FIT2026
Sound and video studio

Unit Guide

Semester 2, 2012

Table of Contents

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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)

Contact Hours

1 hr lecture/wk, 3 hrs studio/wk

Workload

Students will be expected to spend a total of 12 hours per week during semester on this unit as follows:

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

Unit Relationships

Prohibitions

VSA3020, MMS2407, MMS2410

Prerequisites

FIT1012

Chief Examiner

Mr Mark Power

Campus Lecturer

Berwick

Mark Power

Consultation hours: Thursday, 2-4

Tutors

Berwick

Mark Power

Consultation hours: Thursday, 2-4

Academic Overview

Outcomes

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%	Thursday, 23 August,2012 , 5PM
1st Process Journal	20%	Thursday, 6 September 2012, 5PM
Presentation	10%	Thursday, 18 October 2012, in Studio class
Major DVD project delivery and Process Journal Submission 2	50%	Thursday, 1 November, 2012, 5PM

Teaching Approach

Studio teaching

Studio teaching is an actively guided peer particapatory 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

In 2012 we changed 24 hour equipment borrowing system to a 48 hour system.

Students found this more convenient and overall it did not create undue demand so it will reain the practice in semester 2.

Feedback collected by the Faculty during semester 1 reported the following for this unit:

Lectures are informative, always have new information and presented well, especially in the 1 hour they are presented in

- Workload is good for the time constraints

- Equipment used for assignments are maintained well and borrowing system is quite well done

Given this the unit will be run the same way in semester 2.

If you wish to view how previous students rated this unit, please go to
https://emuapps.monash.edu.au/unitevaluations/index.jsp

Required Resources

Please check with your lecturer before purchasing any Required Resources. Limited copies of prescribed texts are available for you to borrow in the library, and prescribed software is available in student labs.

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

The main applications used in this subject for audio, video and DVD technologies are in the Macintosh lab G87 at Berwick. another 5 Macs can be located in G80.

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	Activities	Assessment
0		No formal assessment or activities are undertaken in week 0
1	Unit overview and expectations / cross platform issues	
2	Writing project proposals and filming permissions	
3	Video editing techniques	
4	live action camera techniques	
5	Interview techniques	Project Plan due week 5, Thursday, 23 August,2012 , 5PM
6	Live action sound recording/microphones/ waveform editors	
7	Lighting fundamentals	1st process journal due Week 7, Thursday, 6 September 2012, 5PM
8	Video compression issues	
9	Elements of digital sound, sound editing	
10	Colour correction	
11	DVD authoring/Presentations - aims and expectations	
12	Presentations	Presentation due Week 12, Thursday, 18 October 2012, in Studio class; Process Journal 2 and Final Product Delivery due Week 14, Thursday, 1 November, 2012, 5PM
	SWOT VAC	No formal assessment is undertaken SWOT VAC
	Examination period	LINK to Assessment Policy: http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html

*Unit Schedule details will be maintained and communicated to you via your MUSO (Blackboard or Moodle) learning system.

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles
(http://www.infotech.monash.edu.au/resources/staff/edgov/policies/assessment-examinations/unit-assessment-hu

Academic Integrity - Please see the Demystifying Citing and Referencing tutorial at
http://lib.monash.edu/tutorials/citing/

Assessment Tasks

Hurdle Requirements

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.

Participation

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

Assessment Requirements

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:
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:

- ♦ Attention to technical detail and scope of project
- ♦ Clarity & design of layout/ inclusion of relevant sections
- ♦ Innovation in application and originality of concept
- ♦ Evidence of research undertaken and testing strategies

Full description of the assignment requirements, due dates and assessment criteria are available on MOODLE
Due date:
Thursday, 23 August,2012 , 5PM

- **Assessment task 2**

Title:
1st 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:
Research

- ♦ Detailed evidence of individual research being undertaken and reflection on your findings in this area
- ♦ Evidence of a process/methodology

Development

- ♦ Discussion of individual ideas designs, brainstorming
- ♦ Discussion of implementation and planning

Learning

- ♦ Discussion of individual/group achievements successes and problems.
- ♦ Discussion of problem-solving and reflection on this process

Production

- ♦ Discussion of new skills developed/used.
- ♦ Discussion of your contributions made to the project each week in relation to your project timeline.

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

Due date:
Thursday, 6 September 2012, 5PM

- **Assessment task 3**

Title:
Presentation
Description:
This is a formal presentation / demonstration of the product, including discussion of the process undertaken.
Weighting:
10%
Criteria for assessment:

- ♦ **Product overview**

 Discussion of the project – and the objectives behind its development.

 What options or ideas did you offer to the client and what final approach was decided upon?

- ♦ **Clarity of presentation**

Well thought out and practiced.

Effective communication.

- ♦ **Demonstrated development**

Evidence of a creative solution.

Evidence of logistical problem solving.

- ♦ **Depth & originality of content**

 How well were the problems/ solutions discussed.

 Key technologies/processes addressed.

Full details of project requirements will be posted on MOODLE
Due date:
Thursday, 18 October 2012, in Studio class

• Assessment task 4

Title:
Major DVD project delivery and Process Journal Submission 2
Description:
Group assignment: This is the delivery of the completed DVD assignment.

Delivery includes formal handover of all product content, as well as a second submission of your individual project journal.

The journal should show your contributions and reflection on the project. It will contain written reflections, analysis, drawings, screenshots, and any other material that provides insight into your role on the project.
Weighting:
50%
Criteria for assessment:

♦ Overall design quality

♦ Key concepts effectively communicated.

♦ Suited to the purpose of the product**.**

♦ Functionality/Technical ability

♦ Key technical issues addressed.
♦ Overall quality of the product in technical terms.

♦ Innovation & originality of content

♦ Creative solutions implemented

Research

♦ Detailed evidence of individual research being undertaken and reflection on your findings in this area
♦ Evidence of a process/methodology

Development

♦ Discussion of individual ideas designs, brainstorming
♦ Discussion of implementation and planning

Learning

♦ Discussion of individual/group achievements successes and problems.
♦ Discussion of problem-solving and reflection on this process

Production

- ♦ Discussion of new skills developed/used.
- ♦ Discussion of your contributions made to the project each week in relation to your project timeline.

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

Due date:
Thursday, 1 November, 2012, 5PM

Assignment submission

It is a University requirement
(http://www.policy.monash.edu/policy-bank/academic/education/conduct/plagiarism-procedures.html) for students to submit an assignment coversheet for each assessment item. Faculty Assignment coversheets can be found at http://www.infotech.monash.edu.au/resources/student/forms/. Please check with your Lecturer on the submission method for your assignment coversheet (e.g. attach a file to the online assignment submission, hand-in a hard copy, or use an online quiz).

Online submission

If Electronic Submission has been approved for your unit, please submit your work via the VLE site for this unit, which you can access via links in the my.monash portal.

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.

Other Information

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-po
- 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.
- Codes of Practice for Teaching and Learning
  (http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-tea

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. For Sunway see http://www.monash.edu.my/Student-services, and for South Africa see http://www.monash.ac.za/current/

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. At Sunway, visit the Library and Learning Commons at http://www.lib.monash.edu.my/. At South Africa visit http://www.lib.monash.ac.za/.

Academic support services may be available for students who have a disability or medical condition. Registration with the Disability Liaison Unit is required. Further information is available as follows:

- Website: http://monash.edu/equity-diversity/disability/index.html;
- Email: dlu@monash.edu
- Drop In: Equity and Diversity Centre, Level 1 Gallery Building (Building 55), Monash University, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus
- Telephone: 03 9905 5704, or contact the Student Advisor, Student Commuity Services at 03 55146018 at Sunway

Reading list

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

Other

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.