:

- the nature of the development process involved in digital video and audio production, 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 need for management and control of the multimedia development process and the contribution which management tools and techniques can make to this process.

Developed attitudes that enable them to:

- demonstrate a positive approach to teamwork, allowing them to work as part of a project team and an ability to communicate with a client and deliver the relevant information as per the client brief.

Developed the skills to:

- effectively make use of sound/video recording hardware and editing software;
- edit digital video in post production;
- author a DVD based multimedia product which will play on a standard DVD player.

Demonstrated the teamwork skills necessary to:

- work as a member of a project team.

Graduate Attributes

Monash prepares its graduates to be:

1. responsible and effective global citizens who:

- a. engage in an internationalised world
- b. exhibit cross-cultural competence
- c. demonstrate ethical values

critical and creative scholars who:

- a. produce innovative solutions to problems
- b. apply research skills to a range of challenges
- c. communicate perceptively and effectively

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Project plan for a DVD-based Authoring Project	20%	Friday, April 1 2011, 5PM
1st Individual Process Journal	20%	Friday, April 15 2011, 5PM
2nd Individual Process Journal	20%	Friday, May 27 2011, 5PM
Major DVD project hand over and presentation	40%	Week 14 (exact date to be advised)

Teaching Approach

Studio teaching

Studio teaching is an actively guided peer participatory approach.

Feedback

Our feedback to You

Types of feedback you can expect to receive in this unit are:

- Informal feedback on progress in labs/tutes
- Graded assignments with comments

Your feedback to Us

Monash is committed to excellence in education and regularly seeks feedback from students, employers and staff. One of the key formal ways students have to provide feedback is through SETU, Student Evaluation of Teacher and Unit. The University's student evaluation policy requires that every unit is evaluated each year. Students are strongly encouraged to complete the surveys. The feedback is anonymous and provides the Faculty with evidence of aspects that students are satisfied and areas for improvement.

For more information on Monash's educational strategy, and on student evaluations, see:

<http://www.monash.edu.au/about/monash-directions/directions.html>

<http://www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html>

Previous Student Evaluations of this unit

If you wish to view how previous students rated this unit, please go to

<https://emuapps.monash.edu.au/unitevaluations/index.jsp>

Required Resources

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 and G91 at Berwick and K110 at Caulfield.

The principle editing/authoring software will be the Adobe Master Collection

Software may be:

- purchased at academic price at good software retailers

Unit Schedule

Week	Date*	Activities	Assessment
0	21/02/11		No formal assessment or activities are undertaken in week 0
1	28/02/11	Unit overview and expectations / cross platform issues	
2	07/03/11	Writing project proposals/ filming permissions	
3	14/03/11	Video editing techniques	
4	21/03/11	Live action sound recording/microphones/ waveform editors	
5	28/03/11	Interview techniques	Project documentation due
6	04/04/11	Time code/Live action camera techniques	
7	11/04/11	Lighting fundamentals	1st process journal due
8	18/04/11	Video compression issues	
Mid semester break			
9	02/05/11	Elements of digital sound,sound editing	

10	09/05/11	Color correction	
11	16/05/11	DVD authoring	
12	23/05/11	Presentations - aims and expectations	2nd process journal due
	30/05/11	SWOT VAC	No formal assessment is undertaken SWOT VAC

*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.

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

Assessment Tasks

Participation

This unit has a group based assessment component of 60% and an individual component of 40%

To pass in this unit a student must obtain:

- 40% or more in the individual assessment, and
- 40% or more in the group 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.

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 group they 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

Late submission

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.

• Assessment 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:

Friday, April 1 2011, 5PM

• Assessment task 2

Title:

1st Individual Process Journal

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:

Friday, April 15 2011,5PM

• **Assessment task 3**

Title:

2nd Individual Process Journal

Description:

Individual submission: This will describe your activities and learning from week 7 to week 12

Weighting:

20%

Criteria for assessment:

Due date:

Friday, May 27 2011,5PM

• **Assessment 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)

Examinations

Assignment submission

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.

Extensions and penalties

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>.

Returning assignments

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

Policies

Monash has educational policies, procedures and guidelines, which are designed to ensure that staff and students are aware of the University's academic standards, and to provide advice on how they might uphold them. You can find Monash's Education Policies at:

<http://policy.monash.edu.au/policy-bank/academic/education/index.html>

Key educational policies include:

- Plagiarism
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-policy.html>)
- Assessment
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/assessment-in-coursework-p>)
- Special Consideration
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/special-consideration-policy.h>)
- Grading Scale
(<http://www.policy.monash.edu/policy-bank/academic/education/assessment/grading-scale-policy.html>)
- Discipline: Student Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-discipline-policy.html>)
- Academic Calendar and Semesters (<http://www.monash.edu.au/students/key-dates/>);
- Orientation and Transition (<http://www.infotech.monash.edu.au/resources/student/orientation/>);
and
- Academic and Administrative Complaints and Grievances Policy
(<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy>)

Student services

The University provides many different kinds of support services for you. Contact your tutor if you need advice and see the range of services available at www.monash.edu.au/students The Monash University Library provides a range of services and resources that enable you to save time and be more effective in your learning and research. Go to <http://www.lib.monash.edu.au> or the library tab in my.monash portal for more information. Students who have a disability or medical condition are welcome to contact the Disability Liaison Unit to discuss academic support services. Disability Liaison Officers (DLOs) visit all Victorian campuses on a regular basis

- Website: <http://adm.monash.edu/sss/equity-diversity/disability-liaison/index.html>;
- Telephone: 03 9905 5704 to book an appointment with a DLO;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus.

ADDITIONAL INFORMATION:

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.

READING LIST

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