



Dear Parent/Guardian:

I am excited to have your child in my **Advanced/Practicum Audio/Video Production** program this school year. Together we can make your child's learning experience a positive one.

Please take a few minutes to look over my expectations for the year on the **Course Syllabus** and the **Acceptable Use Guidelines** of MISD. I need both you and your child to read and complete the sheet on the acceptable use policy and please make sure I have a correct contact number for you and/or an email address. If you have an email address, please be sure to add it to your **contact information**. This will enable me to send you frequent student progress reports on assignments and behavior in this course.

Much participation in this course will be online, as well in the classroom. Daily student expectations, course calendars, student assignments, and resources can be acquired and used on my class website at www.coursey.us/classroom. This resource will assist in making learning engaging and exciting, while providing information and resources in a convenient online venue to enhance and better achieve learning in this course. To access course files, use the **Login: student Password: MISDavgp2**. It is encouraged for parents to be familiar with the student's user information to be updated on classroom activities in this course.

Should you have any questions or need to speak to me with any concerns, please do not hesitate to send an email. My email address is dcoursey@mesquiteisd.org. Email is the quickest and easiest way to reach me at any time. My conference time is every A day during 3rd & 4th period (12:45-3:55 pm). If you would like to receive occasional texts with useful information and reminders about this course, text **@misdaavp** to **81010** or go to remind.com. Together with good communication, your student, you, and I will have an excellent year. I am looking forward to the school year and believe it will be a rewarding one.

There are some special student requirements and fees that are mandatory to participate in the Advanced/Practicum Audio/Video Production program in Mesquite ISD. Below is a list of these requirements and a schedule of dates when payments are due. Please let me know if you have any concerns or questions regarding the student requirements and fees.

- Consumables (SD cards, batteries, etc.) - \$20.00
- Program Shirt - \$10.00

Total Required Fees Due: \$30.00

Payment Schedule Due Date – September 4, 2019

Optional Fees:

- Students have the opportunity to compete in regional and national competitions throughout the year. These activities are an additional cost and paid by the student and/or generated through fundraising activities (one fundraiser each semester). The cost varies yearly.

Sincerely,

Mr. Donny Coursey
Advanced Audio/Video Instructor
[Mesquite ISD Technology Excellence Center](#)

Advanced Audio/Video Production
Student Driving and/or Leaving Mesquite TEC Campus Release
THIS FORM MUST BE NOTARIZED!!!!

I, _____ give permission for _____
(print name of parent/guardian) (print name of student)
to drive themselves or ride with another student to any of the following activities unless I have written **NO** in the blank prior to the activity described. Also, you may indicate if you wish to be notified prior to participating in any of these activities by putting an **asterisk (*)** in the blank. Please include a number at which you may be contacted and if a message would suffice for notification.

1. _____ Students may drive from TEC to home campus roundtrip when filming MSEB.
2. _____ Students may drive to film to various locations in the Mesquite community.
3. _____ Students may drive to film in the DFW area accompanied with Sponsor or Mentor from MISD.
4. _____ Students may drive to lunch meetings with their Mentor.
5. _____ May ride with other student drivers for all of the following mentioned above.

In the space below you may include any instructions or restrictions regarding these issues.

Contact me at phone # _____ and/ or email me at _____
A message is sufficient yes / no.

Your signature below releases Mesquite Independent School District and Donny Coursey Advanced AVP teacher/coordinator from any and all liability.

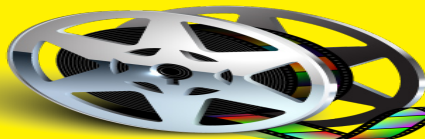
Parent/Guardian Signature _____ Date _____

Subscribed and sworn to before me this the _____ day of _____ A.D. 20____.

Notary Public _____ County, TX. My commission expires _____, 20____.

Notary Seal

Notary Signature



Advanced Audio/Video Production

2019-2020 SYLLABUS

This is not strictly a software class. Students in Video Production will learn to use a **camera's auto and manual functions**, apply creative and professional **framing techniques** to their shots, use **basic story telling principals**, create **shot lists** and **storyboards**, and use **software programs** to **edit** their footage into finished videos.

This class structure is primarily an studio-oriented and project-based, although there may be readings assigned and some required writing. Students will learn skills used in real world careers. The hands-on "creation" of finished videos will be supplemented with lectures, demonstrations, video, online research and critiques.

Philosophy of Teaching

I believe it is almost impossible for you to learn class content by simply listening to my lectures, reading tips or by watching the demonstrations only. The best way to learn any software is "hands-on" time with the equipment and software. Nothing works better than taking the mouse in your hand, pulling down menus, pushing buttons and trying to figure out what you did incorrectly. If you combine listening to the lecture with taking notes, referencing the "Help" menu when stuck, doing the exercises and countless hours on the computer, you will do well. The more time you work with a program and equipment, the better you will get. Also, you should never come to class without your notes or your textbook. These are your reference materials. When most people are stuck, they use these materials. Others simply call on me to help. If you ask for help, you can be sure I will ask where your reference materials are.

Expectations of Students

- E-Policy: When working on the computer it is your responsibility to stay on task. In the lab, the myriad opportunities, responsibilities, and distractions of the digital world are at your fingertips. **You must resist.** In other words, no internet exploration that is not directly related to digital media project research, and absolutely no e-mail, instant messaging, text messaging, phone usage, headphone usage or work from other classes without permission. Put phones away at all times.
- Meet all deadlines & produce your best work. Deadlines are a major part of a Video Producer's job.
- **Throw away** any **food or drink** before entering the lab.
- Designated class hours are intended for AV studio work, discussion, and critique. Class participation includes contributing to discussions and critique of your own and others' work, as well as diligently working on your own projects during the class period.
- Students are responsible for seeking help when needed. Students who need special accommodations are responsible for working with the instructor and the relevant school offices.
- You are expected to be attentive during class, ask questions if you do not understand something, and to offer your opinion. You are also expected to listen respectfully to other students and your instructor when speaking. Racism, sexism, homophobia, ageism and other forms of bigotry are inappropriate forms of expression in this class.
- By participating in this course and submitting your work electronically, you agree to grant us world-wide reproduction rights. You will not be paid a reproduction fee or license. You will retain the full right to use and reproduce the work in any context, and you will retain copyright to your work.

NO TEXTING
never ever



EDUCATION
LEADER

**The Obsessive Quest
to become a Master
in all things Digital**

Instructor: Donny Coursey

Website: www.coursey.us/classroom

Email Address: dcoursey@mesquiteisd.org

I earned my BBA in Strategic Management at the University of North Texas, and MS in Learning Technology & Information Systems - Media & Technology at Texas A&M University - Commerce. This is my seventeenth year teaching courses from Audio/Video Production, Webmastering, Digital Media, and Animation.

Credentials that I have earned are: Technology Applications Certification, Business Education Certification, Apple Certified Pro in Final Cut Pro 7, Adobe Certified Associate in Visual Communication Using Adobe Photoshop CS6, and am an Adobe Certified Associate in Video Communication using Adobe Premiere Pro CS5. I am a Mesquite native and currently reside with my family in Sunnyvale Texas.

Materials Needed for Success

- Class Set Textbooks are provided if needed. Individual readings will be assigned and will all be available online as well.
- Video Equipment: (All provided for this course)
 - Cameras, Laptops, Microphones, Lighting, Tripod, Cables
- **Murphy's Law: If anything can go wrong, it will.** Be prepared for many technical difficulties: computer crashes, data loss, printer out of ink, dead batteries, etc. If you expect and plan for disaster (the worst case scenario), you will always stay one step ahead of trouble. ALWAYS make a backup copy of your media and ongoing class work. It is YOUR responsibility to maintain and supply backup copies if needed. Backing up your files: Losing work due to failed media or overwritten files is not an excuse in the industry. You are expected to have an effective backup strategy for all of your files.

Absentee Policy

When absent, you miss daily work. Check Google Classroom & Class Website to view posted lessons and assignments for the days you miss. Handouts and/or work-sheets will be available to print. Come in before or after school and make up work. Do not expect to complete make up work during class. It is YOUR responsibility to

CC Software for this Class

Premier Photoshop After Effects Audition Bridge



Idea → Notes → Storyboard → Scenes → Shots → Edits → Media → Final Product!

Course Objectives

Quick Overview

By the end of this course, you should be able to:

- Record video using a camcorder
- Import video clips into a computer
- Compile a professionally polished video creation using nonlinear editing
- Create video clips from longer video pieces

- Apply transitions between video clips
- Apply special effects to video clips
- Add music files to video
- Define common terms associated with digital video technology
- Produce a professional-quality storyboard for a video shoot
- Describe and/or execute common video production techniques, such as camera moves, types of shots, lighting considerations, and other technical issues.

Established Standard Skills for Beginning Proficiency In Video Production

- Apply effective team communication and management skills to complete the video process from pre-production script development through the production capture of quality video image and audio.
- Perform production team tasks and responsibilities for:
 - Director
 - Talent director
 - Script writer
 - Location scout
 - Set. prop person
 - Camera operator
 - Lighting technician
 - Audio technician
- Identify the project client, the client's needs and the target audience
- Write the script narration and dialogue
- Develop a visual storyboard
- Prepare the shooting script and production shot sheets
- Complete the pre-production process
- Identify basic camera functions, elements and types; select the proper framing of a video shot, manipulate the picture depth factors, and operate the camera motion for fluid, controlled footage
- Set up and control the appropriate lighting on location in a safe manner
- Identify the basic elements of a quality audio signal, select proper equipment, and perform quality microphone pickup on location; record sound foley effects for post-production sound enhancement
- Evaluate and reshoot, if necessary, original footage as dictated by the scene/script message based on its variety of coverage, quality of performance, and continuity
- Identify the role of the editor in the production process and the focus of the edit to convey the client's message to the target audience
- Evaluate and select original footage as dictated by the scene/script message based on its variety of coverage quality of performance and the continuity
- Choose the editing style that best meets the script format
- Perform the match-cut unobtrusive edit by cutting within the scene, on the action, and between the action
- Construct a new rhythm and pace during the process of the edit by using inserted clips to compress or expand time
- Set the project in editing software by specifying the correct settings based on the imported material and the end product needs
- Capture digital video and digitize analog video
- Create and refine a video program using sequencing and basic real-time editing techniques
- Use and manipulate transitions and effects in editing software
- Manage and correct the color and apply appropriate opacity key types
- Apply motion paths, create animation and traveling mattes
- Apply special effects using the effect controls

Evaluation

Design Skills

Editing
Pacing, Rhythm

Technical Skills

Camera Work
Lighting
Sound
Editing
Media Formats/Resolution

Invention

Originality
Solve Problems Creatively
Take Risks
Show Independence
Demonstrate Original Thinking
Look for Depth of Solution

Pursuit

Demonstrate Effort
Finish within Deadline
Show a Positive Attitude
Do your Personal Best

Employability

Flexibility and Adaptability
Initiative and Self-direction
Social and Cross-cultural Skills
Productivity and Accountability
Leadership and Responsibility

Elements not allowed in any class video pieces

- No drugs
- No guns
- No cursing
- No racism
- No sexual content

Grading Procedures

• Daily work	25%
• Projects	25%
• Participation - on task, self-motivation	20%
• Tests	10%
• 6 weeks/semester tests	20%

COMPUTER RESOURCES, Web Learning Tools AND NETWORK SERVICES ACCEPTABLE USE GUIDELINES

Web Learning Tools

Mesquite ISD provides its students with access to computers, network resources, and the Internet for the purpose of enhancing instruction, expanding learning opportunities, and promoting educational excellence. Collaboration, learning, and sharing work using web and network tools are part of the educational experience. These online tools make learning engaging, provide opportunities for feedback from other students and teachers outside of class, and enable students to practice and refine communication/digital citizenship skills. Throughout the school year, students and teachers will use a variety of learning tools on the Internet for the purpose of sharing and collaboration on many projects including writing, artwork, voice and video recordings, and photos. Students may create and publish wikis, blogs, respond to discussion forums, and Learning Management Systems (LMS: i.e., eLearn.mesquiteisd.org) pages on the MISD Web site as part of a class or school sponsored activity.

Student Privacy on the Internet

All efforts will be made to protect the privacy of our students as they use web learning tools.

- Individual photographs of students will not include names or identifying information.
- No personal information about the student, such as home address or telephone number, will be published.
- In the event that a student's name is used, it will be used only with parent permission.
- All public Internet learning activities will involve the use of a screen name.

MISD has taken precautions to restrict access to controversial information with the use of filtering software. However, it is impossible to control all materials, and an industrious user may discover inappropriate resources. The District believes that the valuable information and interaction available on the Internet far outweigh the possibility that users may discover material that is not consistent with the educational goals of the district. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Participating in online learning, sharing, and collaboration is both an opportunity for academic enrichment and a privilege for MISD students. As you participate with your teachers and classmates in web learning, please adhere to the following guidelines.

Rules of Acceptable Use

A. General Use

- The use of an account must be in support of education and research and be consistent with the learning objectives or curriculum of the Mesquite Independent School District.
- Do not give user passwords to any other individual or attempt to use anyone else's account.
- Student pages should include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to Mesquite ISD."
- Unless part of the approved MISD curriculum, the following rules also apply:
 - Students are prohibited from changing any computer settings and/or configurations.
 - Students may not install any software, including but not limited to commercial software, shareware, freeware, original software and/or utilities onto school computers or networks.
 - Students are not allowed to open computer cases (CPU's) or make modifications to computers.

B. Internet/Electronic Communications Use

- Students are expected to understand that electronic communications are not private. Network administrators may review electronic communications and logs of Internet sites visited to verify appropriate use.
- Use network etiquette by communicating politely with appropriate language. Abusive messages to others, swearing, and use of vulgarities and other inappropriate language is not permitted.
- Do not reveal personal information, except with teacher permission or to request college information.
- Do not reveal names, personal addresses and/or phone numbers of others.
- If a user identifies or has knowledge of a security problem on the network, the user must notify the teacher immediately. The security problem should not be shown or demonstrated to other users.
- Photos of students are permitted; publicly accessible wiki, blog, discussion forum, or web pages must not include any student identifying information: i.e., location, names, phone numbers, photos with names or location, in their web publications or posts.
- Students are to conduct appropriate searches and access only Internet sites that are appropriate for students and support District learning objectives.
- Students are to notify their teacher immediately if they should encounter any material or electronic communication that is inappropriate, which may include pornographic material, bomb threats or cyber bullying.
- Students must not respond to any electronic messages that are inappropriate.
- Students are prohibited from pretending to be someone else.
- Students are prohibited from transmitting and/or displaying obscene messages or pictures (pornography).
- Students may not access or download any programs, files, or information without permission from a teacher.
- Only authorized MISD employees are allowed to post to official MISD web sites.
- Material presented on a student wiki, blog, discussion forum, or LMS must meet the learning objectives or curriculum of the school-related activity, as well as follow District policy and guidelines.

C. Computer Ethics

- Students are expected to observe copyright law in their use of electronic media. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
- Transmission of any material in violation of any U. S. or state law is prohibited. This includes, but is not limited to copyrighted material, harassing, threatening or obscene material, or material protected by trade secret. Illegal activities are strictly prohibited.
- Use for commercial activities is not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Do not use the network in such a way that would disrupt the use of the network by other users (e.g. uploading and/or downloading huge files using prime time; sending frivolous mass e-mails, such as chain letters; annoying other users electronically).
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, data of another user, the MISD network, or other networks that are connected to the MISD services. This includes, but is not limited to, the uploading or creation of computer viruses.

Consequences

Violation of the Rules of Acceptable Use may result in disciplinary action, possibly including:

- Loss of computer privileges for any length of time, up to the remainder of the school year, as determined by the building principal in consultation with the Technology Department.
- Detentions
- In School Suspension
- Suspension
- Placement at the DAEP
- Expulsion
- Financial responsibility for all costs associated with system restoration including labor, hardware or software repair/replacement, and restoring the integrity of data.
- Criminal charges

Disclaimer of Liability

The MISD offers no warranties of any kind, whether expressed or implied, for the services provided. The District will not be responsible for damages suffered, such as loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the district's or user's errors or omissions. Use of any information obtained via the MISD network is at user's own risk. MISD has no claim for the accuracy or quality of information obtained through network services.

Mr. Coursey (TEC-AAVP)

Advanced Audio-Video Production & Practicum

(Very Important. Please cut dashed line & return lower half)

GET Connected:

"Like" Mr. Coursey's Classroom on our Facebook page at: www.facebook.com/MrCourseysClassroom

"Subscribe" to Mr. Coursey's Classroom YouTube Channel at: www.youtube.com/MrCourseysClassroom

"Follow" Mr. Coursey's Classroom on twitter at: www.twitter.com/MrCourseysClass

View Mr. Coursey's Classroom Website at: <http://www.coursey.us/classroom>

View your child's grades online using Skyward at: Go to www.mesquiteisd.org for link

Email Me at: dcoursey@mesquiteisd.org REMIND: text @misdaavp to 81010



MR. COURSEY @ the TEC- Advanced Audio-Video Production & AVP Practicum

I hereby give permission for images/work of my child or myself (as applicable), captured during MISD activities through film, photo or digital camera, to be used solely for the purposes of MISD promotional materials and publications, and I waive any rights of compensation or ownership thereto. **Circle Response (YES) (NO)**

FYI: Circling (NO) means that work and class activities of your child will not be displayed on the MHS, MISD, or classroom social media sites such as School/District website, School/District Facebook page, and School/District YouTube Channel. I often spotlight great accomplishments of my students to brag on them in a positive way and I pledge to remove anything requested by guardians if needed without question.

I have read and discussed with my child the attached class syllabus and the Mesquite ISD Acceptable Use Policy. Please sign and return.

Student's printed name: _____

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Contact Information

Home and/or other telephone number(s): _____

Work telephone number: _____

Cell number: _____

Can you receive texts?: Please Circle Response (YES) (NO)

Best time to call: _____

Email Address (s): _____

Preferred method of communication:

Telephone

Email

TEXT

(Circle One)

Student Cell Phone Number: _____

Can you receive texts?: Please Circle Response (YES) (NO)

Career & Technical Education Program Fees 2019-2020 School Year



Advanced/Practicum Audio Video Production Instructor :
Donny Coursey – Technology Excellence Center
dcoursey@mesquiteisd.org

Congratulations on being selected for the Advanced/Practicum Audio/Video Production program at the Technology Excellence Center! I look forward to having you in my class next year.

There are some special student requirements that are mandatory to participate in the Advanced/Practicum Audio/Video Production program in Mesquite ISD. Below is a list of these requirements and a schedule with the date when the notarized paper is due. Please let me know if you have any concerns or questions regarding the student requirements.

Student Requirements:

- Students are expected to participate in all classroom/internship activities, have excellent class attendance, and exhibit a professional attitude and demeanor.
- Student are expected to have an interest in broadcast and multimedia journalism while producing news broadcasts for Mesquite ISD that will be broadcast via cable television, online, and social media.
- Students are expected to perform professionally both in front of the camera (reporter & anchor) and behind the scenes (writer, editor, director and producer).
- Students are required to check out Audio/Video equipment for video projects. On the reverse side of this paper, there is an **equipment usage letter** that needs to be notarized. Parents, **please only complete the form in front of the notary**. You can have your form notarized at your school by the school secretary, at your local grocery store, at your bank, or you can come on **August 24** at the **TEC** from **2:00-4:00 pm** and my wife will notarize it for you. This would be a great opportunity for parents to tour the AV Studio and lab.

Please return the notarized equipment usage letter no later than **August 26, 2019**. Your child will not be able to participate in video projects until this form is notarized and returned.

Thank you,

Mr. Coursey
Advanced Audio/Video Production Instructor



MESQUITE INDEPENDENT SCHOOL DISTRICT

David Vroonland, Ed.D., Superintendent of Schools

Dear Parent or Guardian:

Mesquite Independent School District has established a program designed to offer industry standard technologies to students. This course, titled Audio/Video Production 2 or Practicum, introduces the students to different technical skills similar to that of a news broadcasting station as well as industry standards in video production. We are excited to have the ability to broaden the students' scope toward multiple opportunities on their educational path.

Throughout the year, students will be able to check out equipment, as needed, to complete production assignments. This form must be signed in order for your child to borrow any video equipment overnight. Once signed, the form will be valid for the 2019-2020 school year or until the student is no longer enrolled in the Advanced Audio/Video Production class. Students must be in good standing (class average, behavior, etc.) in order to sign out equipment. In addition to this form, students must also sign and adhere to the guidelines of the student Acceptable Use Policy located in the student handbook.

We are investing a great deal of trust in your child as he/she actively participates in this course. All equipment must be returned before the start of the next school day unless otherwise approved by the teacher. If the student is absent, it is still the student's responsibility to return the borrowed equipment to school.

The equipment that may be checked out includes some of the following:

Equipment	Replacement Cost "Up to"
• 15" MACBOOK PRO w/External Drives	\$2303
• Canon EOS Rebel T5i Camera w/EF-S - 18-55mm IS STEM Lens	999
○ Canon Battery Pack	115
○ Canon Battery Portable with AC plug	90
• Sony Tripod with Remote Control	1122
• Light Kit with Tube Case	565
• Sony Lavalier Microphone	185
• Shure Microphone	99

Mesquite ISD will financially hold the student responsible for any damage, breakage, theft or loss of the equipment that is in the students charge. Financial responsibility will be based on the price indicated above. **Do not leave any equipment in a car overnight (or at any time) as it could be damaged or stolen.**

Thank you in advance for your support of our course. We are looking forward to working together in order to meet the needs of our students, campus, district and community.

Student's Printed Name _____ Student's Signature _____

Parent/Guardian Signature _____ Date _____

Subscribed and sworn to before me this the _____ day of _____ A.D. 20____.

Notary Public _____ County, TX. My commission expires _____, 20____.

Notary Seal

Notary Signature

Equal access to Career and Technology programs and activities is assured students in the Mesquite Independent School District without regard to race, color, national origin, gender, or disability.

3819 Towne Crossing Blvd.
Mesquite, TX 75150

972-288-6411
www.mesquiteisd.org

Beth Nicholas
Deputy Superintendent

Trevia Franklin, Ed.D.
Assistant Superintendent

Kathryn Bohling
Assistant Superintendent

Lanny Frasier
Assistant Superintendent

Karyn Cummings, Ed.D.
Assistant Superintendent

Denise Kutch, Ed.D.
Assistant Superintendent