



MONASH University
Information Technology

FIT2026
Sound and video studio

Unit Guide

Semester 1, 2014

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FIT2026 Sound and video studio - Semester 1, 2014

This unit provides a theoretical and practical guide to the processes involved in producing audio-visual 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)

Workload Requirements

Minimum total expected workload equals 12 hours per week comprising:

(a.) Contact hours for on-campus students:

- One 1-hour lecture
- One 3-hour studio

(b.) Additional requirements (all students):

- A minimum of 8 hours independent study per week for completing lab and project work, private study and revision.

Unit Relationships

Prohibitions

VSA3020, MMS2407, MMS2410

Prerequisites

FIT1012

Chief Examiner

Mr Ruben Hopmans

Campus Lecturer

Caulfield

Ruben Hopmans

Consultation hours: Monday, 12Noon to 2PM

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/ and on student evaluations, see:
www.policy.monash.edu/policy-bank/academic/education/quality/student-evaluation-policy.html

Previous Student Evaluations of this Unit

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.

The tutorial files were stored on a special remote drive as the video file sizes were too large to be uploaded to Moodle. Some students had difficulty accessing this drive from their computers at home.

This was reviewed and documentation addressing the problem was posted on Moodle.

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

Academic Overview

Learning Outcomes

At the completion of this unit students be able to:

- develop a project management plan for delivering an audio-visual product;
- use sound and video recording hardware and software to create a video based product;
- work collaboratively in a team environment;
- communicate project progress to stakeholders;
- document and report on project progress.

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 4 April 2014, 5PM
6	Live action sound recording/microphones/ waveform editors	Demonstrate homework 3 in scheduled studio time
7	Lighting fundamentals	Process Journal Submission 1 due Week 7, Thursday 17 April 2014, 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 class
	SWOT VAC	No formal assessment is undertaken in SWOT VAC. Process Journal Submission 2 and Final Product Delivery due Week 14, Friday 13 June 2014, 4PM
	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 learning system.

Teaching Approach

Studio teaching

Studio teaching is an actively guided peer participatory approach.

Assessment Summary

In-semester assessment: 100%

Assessment Task	Value	Due Date
Assigned homework	12%	Weeks 2, 3, 6, 8, 9 and 10 at start of studio class
Project Plan for a DVD-based Authoring Project	20%	Week 5, Friday 4 April 2014, 5PM
Process Journal Submission 1	14%	Week 7, Thursday 17 April 2014, 5PM
Presentation	10%	Week 12 in studio class
Major DVD project delivery and Process Journal Submission 2	44%	Week 14, Friday 13 June 2014, 4PM

Assessment Requirements

Assessment Policy

Faculty Policy - Unit Assessment Hurdles

(<http://intranet.monash.edu.au/infotech/resources/staff/edgov/policies/assessment-examinations/assessment-hurdles>)

Academic Integrity - Please see resources and tutorials at

<http://www.monash.edu/library/skills/resources/tutorials/academic-integrity/>

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:

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

• **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:

Week 5, Friday 4 April 2014, 5PM

• Assessment task 3

Title:

Process Journal Submission 1

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:

Week 7, Thursday 17 April 2014, 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:

Week 14, Friday 13 June 2014, 4PM

Learning resources

Reading list

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

Monash Library Unit Reading List (if applicable to the unit)

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

Faculty of Information Technology [Style Guide](#)

Feedback to you

Examination/other end-of-semester assessment feedback may take the form of feedback classes, provision of sample answers or other group feedback after official results have been published. Please check with your lecturer on the feedback provided and take advantage of this prior to requesting individual consultations with staff. If your unit has an examination, you may request to view your examination script booklet, see <http://intranet.monash.edu.au/infotech/resources/students/procedures/request-to-view-exam-scripts.html>

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.monash.edu.au/exams/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/student-academic-integrity-managing-pla>) 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). Please note that it is your responsibility to retain copies of your assessments.

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.

Assessment Requirements

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

Key educational policies include:

- Student Academic Integrity Policy and Student Academic Integrity: Managing Plagiarism and Collusion Procedures ;
<http://www.policy.monash.edu/policy-bank/academic/education/conduct/student-academic-integrity-policy.h>
- 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>

Faculty resources and policies

Important student resources including Faculty policies are located at

<http://intranet.monash.edu.au/infotech/resources/students/>

Graduate Attributes Policy

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

Student Charter

www.opq.monash.edu.au/ep/student-charter/monash-university-student-charter.html

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 Malaysia 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 or the library tab in [my.monash](#) portal for more information. At Malaysia, 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 Malaysia
- Email: 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, Malaysia Campus

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. Where work is submitted via Moodle, it is the responsibility of the student to check that their assignment has been uploaded successfully. 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.