



**MONASH** University  
Information Technology

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

**Unit Guide**

**Semester 1, 2013**

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.

*Last updated: 04 Mar 2013*

# Table of Contents

<b><u>FIT2026 Sound and video studio - Semester 1, 2013</u></b> .....	<b>1</b>
<u>Mode of Delivery</u> .....	1
<u>Contact Hours</u> .....	1
<u>Workload requirements</u> .....	1
<u>Unit Relationships</u> .....	1
<u>Prohibitions</u> .....	1
<u>Prerequisites</u> .....	1
<u>Chief Examiner</u> .....	1
<u>Campus Lecturer</u> .....	1
<u>Caulfield</u> .....	1
<u>Tutors</u> .....	2
<u>Caulfield</u> .....	2
<b><u>Academic Overview</u></b> .....	<b>3</b>
<u>Learning Outcomes</u> .....	3
<b><u>Unit Schedule</u></b> .....	<b>4</b>
<u>Assessment Summary</u> .....	4
<u>Teaching Approach</u> .....	5
<b><u>Assessment Requirements</u></b> .....	<b>6</b>
<u>Assessment Policy</u> .....	6
<u>Assessment Tasks</u> .....	6
<u>Hurdle Requirements</u> .....	6
<u>Participation</u> .....	6
<u>Learning resources</u> .....	10
<u>Reading list</u> .....	10
<u>Feedback to you</u> .....	11
<u>Extensions and penalties</u> .....	11
<u>Returning assignments</u> .....	11
<u>Assignment submission</u> .....	11
<u>Online submission</u> .....	11
<u>Required Resources</u> .....	11
<b><u>Other Information</u></b> .....	<b>12</b>
<u>Policies</u> .....	12
<u>Graduate Attributes Policy</u> .....	12
<u>Student services</u> .....	12
<u>Monash University Library</u> .....	12
<u>Disability Liaison Unit</u> .....	13
<u>Your feedback to Us</u> .....	13
<u>Previous Student Evaluations of this Unit</u> .....	13
<u>Other</u> .....	13

# **FIT2026 Sound and video studio - Semester 1, 2013**

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**

Caulfield (Day)

## **Contact Hours**

1 hr lecture/wk, 3 hrs studio/wk

## **Workload requirements**

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**

### **Caulfield**

**Mark Power**

Consultation hours: Monday, 12Noon to 2PM

## **Tutors**

### **Caulfield**

#### **Mark Power**

Consultation hours: Monday, 12 Noon to 2PM

#### **Ruben Hopmans**

Consultation hours: Friday, 12 Noon to 2PM

# Academic Overview

## Learning 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.

## 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	Demonstrate homework 1 in scheduled studio time
3	Video editing techniques	Demonstrate homework 2 in scheduled studio time
4	live action camera techniques	
5	Interview techniques	Project Plan due week 5, Friday, 12 April , 2013, 5PM
6	Live action sound recording/microphones/ waveform editors	Demonstrate homework 3 in scheduled studio time
7	Lighting fundamentals	1st process journal due Week 7, Friday 26 April, 2013, 5PM
8	Video compression issues	Demonstrate homework 4 in scheduled studio time
9	Colour correction	Demonstrate homework 5 in scheduled studio time
10	DVD authoring	Demonstrate homework 6 in scheduled studio time
11	Presentations - aims and expectations	
12	Presentations	Presentation due Week 12 (in Studio).
	SWOT VAC	No formal assessment is undertaken in SWOT VAC. Process Journal 2 and Final Product Delivery due Week 14, Friday 14 June, 2013, 5PM
	Examination period	LINK to Assessment Policy: <a href="http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html">http://policy.monash.edu.au/policy-bank/academic/education/assessment/assessment-in-coursework-policy.html</a>

\*Unit Schedule details will be maintained and communicated to you via your learning system.

## Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Assigned homework	12%	In class at start of studio, weeks 2,3,6,8,9 and 10
Project plan for a DVD-based Authoring Project	20%	Friday 12 April , 2013, 5PM
1st Process Journal	14%	Friday 26 April, 2013, 5PM

## Unit Schedule

Presentation	10%	Week 12, in Studio class
Major DVD project delivery and Process Journal Submission 2	44%	Friday 14 June, 2013, 5PM

## Teaching Approach

### Studio teaching

Studio teaching is an actively guided peer participatory approach.

# 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

**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.

### 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.



## Assessment Requirements

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) a 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:**

Assigned homework

**Description:**

The homework tasks are designed to help students gain an understanding of a variety of software used in video production. There are 6 homework tasks over the semester, each worth 2 marks.

Resources and instructions are provided so that students can work independantly. Students are expected to show their completed homework to their tutor at the start of studio the following week in order to receive their mark (for example, week 1 homework is shown in week 2, week 2 homework in week 3).

**Weighting:**

12%

**Criteria for assessment:**

Successful completion of all tasks and processes as outlined in the homework brief.

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

**Due date:**

In class at start of studio, weeks 2,3,6,8,9 and 10

### • **Assessment task 2**

**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:**

## Assessment Requirements

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:

Friday 12 April , 2013, 5PM

## • Assessment task 3

### Title:

1st Process Journal

### Description:

Individual submission: This should describe in detail your work on the main project up to week 7, including commentary on individual learning and tasks undertaken.

### Weighting:

14%

### 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:

Friday 26 April, 2013, 5PM

• **Assessment task 4**

**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:**

Week 12, in Studio class

• **Assessment task 5**

**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:**

44%

**Criteria for assessment:**

## Assessment Requirements

### ◆ 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:

Friday 14 June, 2013, 5PM

## Learning resources

### Reading list

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

Monash Library Unit Reading List

<http://readinglists.lib.monash.edu/index.html>

## 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

## 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.

## 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 learning system for this unit, which you can access via links in the my.monash portal.

## 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 labs B342B at Caulfield. Another 16 Macs are located in B343.

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

Software may be:

- purchased at academic price at good software retailers.

## 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:

[www.policy.monash.edu.au/policy-bank/academic/education/index.html](http://www.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 in Coursework Programs;  
<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.ht>
- 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/dates/>
- Orientation and Transition; <http://intranet.monash.edu.au/infotech/resources/students/orientation/>
- Academic and Administrative Complaints and Grievances Policy;  
<http://www.policy.monash.edu/policy-bank/academic/education/management/complaints-grievance-policy.h>
- Code of Practice for Teaching and Learning;  
<http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/suppdocs/code-of-practice-teac>

### Graduate Attributes Policy

<http://www.policy.monash.edu/policy-bank/academic/education/management/monash-graduate-attributes-policy.h>

### 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 <http://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/>.

### Monash University Library

The Monash University Library provides a range of services, resources and programs that enable you to save time and be more effective in your learning and research. Go to [www.lib.monash.edu.au](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/>.

## Disability Liaison Unit

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://www.monash.edu/equity-diversity/disability/index.html> Telephone: 03 9905 5704 to book an appointment with a DLO; or contact the Student Advisor, Student Community Services at 03 55146018 at Sunway Email: [dlu@monash.edu](mailto:dlu@monash.edu) Drop In: Equity and Diversity Centre, Level 1, Building 55, Clayton Campus, or Student Community Services Department, Level 2, Building 2, Monash University, Sunway Campus

## 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 the Student Evaluation of Teaching and Units (SETU) survey. 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, see:

[www.monash.edu.au/about/monash-directions](http://www.monash.edu.au/about/monash-directions) and on student evaluations, see: [www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.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 the 24 hour equipment borrowing system to a 48 hour system.

Students found this more convenient and overall it did not create undue demand in 2012, so it will remain the practice in Semester 1.

There was some feedback that indicated a more formal approach to software instruction was desired. To this end there are now a number of tutorials that are available as formal homework and are assessed in studio.

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

## Other

### ADDITIONAL INFORMATION:

#### 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 portable drives. 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.