



Midwestern State University  
MASS COMMUNICATION  
SENIOR PRODUCTION – MCOM 4243  
SPRING 2019: FA D101, TR 12:30PM - 1:50PM

#### Contact Information

Instructor: Jonathon Quam  
Office: Fine Arts D105  
Office hours: M 1PM-3PM, TR 9AM-10:30AM  
Office phone: 469-394-8227  
E-mail: <mailto:jonathon.quam@msutexas.edu>

#### Course Description

**Course Identification:** This course introduces students to the art of documentary filmmaking. As a capstone course, it synthesizes the knowledge they've gained throughout their time in the Mass Communication program at MSU Texas

**Productions:** Each student will work with a group to create a 12 -15 minute short form documentary. This project will utilize preproduction research, proposal writing, interviews, lighting, observational footage, and editing skills. Students are expected to craft complete, well-researched narratives that are technically proficient.

Along with the production, student teams will be expected to handle public outreach, promotion, and media interviews.

- Students will produce an original documentary between 12 and 15 minutes in length.
- Students will examine ethical, legal, organizational and other aspects of the mass communication world.
- Students will improve their written, oral and visual communication skills.

#### Prerequisites:

- Mass Communication Major
- Completion of MCOM 1243 – Media Writing
- Completion of MCOM 3613 – Field and Studio Production
- Completion of MCOM 4183 – Internship
- Senior Standing

- Consent of Instructor
- Consent of Department Chair

Required Text: Documentary Filmmaking: A Contemporary Field Guide (2nd Ed.), John Hewitt & Gustavo Vazquez, 2013

Required Purchase: 95mb/s Class 10 SD Card, 64GB recommended

Recommended Purchase: 1TB External Hard Drive for Backup Storage (G-Drive or Western Digital preferred)

Grading: Although the largest portion of your grade is determined by the final documentary, missing one deadline results in losing that portion of the grade.

#### Student Handbook

Refer to: [Student Handbook 2017-18](#)

#### Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Plagiarism: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Any writing that is not the work of you or your group members is plagiarism. Students in this course are expected to adhere to the MSU Student Honor Code.

#### Grading

Although the largest portion of your grade is determined by the final documentary, missing one deadline results in losing that portion of the grade. [Click here to enter text.](#)

Location Strike: Whenever an outside production is required; it will be the responsibility of all in the class to transport all needed gear to and from the location in a safe and timely manner. All items must be stored properly and

returned in working order. If there is an issue with damage or malfunctioning equipment a proper report must be logged before you go out on location.

Assignments	Percent age
Final Documentary	50
Deadlines	25
Weekly Reports/Conferences	5
Smaller Assignments/Projects	10
Participation/Cooperation	10

**Documentary screening procedure is still being decided on.**

Course Activities: This class will consist of lectures, in and out of class screenings, and audio/video projects.

Course Materials and Readings: In addition to the recommended chapters in the text, a number of current articles will be distributed, usually via D2L (these will be required readings).

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance does not constitute a specific part of your grade, but perfect attendance is required. Attendance is critical when undertaking a project of this size, and I will go to great lengths to attain full attendance (see note above re. quizzes, for example). If you have to miss a class or a deadline for any reason, please contact me IN ADVANCE to let me know. CONTACTING ME IN ADVANCE DOES NOT AUTOMATICALLY EXCUSE AN ABSENCE, but it is a lot better than calling after the fact. If you fail to contact me before the next class period to explain an absence, it will be very difficult for me to excuse the absence. Please note that work, non-emergency medical and dental appointments, hangovers, intramural games, visitors from out of town, fixing your roommate's computer, fraternity/sorority events, arguments with boyfriends/girlfriends and studying for other classes do NOT constitute excused absences. See also the Missed Assignments Policy.

If you need to miss class due to a religious holiday, please see me as far in advance as possible.

If you need to miss class due to university-sponsored events such as field trips and sports, please see me as far in advance as possible. You will be required to complete the assigned work on or before the due date, and you will be required to submit an official form from the university before your absence.

As one of my former colleagues says, in the "real world," you can not do your job if you are not present to do it. Employers do not generally tolerate such behavior, and employees who offer weak, irritating excuses frequently find themselves unemployed and unemployable. The same rules apply in this course. I don't judge anyone who chooses to make attending classes a secondary (or lower) priority. However, this choice is not without consequences.

If you cannot make it a priority to attend every class session, please drop now so another student, who is more serious, can have your spot.

**Withheld Grades/Semester Grades Policy:** Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Course Conduct:** Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom.

#### Cell Phones and Other Recording Devices

The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

#### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### Services for Students With Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to <http://www.mwsu.edu/student-life/disability>.

### College Policies

#### Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

#### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

#### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

### Face Covering, Seating Arrangement and Cleaning Protocols

Students are expected to wear their face coverings at all times when in the D-Wing. Face covering means CDC approved masks, not bandanas or scarves. Since food and beverages are not allowed into the media lab, there is no exception for eating and drinking. Students will be allowed to pick their workstations on the first day of class and that will be their seat for the whole semester. This is to minimize the number of students who use any specific workstation. You will be responsible for sanitizing your workstation when you arrive and before you leave after using it. This applies during and outside of class hours. Please don't use someone else's workstation outside normal class hours.

Students will be expected to sanitize equipment before they check it out and when they return it as well. Each student will be assigned access to specific pieces of equipment to minimize the number of students who use any single camera, microphone, light kit or recording device. Students will be allowed to use their own equipment if approved by the instructor. You will be expected to arrange usage needs with your equipment group.

### University Information on Campus Coronavirus Policies

Refer to: <https://msutexas.edu/coronavirus/>

### Office Hours

I will be holding the required number of office hours this semester; however, I will not be meeting with students in my office. If you require an in-person meeting, a sign-up will be available on my door. We will meet with masks in the studio. If you need help on a project, I will be able to access your computer from my office to demonstrate how to fix issues you may be having. Otherwise, the expectation will be that meetings are done via Zoom, Skype or Meet.

### Social Distancing

I expect adherence to social distancing policies in the entire D-Wing of the Mass Communication building. Students must maintain a six foot separation. If you do not adhere to this, you will lose equipment privileges, regardless of any assignment you have due.

### Class Structure

We will be using a split student model this semester. Only half of the class can be in the lab at one time. You will be assigned to either Monday or Wednesday for in-person instruction; however, you will be expected to attend the online zoom broadcast unless told otherwise. Attendance will be taken for the in-person and online students. Recordings of the lectures will be posted online.

### Attendance Addendum

Any student who will miss class due to illness should notify the instructor as soon as possible. If you are experiencing symptoms of any illness, please stay home

and attend the online lecture. If you are experiencing symptoms related to COVID-19, please seek medical help right away.

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor. Please understand that we will use D2L very heavily just in case there is a need to switch to online instruction. If that switch were to occur our equipment and software will change, but our projects and course goals will not. All projects will remain the same in case of a switch to online instruction.

Course Schedule:

<p><b>Week 1</b> 08/24 – 08/28</p>	<p><b>COURSE INTRODUCTION</b></p> <p><b>Lecture:</b> Documentaries vs. Other Forms of Narratives</p> <p><b>Screen:</b> <i>Madison In Pieces</i> &amp; selected short docs.</p>
<p><b>Week 2</b> 08/31 – 09/04</p>	<p><b>TOPIC SELECTION</b></p> <p><b>Lecture:</b> Defining a good story/Writing the proposal &amp; treatment</p> <p><b>Reading:</b> Chapters 1, 2, &amp; pgs. 62-76</p> <p><b>Screen:</b> selected short docs</p>
<p><b>Week 3</b> 09/07 – 09/11</p>	<p><b>REVIEW OF EQUIPMENT</b></p> <p><b>Lecture:</b> Cameras and Editing</p> <p><b>09/08: TOPIC SELECTION PROPOSALS DUE</b></p> <p><b>09/10: SOURCE LIST W/CONTACT INFO DUE, INITIAL CONTACTS MADE</b></p> <p><b>Reading:</b> Chapter 9</p>
<p><b>Week 4</b> 09/14 – 09/18</p>	<p><b>Lecture:</b> Composition: textual and subtextual</p> <p><b>Optional:</b> Conferences</p> <p><b>Reading:</b> Chapter 8</p>

<b>Week 5</b> 09/21 – 09/25	<b>09/24: Camera/Videography Comp Assignment</b>  <b>Seminar:</b> Interviewing/Sources  <b>Lecture:</b> Image/Lighting Design  <b>Reading:</b> Chapter 6
<b>Week 6</b> 09/28 – 10/02	<b>Lecture:</b> Lenses & Composition  <b>Lecture:</b> Sound Design in the Field  <b>Reading:</b> Chapter 7  <b>10/03: SEQUENCE LAYOUTS DUE</b>
<b>Week 7</b> 10/05 – 10/09	<b>Lecture:</b> Sound Design in Media Composer/ProTools  <b>Editing Review</b>  <b>Reading:</b> Chapter 11
<b>Week 8</b> 10/12 – 10/16	<b>Editing Review</b>  <b>Lecture:</b> Legal and Ethical Dilemmas  <b>Reading:</b> Chapter 12
<b>Week 9</b> 10/19 – 10/23	<b>Work Day</b>  <b>10/22: SCRIPTS DUE</b>
<b>Week 10</b> 10/26 – 10/30	Mandatory Conferences  <b>10/27: SCRIPT NOTES RETURNED</b>  Reading: Chapter 13
<b>Week 11</b> 11/02 – 11/06	< <b>WORK WEEK</b> >  <b>11/05: STRINGOUTS DUE</b>
<b>Week 12</b> 11/09 – 11/13	< <b>WORK WEEK</b> >

	<b>STRINGOUT NOTES</b>
	<b>Reading:</b> Chapter 14
<b>Week 13</b> 11/16 - 11/20	<b>11/17: POSTER, TITLES &amp; SHORT DESCRIPTIONS DUE</b> <b>11/20: ROUGH EDITS DUE BY 8AM</b>
<b>Week 14</b> 11/23 - 11/27	<b>11/24: ROUGH EDIT NOTES RETURNED</b> <b>&lt;WORK WEEK&gt;</b> <b>THANKSGIVING</b>
<b>Week 15</b> 11/30 - 12/04	<b>12/04: PICTURE LOCK CUTS DUE BY 8AM</b> <b>NO CLASS</b>
<b>Week 16</b> 12/07 - 12/11	<b>FINALS WEEK</b> <b>Final Date: 12/10, 10:30AM-12:30PM</b> <b>Final Cuts Due by 8AM 12/08</b> <b>Test Screening 12/10 @ 2PM</b> <b>Screenings 12/11 @ 3PM - this is being decided on</b>