

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number JMC 165 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Create JMC 165 Media Maker.

This course was developed with support from a 20/20 Teaching Innovation Grant as a concentrated foundation to the tools and practices used in creating content across all areas of mass media. See attached supporting documentation.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³							
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I			I	I
2.	Description (not affecting content)	A	A	A	I			I	I
3.	Course term(s)	A	I	A	I			I	I
4.	Content (substantive change)	A	A	A	I			A	A
5.	Number of hours (lecture, lab, contact)	A	A	A	A			A	A
6.	Course number within the hundred	A	A	I	I			I	I
7.	Course number beyond the hundred	A	A	A	A			A	A
8.	Prerequisites	A	A	A	I			I	I
9.	Course fee(s)	A	--	A	--			A	I
10.	From U to G <i>or</i> G to U	A	A	A	A			A	A
11.	Cross list with another department: U or G level	A	A	A	A			A	A
12.	Department of record	A	A	A	A			A	A
13.	Open or close a course	A	A	A	A			A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A			A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³							Board of Trustees
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	
1.	University Requirements — Change in approved course content ⁶	A	A	A		A		A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A		A		A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--		A		A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A		A		A	--
5.	Major — Revision of major ^{4,5}	A	A	A		A		A	--
6.	Major — Adopt or change admission requirements	A	A	A		A		A	--
7.	Major — Add ^{4,5}	A	A	A		A		A	I
8.	Major — Discontinue (proposed by the department or college)	A	A	A		A		A	I
9.	Major — Discontinue (proposed by the Provost)	See below.							
10.	GPA — Revise major or cumulative requirement	A	A	A		A		A	--
11.	Minor — Revise course selection	A	A	A		I		I	--
12.	Minor — Add	A	A	A		A		A	--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A		A		A	--
14.	Minor — Discontinue (proposed by the Provost)	See below.							
15.	Degree — Add	A	A	A		A		A	I
16.	Degree — Discontinue (proposed by the department or college)	A	A	A		A		A	I
17.	Degree — Discontinue (proposed by the Provost)	See below.							
18.	Any change to a graduate degree program	A	A	A		A		A	--

		COUNCIL ³							Board of Trustees
	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R		A		A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R		A		--	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R		A		A	I

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COUNCIL ³									
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A
2.	Admission requirements	--	--	--		A		A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A
5.	Other academic policy changes	--	--	--		A		A	A

¹ Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

² The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)
Signature	1-15-19
Signature	Approval date

	College Academic Council(s)
Signature	3-1-19
Signature	Approval date

Dean(s)	
Signature	Approval date
Signature	Approval date

Teacher Education Council	
Chair's signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	JMC 165
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Cade White, Nathan Gibbs
2	Course Teacher	Cade White
3	Course Title	Media Maker
4	Course Abbreviation (if title is over 30 characters)	
5	College	Arts and Sciences
6	Department	Journalism and Mass Communication
7	Number of Credit Hours	3
8a.	Number of contact hours - lecture	3
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☐ Traditional lecture ☐ Traditional lab ☒ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	25%
15	Grade Mode (check all appropriate):	☒ X Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	15
17	Catalog Description (50 words or less)	Introduction to the techniques and practices involved with producing creative content for mass media. Students will work individually and in teams using industry-standard tools to create audio, photo and video projects.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	None
19	List any co-requisites	None
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	
21	Does this course have any special student costs?	☐ No ☒ X Yes (If yes, must <i>attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>)
22a	How frequently will the course be offered in the Fall ? All, even or odd years?	All
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	All
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	None
23	First semester this course will be offered as an approved course <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2019
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted) <i>A course cannot be deleted when it is</i>	

	<i>a requirement in a degree plan in any department.</i>	
--	--	--

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☐ No ☒ Yes
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☒ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☒ No ☐ Yes <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, a course may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>
28	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	Required for all JMC majors
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	This course was developed with support from a 2020 Teaching Innovation Grant as a concentrated foundation to the tools and practices used in creating content across all areas of mass media.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	All majors in the Department of Journalism & Mass Communication or any student seeking a foundation to the tools and practices of creating content in the mass media.
2	State the overarching course goal(s) in performance terms.	The goal of this course is to provide an introduction to the broad stylistic and disciplinary range of content creation in the mass media through a foundational experience using relevant tools and industry-standard software.

2. Competencies and Measurements

	Competency	Measurement
1	demonstrate a foundational understanding of the tools and technologies of creative media production	exercises, assignments and exams
2	create photo, video and audio content using industry-standard cameras, recorders, microphones and software	exercises, assignments and exams
3	recognize and apply fundamental principles of visual design and composition for the mass media	exercises, assignments and exams
4	analyze the production practices of various mass media industries	exercises, assignments and exams
5		
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

* No specific textbook is required for this course.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name: JMC 165 Media Maker

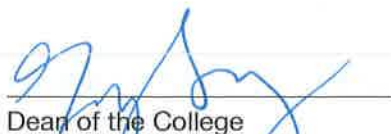
Primary Department



Department Chair

1-15-19

Date



Dean of the College

3/17/19

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. Actions *Place all actions on one page.*

Course ID: JMC 165

Course Title: Media Maker

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐ Jonathan W. Gandy 3-1-19
College Dean or Director Date

Approved ☒ Denied ☐ [Signature] 3/17/19
College Dean or Director Date

2. Graduate Council: (for graduate level courses)

Approved ☐ Denied ☐ _____
Dean of Graduate School Date

3. Teacher Education Council: (when applicable)

Approved ☐ Denied ☐ _____
TEC Chair Date

4. University General Education Council: (when applicable)

Approved ☐ Denied ☐ _____
Provost's designee Date

5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved ☐ Denied ☐ _____
Vice Provost Date

6. Academic Provost: (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. President of the University: (for all courses)

Approved ☐ Denied ☐ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

Abilene Christian University
JMC 165 Media Maker

Course Syllabus - Fall 2019
10 a.m. - MWF - 302 Don Morris Center (map)

Instructor:

Cade White, DM309 ext. 2295
ACU Box 27892
whitec@acu.edu

Office Hours: M-F 3-5 p.m.
(by appointment)

Course Description

JMC 165 Media Maker (3-0-3), fall, spring. Introduction to the techniques and practices involved with producing creative content for mass media. Students will work individually and in teams using industry-standard tools to create audio, photo and video projects. Course fee.

University Mission

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

College of Arts & Sciences Mission

The mission of the College of Arts & Sciences is to educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education.

Departmental Mission

Our mission is to engage students in critical and creative thinking in the classroom, in the laboratory and through mentoring relationships, leading them to become exceptional, ethical and agile communicators in a rapidly changing media environment, embracing technology, valuing diversity and embodying Christ-centered service.

Integration of Faith and Learning

The ACU mission has special significance in all areas of mass media. The role of the Christian mass media practitioner will be discussed and evaluated throughout the semester. Every student has a responsibility to himself and to God to use his talents and to reflect high moral standards before the public.

Diversity Statement

Those who control the flow of information in the mass media have a responsibility to their audience to communicate messages in a fair and truthful manner, without bias or prejudice, and with careful consideration to creating content that does not reinforce societal stereotypes.

See the ACU/JMC diversity policy:

- <http://www.acu.edu/academics/cas/jmc/resources/policies/diversity.html>

Course Overview

Purpose of the Course

This course will provide an introduction to the broad stylistic and disciplinary range of content creation in the mass media. Lessons, exercises and assignments will explore media aesthetics, photography, exposure, using DSLRs for still and video, microphones, sound recording and podcasting using relevant tools and industry-standard software.

Intended Audience

This course is for any student wanting an introduction to the tools and practices of creating content in the mass media. This course is required of all students following a degree plan in the Department of Journalism & Mass Communication.

Required Materials

Computers & Production Tools

- Computers, software and assorted production tools will be used throughout this course. See the "Use of JMC Equipment" section of this document for more information.

Required Textbook

- While no specific text is required for this course, students can expect regular reading or viewing assignments of instructional materials available online, including the Lynda.com video library.

Recommended Reading

- *How Do I Do That in Photoshop?*, 1st Edition. By Scott Kelby. Rocky Nook. ISBN-10: 9781681980799 ISBN-13: 978-1681980799
- *Adobe Premiere Pro CC Classroom in a Book*, 1st Edition (2019). By Maxim Jago. Adobe Press. ISBN-10: 013529889X ISBN-13: 978-0135298893
- *The Cool Stuff in Premiere Pro*, 2nd Edition. By Jarle Leirpoll, et al. Apress. ISBN-10: 1484228898 ISBN-13: 978-1484228890
- *Adobe Audition CC Classroom in a Book*, 2nd Edition (2018). By Maxim Jago. Adobe Press. ISBN-10: 0135228328 ISBN-13: 978-0135228326

Memory Cards

- SDHC format - Class 10 (example)
- 32 GB minimum capacity
- One is required, having two is recommended

Course Objectives and Outcomes

<i>By the conclusion of the course, the student should be able to effectively:</i>	<i>Assessment</i>
demonstrate a foundational understanding of the tools and technologies of creative media production	exercises, assignments and exams
create photo, video and audio content using industry-standard cameras, recorders, microphones and software	exercises, assignments and exams
recognize and apply fundamental principles of visual design and composition for the mass media	exercises, assignments and exams
analyze the production practices of various mass media industries	exercises, assignments and exams

Outcomes Assessment

As a part of Southern Association of Colleges and Schools (SACS) and Accrediting Council for Education of Journalism and Mass Communication (ACEJMC) accreditations, learning outcomes are assessed and recorded. All of the outcomes listed previously in this syllabus are assessed as part of the students' individual learning. The following outcomes are assessed collectively:

Students will:

- Understand concepts and apply theories in the use and presentation of images and information
- Apply tools and technologies appropriate for the communications professions in which they work

Course Policies

Assignments, Deadlines, and Late Work Policy

Each student is required to produce regular assignments during the semester. The assignment subject matter and due-dates are noted on the schedule. All assignments are due at class time unless stated otherwise.

No late work will be accepted for full credit. Work not submitted by the required date will be considered late and subject to penalties. All late assignments will automatically have 10 points subtracted from the highest possible grade.

No assignments will be accepted later than one week.

The instructor is the final arbiter in all course-related matters and reserves the right to control the assignment process, including the selection and placement of students into production roles should such actions be deemed necessary for students to meet course goals.

Extra Credit Opportunities

Students have several opportunities for extra credit available during the course. These opportunities vary by semester as they often are tied to attending and/or volunteering service at various events. These opportunities are generally announced in class but it is the student's responsibility to be aware of available opportunities.

Course Grading

Your grade for this course will be based on the evaluation of your performance on assignments, exercises and exams. Percentage values are as follows:

- 60% - Assignments & Exercises
- 20% - Exams & Quizzes
- 20% - Projects

Letter grades will be determined by the following scale:

- A = 92-100
- B = 91-83
- C = 82-74
- D = 73-65
- F = Below 65

Assignment and project grades may be interpreted according to the following rationale:

- | | |
|----|---|
| A | Exceptional work that goes beyond the expectations of the course |
| A- | Superior work, very high quality |
| B+ | Work of high quality, much better than average |
| B | Very good work, meets all expectations |
| B- | Good work |
| C+ | Satisfactory work that indicates a basic understanding of the course material |
| C | Satisfactory work, passable |
| C- | Passing work, but below reasonable expectations |
| D | Barely passing, less than satisfactory |
| F | Unacceptable |

Grade values are assigned to student work based on point-based system of performance assessment, as well as on the professional, educated observations of the instructor.

Use of JMC Equipment

Production equipment will be available for use on your assignments in this course and a usage fee will be charged to your account. Checkouts and returns will be made through the JMC Equipment Desk only during designated days and times. Multiple classes share this equipment so it is imperative all equipment is returned on or before the required deadline. Late returns or other equipment policy violations may result in a reduction of overall grade points, fines and even removal of all checkout privileges.

You are responsible for all departmental equipment while checked out in your name. If items are lost, stolen or damaged due to negligence you may be held responsible for the cost of repair or replacement. Students wishing to use equipment from any other source do so at their own risk. The JMC department and ACU are not responsible for loss or damages.

Equipment may not be checked out over the weekend or taken outside a 50-mile radius of Abilene unless approved by the instructor. Use of JMC equipment for any reason other than class-related activities is not permitted. Equipment policy violations may result in a reduction of overall grade points, fines and even removal of checkout privileges.

Participation in this program constitutes agreement with these terms.

Content Requirements

Content created for this course must comply with the [ACU Student Handbook](#) regarding behavior and depictions of the use of regulated substances. References to and illusions of alcohol and tobacco use may be shown, but students are not allowed to consume alcohol or use tobacco products as part of an official ACU activity.

The [MPAA PG-13 guidelines](#) are a good starting point regarding depictions of sexuality and use profanity, but acceptable standards within the ACU community take a more conservative position.

Student works in violation of these content requirements will not be accepted for a grade. The violation would also make a film ineligible for submission to the annual ACU FilmFest short film competition. Egregious violations will be referred to the ACU Dean of Students.

Content Warning

We will watch or reference several films during the semester. Some of these films could contain content considered offensive or not aligned with Christian values. Please speak to me in advance of any screening or assignment if you think such material will bother you. Students will not be forced to watch something they would rather not see.

University Policies

ACU Dress Code

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The university also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all university-sponsored activities, including athletics events. See the [full ACU Student Dress Code policy](#).

Anti-Harassment Policy

As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs of activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. See the [full ACU Title IX Anti-Harassment policy](#).

In-Class Behavior Policy

Use of laptop computers, tablets or phones in the classroom is permitted ONLY when the use is tied directly to a classroom activity such as software demonstrations, required research, content creation and editing, actual note-taking or similar activity. Any other use may be addressed by the instructor and could result in dismissal from the class period or being dropped from class if the action is determined by the instructor to be egregious or persistent.

Disability Statement

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu or call the office directly at 325-674-2667.]

The ability to consistently meet deadlines is an essential requirement of most media and media related professions. Thus, in JMC courses subsequent to this one where meeting deadlines is an inherent element of instruction, extended time for some types of testing or other assignments may not always be an option.

Diversity Statement

Those who control the flow of information in the mass media have a responsibility to their audience to illustrate messages in a fair and truthful manner, without bias or prejudice, and with careful consideration to creating content that does not reinforce societal stereotypes. See the [full ACU/JMC diversity policy](#).

JMC Department Policies

Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified.

Breakdowns of all forms of academic integrity in JMC classrooms, labs and student media are condemned categorically by the faculty of the Department of Journalism and Mass Communication: in group projects, research papers, exams, out-of-class assignments, in-class work, individual projects, lab work, material prepared for public distribution via departmental media, internships, résumés and in JMC-sponsored organizations.

See the [full JMC Academic Integrity Policy](#) and the [full ACU Academic Integrity Policy](#) for more information.

Student Complaint Policy

The Student Complaint Policy, as adopted by the JMC department and approved by the university, is viewable online. See [the full JMC Student Complaint Policy](#).

JMC Attendance Policy

The JMC faculty values attendance at every class session. We believe students with superior attendance perform better than students with average or poor attendance. The teacher may require student to produce documentation of absence causes. Penalties will be imposed for excessive absences unless they are caused by:

- Serious illness of the student.
- Death or critical illness in immediate family.
- Approved university off-campus activities.
- Other absolutely unavoidable occurrences.

Penalties:

Students whose absences do not meet above criteria may be penalized:

- 5 MWF absences = minus one letter grade
- 4 MW or TR absences = minus one letter grade
- 2 one-day-a-week classes = minus one letter grade

Withdrawals Tied to Absences:

When a student's absences reach these levels, including university approved absences, the student will be withdrawn from the class:

- 9 MWF classes,
- or 6 MW or TR classes,
- or 3 one-day-a-week classes, the student will be dropped from the class regardless of the reasons for the absences. The grade will be WP if the absences fit the criteria described under "Value of Attendance." Otherwise the grade will be WF.

University Activity Participation:

Under university policy, a student who is required to miss a class to participate in a school activity by the academic administration will not be penalized by the teacher for missing that class. The student should not be penalized for the absence approved under this policy if he or she has satisfactorily made up the missed work within the time limit and in the way agreed upon by the student and the professor. Each professor may, but is not required to, drop a student from his or her class for nonattendance (absences in excess of 20 percent of the total meetings of the class) or for disruptive behavior in classrooms. See the [full JMC Attendance Policy](#).

Assignments

Internet Meme

This introduction to Adobe Photoshop layers and typography will inspire you to create the next viral internet phenomenon or maybe just your own social statement.

Music Video

This introduction to Adobe Premiere Pro will teach you how to import video and edit clips to music.

Photobomb

This assignment takes you to the next level in Adobe Photoshop by using adjustment layers and masks to seamlessly add yourself to a photo of your favorite celebrity.

Personality Portrait

Use the DSLR camera to capture a series of interesting and creative portraits of your chosen subject.

Dialog Scene Edit

Using provided footage, cut together multiple camera angles of a conversation so the dialog flows seamlessly and the edits are invisible.

Film Scene Video

Working in teams of three to four you will produce your own conversation scene. Emphasis will be on location lighting, shot composition, audio recording and editing.

YouTube Top 5 Countdown

Star in your own countdown video by combining green screen video of you, your own teleprompter script and YouTube video clips and edit it all in Adobe Premiere Pro.

DJ Music Mix

Create a short music DJ set where you speak three times. Use Adobe Audition to mix the music tracks in with your voice. Include music under your voice when speaking between songs.

Podcast Interview

Record your interview with an interesting person. Then record additional sounds to help tell their story. Use Adobe Audition to put together a short package designed to entertain and inform.

Course Schedule

Note: The instructor may modify the course schedule as needed to maintain structure and to ensure success for all involved. All schedule adjustments will be thoroughly communicated to students as early as possible.

Week 1: Psychology of Seeing, Intro to Photoshop, Working with Layers

Week 2: Intro to Premiere Pro, Importing and editing video, Editing in the Timeline

Week 3: Composition & Aesthetics, Intro to the DSLR, Fixing photos in Photoshop

Week 4: Survey of Production Methods, JMC student media tours

Week 5: Survey of Production Methods, JMC student media tours, cont.

Week 6: Production Technologies, Intermediate Photoshop

Week 7: DSLR for video, Using the video tripod

Week 8: Sound recording with recorders and microphones, Intermediate Premiere Pro

Week 9: Team production exercise, planning your production

Week 10: Synchronizing audio and video in Premiere Pro, work on team projects

Week 11: Capturing and editing green screen video in Premiere Pro

Week 12: Producing the interview, Storytelling with sound, Intro to Audition

Week 13: Editing the interview, Intermediate Audition

Week 14: Advanced production concepts, Adobe CC tips & tricks

Week 15: Work on projects, Prep for presentations

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: January 10, 2019
TO: Dr. Kenneth Pybus
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for JMC 165 – Media Maker

After reviewing the course application, the library is able to support the proposed course. Please contact your Librarian Liaison, Chai Green (cwg06b@acu.edu) if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.

December 21, 2018

Professor Cade White
whitec@acu.edu
325-674-2295

Re: Review of JMC165: Media Maker

Dear Professor White,

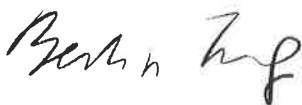
Thank you for submitting JMC165: Media Maker. I have reviewed it based on the ACU Syllabus Guidelines. I found the syllabus document to be exemplary in both format and content, especially the description of various policies. However, here are a few places where you might want to consider revising to meet the university requirement:

- Add information about credit hours and pre-requisite/co-requisite, if any.
- Consider adding a section describing the format of the class, addressing such questions as: Do students work on their projects in class or after class? Do they use their own computers or lab computers to complete the assignments? It's probably helpful to mention that the software applications are available to download for free through ACU's Adobe site license.
- Specify the category for weighted grading. In addition, think about how letter grade assignments can be converted into final grade through the weighted grade. Would it be easier to assign numerical grade for assignments for the same purpose?

These are fairly minor changes you can make and move forward. There is no need to bring the syllabus back for further review. However, feel free to reach out to me if you have any questions or concerns.

Please note that this letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by the department chair and members of the council, who may also have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.



Director of Instructional Design
Adams Center