

Glendale College
Course Outline of Record Report

Course ID 010638
 Created - October 2023

FTVM259 : Assistant Editor Practicum

General Information

Author:	<ul style="list-style-type: none"> Geraldine Ulrey
Course Code (CB01) :	FTVM259
Course Title (CB02) :	Assistant Editor Practicum
Department:	FTVM
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0604.20) Television (including combined TV/film/video)*
CIP Code:	(09.0701) Radio and Television.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000642171
Curriculum Committee Approval Date:	10/25/2023
Board of Trustees Approval Date:	12/19/2023
Last Cyclical Review Date:	10/25/2023
Course Description and Course Note:	FTVM 259 offers professional training in the techniques and craft used by an assistant editor while assisting an editor in the post production house.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> Credit

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Mass Communication
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grading Basis
Course is not a basic skills course.	Course is not a special class.	<ul style="list-style-type: none"> Grade with Pass / No-Pass Option

Allow Students to Gain Credit by Exam/Challenge

Pre-Collegiate Level (CB21)

Course Support Course Status (CB26)

Not applicable.

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	0
Total Student Learning Hours	54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	54
Studio	0
Total	54

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Pre-requisites, Co-requisites, Anti-requisites and Advisories**Prerequisite**

FTVM132 - Introduction to Film Production

Objectives

- Demonstrate correct application of basic pre-production, production principle cinematography, and post-production skills and techniques.
- Demonstrate proficiency in different roles on a film set.
- Demonstrate a hands-on ability to perform appropriate critical thinking, problem solving, and effective communication needed for successful teamwork in a functional motion picture production team.
- Demonstrate knowledge of both the technical and aesthetic aspects of video field production.
- Define a culture of safe practices by appraising, explaining, and applying industry-standard safety protocols.
- Operate as ethical, highly disciplined professions in the film industry, testing challenges and solving problems both during pre-production and on set.
- Correctly operate field and video equipment.

AND**Prerequisite**

FTVM139 - Introduction to Editing

Objectives

- Import motion footage from camera cards or camcorder into an editing project.
- Create computer-generated video effects, titles and graphics.
- Transcode a variety of digital video compression formats.
- Open and set up a functioning digital video editing project.
- Perform non-linear video editing.
- Export a finished editing project to a professional digital motion picture format.

Entry Standards

Entry Standards

No value

Specifications

Methods of Instruction

Methods of Instruction Demonstrations

Methods of Instruction Collaborative Learning

Methods of Instruction Discussion

Methods of Instruction Field Activities (Trips)

Methods of Instruction Guest Speakers

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Multimedia

Methods of Instruction Presentations

Out of Class Assignments

- Visit a local post production editing session, become familiar with the tools and equipment used by professional editors and assistant editors in the professional digital work station environment.

Methods of Evaluation

Rationale

Exam/Quiz/Test

Test on terms and topics covered in class

Activity (answering journal prompt, group activity)

Ready tracks and digital outputs for a final mix per an editor's specifications

Presentation (group or individual)

Present workflows created for an editing project

Project/Portfolio	Create and execute editing workflows and file management on a short film
Report	Create editors logs and notes in prep for a final digital
Evaluation	Self-Evaluate skills attained for working as an Assistant Editor

Textbook Rationale

Make the Cut is a classic manual/reference.

Textbooks

Author	Title	Publisher	Date	ISBN
Kyra Coffie	The Avid Assistant Editor's Handbook	CreateSpace Independent Publishing Platform	March 2017	1544149964
Lori Coleman (Author), Diana Friedberg (Contributer)	Make the Cut, 1st edition	Routledge	August, 2010	0240813987

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives**Course Objectives**

Facilitate role of Assistant to complete tasks as related to work with Post Production Supervisors, Clients, Directors, Production Companies, Sound Designers, VFX Artists and Producer.

Support editing workflows and file management.

Manipulate editing software for tasks related to Assistant Editor workflow workflows and file management.

Manage Work Digital WorkStation settings.

Operate latest equipment, gear and software used in the post production work environment.

SLOs

Classify selected industry post production editing equipment.

Expected Outcome Performance: 70.0

Manage and format software using industry standard techniques as part of industry standard practices during a professional editing session.

Expected Outcome Performance: 70.0

Formulate and develop a digital workstation using industry standard techniques that is editor-ready for a professional editing session for a client to view sequences.

Expected Outcome Performance: 70.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

No value

Laboratory/Studio Content

Overview of Responsibilities of Assistant Editors (10 hours)

- Members of the Post production Editing team; different roles defined
- A typical Day
 - Supporting the Editor
 - Working with the Client
- Paper work, File Management responsibilities
- Receiving and Delivering elements
- Overview of responsibilities of Workflows
- Working with Post Production Supervisors, Clients, Directors, Production Companies, Sound Designers, VFX Artists and Producers

Workflows & File Management - Single Camera (24 hours)

- Logging and Labelling Systems
- Specs and Settings
- Ingesting
- Working with text and graphics Elements
- Working with VFX elements and CGI
- Working with Audio Elements

- Preparing to Output
- Paper work Deliverables and Meta Data
- Outputting Deliverables

Workflows & File Management – Multi-clipping (10 hours)

- Logging and Labelling Systems
- Specs and Settings
- Ingesting
- Working with text and graphics Elements
- Working with VFX elements and CGI
- Working with Audio Elements
- Preparing to Output
- Paper work Deliverables and Meta Data
- Outputting Deliverables

Latest Equipment, Gear and Software overview and workflow (10 hours)

- Power and equipment Configuration
- Backing up and Storage workflow
- Operation and Techniques of the Assistant Editor
- Controlling Work Digital WorkStation Settings
- Calibrating Monitors
- Configuring Editor Pre-sets

Total hours: 54