Orientation Sheet
Video Production

WELCOME

1. We want to welcome you to “Video Productions.” This class has been designed to allow you to experience the powerful communications medium of video editing. The Video Editing Stations have been developed to allow you to interact with quality hi-tech equipment.

2. A self-directed set of Student Activity Guides are a part of each Video editing Station. The Student Activity Guides will explain each activity to you and will allow you to investigate video editing without direct teacher involvement. Reading is a very important part of technology and it is also very important part of this class.

3. You will notice that the lab area is designed in an exciting way and that each Video Editing Station contains new and expensive equipment. We are very proud of our facilities and we want to keep it looking nice and in good repair. It is your responsibility to do your part to protect the equipment and to help with the daily room maintenance. Remember that you are working with expensive equipment and everyone must be careful.

4. Most of the activities that you will do are self-directed, however, we will be doing a few activities that involve the entire class. The classroom policies will follow in the next section. We hope that your experiences in this class will be interesting and fun and that they will help you to understand and develop skills in the area of video editing. **HAVE FUN AND A GOOD YEAR!!**

CLASSROOM POLICIES

1. One of the objectives of this class is to provide a relaxed and enjoyable learning environment for all students, therefore, we have tried to keep the classroom policies simple and to a minimum. **It is your responsibility to read, understand and follow the classroom policies** and to do your part to make “Video Productions” a good learning experience for all students.
2. You will be assigned a lab notebook. When you enter the room you are to pick up your notebook and take it with you to your designated area. **You are responsible** for your notebook and personal possessions.

3. While working your Video Editing Station you may move around your designated area. You are not to leave your Video Editing Station area at any time, unless you have permission from the instructor.

4. You will be allowed to talk to other students that are not assigned to your designated Video Editing Station. This must be held to a minimum so that it does not interfere with class work. If this does become a problem **this privilege may be taken away by the instructor**.

5. There are three entrances into the Technology lab, but you are to only use the main entrance door (the door on the SOUTHWEST end of the lab). **Do not enter or leave through the EAST or NORTH door**.

6. **DO NOT BRING FOOD OR DRINKS** into the technology building. A detention will be assigned if you are eating food or have a drink in the technology building.

7. You may chew **GUM** in the Technology Building with the following restrictions: 1) Gum is not to be seen. Gum is to stay in the mouth or placed into the trash can. Chewing gum is a privilege not a right. Upon violations of the above rules the privilege of chewing gum can be taken away.

8. You are not to enter the teacher’s office, the storage rooms or other labs in the building without the permission of the instructor. You are welcome to come to the instructor at anytime if you have any questions or you just need to talk, but you must have permission to enter the instructor’s office.

9. You are encouraged to share your ideas. Individual thoughts and questions are a vital element of learning. When the class is in the group seating area you must raise your hand and have the instructor’s permission to share your thoughts or questions.

10. You are welcome to come to the Multimedia Lab to work or to get assistance from the instructor during the SEMINAR PERIOD. It is your responsibility to obtain a seminar pass from the instructor **BEFORE THE SEMINAR PERIOD BEGINS**. If a pass has not been issued by the instructor you will not be allowed to stay and will be sent back to your seminar class.
LABORATORY POLICIES

1. When you are in the Technology Lab, you will be allowed to go to the restroom or get a drink, however you must obtain permission from the instructor before you go. You will be allowed to leave the Technology Lab only three (3) times during the quarter. Each time that you leave the Technology Lab Hall Pass number will be punched from your Personal Record Sheet.

ATTENDANCE POLICIES

1. Attendance in the classroom is very important. You will be expected to be in attendance at all times, unless you have an excused note from the office or teacher. The school bell will be used to determine tardies. At the end of the hour you will be dismissed by the instructor. After the technology lab is clean and every student is in his/her seat the instructor will dismiss the class.

2. A tardy in the technology lab is when you do not have your notebook or you are not in your assigned area when the bell rings. In order for you to participate in the day's activities, you must have an excused tardy slip from the office or another teacher, otherwise, you will be counted tardy.

3. All tardies will be reported to the office.

4. You will use the “Attendance record” sheet in your notebook to maintain your attendance records. It is your responsibility to fill it out daily and to keep it up to date. Your instructor will check this from time to time so keep your records current. You will receive 10 points for each day that you are in class, and no points for absences. Your attendance points will be totaled at the end of each quarter.

5. If you spend time in ISS you will not receive attendance points. It is your responsibility to make up any work missed while you are assigned ISS.
Once the three Hall Passes have been used you will not be allowed to leave the Technology Lab. This is a privilege that we feel is a part of the learning environment of the Technology Lab. Please do your part so that everyone can enjoy this privilege.

2. You are required to bring your School Planner with you to class each day. To be allowed to leave the classroom you must have your planner and have it filled out by the instructor.

3. Each time you leave the technology lab to shoot video you are required to fill out the sign out sheet. Once you have filled out the sign out sheet you must have the instructor’s signature on the form before you leave the technology lab.

4. If you have a question while working in a Video Editing Station, press the button in your workstation area that turns on the call light. Before pressing the button to summon the instructor, attempt to solve your own problem by rereading the instructions in the Student Activity Guide with your partner.

5. You will receive 20 lab points for each day that you stay on task, show cooperation with fellow students and the instructor. You must write in the 20 points on your Attendance Record Sheet or you will not receive your points.

6. Please learn to respect other people’s property. If you find something that belongs to someone else, notify the teacher. It is your responsibility to take care of your materials.

7. When you enter the Video Editing Station, you should check carefully to see if everything is in place and that no damage has occurred to any of the equipment. If you wait until after class has started, you will be responsible for any damage that may have been done. Do your part to keep the module in good shape.

8. Please feel free to ask any questions about how to operate any of the equipment in the lab. HINT: “IF IN DOUBT, ALWAYS FIND OUT!”

STUDENT EQUIPMENT

You will be required to bring a pencil and notebook paper to class each day. You may want to leave a pencil and notebook paper in your lab notebook. This is your responsibility and you will need the pencil and paper each day.
**DISCIPLINE**

1. **Your attitude and behavior is a very important part of this program.** You, and only you are responsible for your behavior. The success of the program is dependent upon how you act and react to your fellow students and the instructor. In order to make this an enjoyable learning experience for all students, the following procedures have been implemented in the Technology Lab:

2. You are subject to the school rules as stated in the student handbook. The instructor in the Technology class will enforce all rules.

3. You will notice that the column for the “Lab Pts.” has three blanks. Any time that you choose not to abide by the school or class rules your instructor will place a check mark in one of the blanks on your sheet.
   a. If you **receive one check mark**, this will be your warning.
   b. If you **receive a second check mark**, 1) you will lose ten (10) lab points for that day and 2) you will be assigned one detention.
   c. If you **receive a third check mark**, 1) you will be sent to the office, 2) lose twenty (20) lab points and 3) you will still be responsible for the detention that was assigned for the second check mark.

4. **For every 5 check marks received** the instructor will deduct FIFTY (50) points from the total lab points recorded for the quarter.

5. **The instructor in the Technology lab will determine acceptable behavior on a fair and impartial basis to insure the best possible learning environment for all.**

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**READING, WRITING, AND ARITHMETIC**

1. One of the basic objectives of the Video Production Class is to allow you to have the best experience in the area of video editing as we can in the time period and space that we have. An important part of the Video Production Class involves the application and use of the reading, writing and math skills that you have learned about in other classes.
Although the emphasis of this class is hands-on activities, you will be required to read and write as part of each activity.

2. At your Video Editing Station, you will find a Student Activity Guide, which contains self-directed instructions. These instructions will explain each activity to you and will allow you to explore the technologies in a personal and interesting way. You will have a partner in each of your Video Editing Stations. We encourage you to get to know your Video Editing Station partner, work together and become a good team. In fact, you should complete each activity together.

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**CLASS EVALUATION**

1. During this quarter your grade will be based on the number of points you accumulate. You earn points for: a) Study Questions, b) Review Questions, c) Lab Points, d) Attendance Points, e) Video Projects, f) Review Sheet, g) Quarter Test.

2. **Study Questions**. Each Activity contains 20. Activities 1 through 9 each contain 20 Study Questions at the end of the activity. Each Study Question will be worth 10 points.

3. **Summary Questions**. Each Activity contains 1. Activities 1 through 9 each contain 1 Summary Question at the end of the activity. Each Summary Question will be worth 50 points. The instructor will read the Summary Question and award the points based on completeness and accuracy, neatness, complete sentences, and spelling. The Summary Questions will receive the score of 50, 30, 10 or 0.

4. **Video Projects**. The elements that are used to evaluate each video project will be:
   1) video continuity,  
   2) video composition,  
   3) audio quality,  
   4) story content,  
   5) overall impression,  
   6) storyboard sheets,  
   7) time code sheets,  
   8) student effort,  
   9) student cooperation.

   Each video project will be worth 1,000 points. The instructor will give you further information on how each of these elements will be evaluated.

5. **Daily Record Sheet**. Each week you will be given a new Daily record Sheet. Each day you will write a sentence describing what you have achieved during the class period. On the bottom of the sheet you will write a paragraph reflecting on what you have learned and/or accomplished.
during that week. The instructor will read the Daily Record Sheet and award the points based on completeness and accuracy, neatness, complete sentences, and spelling.

6. **Review Sheets.** Each quarter will remain open. At the end of each quarter the instructor will pass out to each student a Review Sheet. The Review Sheet contains new terms and information that was introduced during that quarter. The review sheet will be evaluated based on the completeness & accuracy, neatness, complete sentences, and spelling of the written response. Each review sheet will be worth 200 points.

7. **Test.** Each quarter will have a quarter final test. Each question will be worth 10 points. The Test will be given at the end of each quarter.

8. Here is a summary of the points you can earn:

<table>
<thead>
<tr>
<th>POINTS AVAILABLE</th>
<th>POINTS POSSIBLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>10 points per day</td>
</tr>
<tr>
<td>Lab Points</td>
<td>20 points per day</td>
</tr>
<tr>
<td>Study Questions</td>
<td>20 each activity/10 points each</td>
</tr>
<tr>
<td>Daily Record Sheet</td>
<td>20 pts. Per day/650 pts. Per week</td>
</tr>
<tr>
<td>Review Questions</td>
<td>1 each activity/50 points each</td>
</tr>
<tr>
<td>Video Project</td>
<td>1,000 each project</td>
</tr>
<tr>
<td>Review Sheet</td>
<td>200 points per question</td>
</tr>
<tr>
<td>Test</td>
<td>10 points per question</td>
</tr>
</tbody>
</table>

9. When you answer 90% of the questions correct on the Test, or have 90% or greater correct on the Study Question, or have 90% or greater on your video project you will receive a **Stock Market Ticket**. The value of the ticket at the time it is issued is 20 points. The value of that ticket will later be determined whether the stock went up or down. The ticket can be redeemed at any time during the quarter that it was received. The instructor will give you further information on your Stock Market Tickets.

10. Deadlines will be given for various assignments given in the class. You will be notified well in advance of the date of each assignment deadline. **You are responsible to turn in the assignment on the day the assignment is due.** Late assignments will be accepted the next two class periods after the due date, but the assignment turned in the next class period will be deducted 20% and the assignment turned in the second class period late will be deducted 50% from the original points possible. If the assignment is not turned in by the second class period a (0) Zero will be given for the assignment. If you see that you are behind on a given assignment it is your responsibility to find the time before school, after school, seminar period, lunch period or at home to have the assignment completed for the assigned deadline.
11. When you are absent and miss class for any reason it is your responsibility to contact the instructor to find out what information or class work you missed during that class period. It is not the instructor’s responsibility to contact you. You have the same number of day/s that you missed in class to complete the missed class work.

12. A grade will be given to you at (a) mid-quarter, (b) two weeks before the end of each quarter and (c) the end of the quarter. The grade will be figured based on the number of points you have earned during each time span. Below is the grading percentage that will be used in this class.

   - **A** – will be given for 90% and above
   - **B** – will be given for 80% to 89%
   - **C** – will be given for 70% to 79%
   - **D** – will be given for 60% to 69%
   - **F** – will be given for less than 60%

**NOTE:** Grades are not given by the teacher, they are earned by the student!!