UNIV 1120: Online @ UGA
Spring 2015

Mon 2:30 (13484)
Mon 3:35 (13428)
Wed 2:30 (13482)

Class meets at Miller Learning Center 370
and Mac Lab Classroom 369. Check your
syllabus for dates.

UNIV 1120 is funded solely by the UGA
Student Technology Fee.

Co-Instructor:
Spenser Simrill
Office: 320 Park Hall
Office hours: By appointment
Email: spenser@uga.edu

Cynthia Pengilly
Office: 320 Park Hall
Office hours: By appointment
Email: pengilly@uga.edu

Sandra E. Riggs
Office: 373 SLC/MLC down hall from
classroom
By appointment at 706-542-6233, or
sriggs@uga.edu.
You may also drop in during Office
hours. Check in with receptionist.

Co-Instructor:

Instructional Librarian:

Spenser Simrill
Office: 320 Park Hall
Office hours: By appointment
Email: spenser@uga.edu

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Course Resource Web Sites:

- **Official Website** - [http://documentary.uga.edu](http://documentary.uga.edu)
- [http://guides.libs.uga.edu/documentaries](http://guides.libs.uga.edu/documentaries) - (links for support & equipment resources)
- One of your instructors completed every assignment you have! See what she did at [https://whatisasherlockcon.wordpress.com/](https://whatisasherlockcon.wordpress.com/)
- **YouTube Video** - How to Write and Produce a Documentary Film by Griffin Hammond. If you are a HULU+ user, you can see his [Sriracha documentary](https://www.youtube.com/watch?v=67b_NY2_GzI). It’s only about 30 minutes.
- For Lynda tutorials, don’t use “Lynda.com” as the URL, use this -- [http://eits.uga.edu/learning_and_training/lynda](http://eits.uga.edu/learning_and_training/lynda) -- and log in with your UGA MyID
- **Class Kits** - Students may view to see when kits will be available. Only instructors may edit spreadsheet.
**Brief Course Description:** Online@UGA awards one hour of credit and a grade of Satisfactory or Unsatisfactory. In general, the course introduces students to the computing environment at UGA and the basic software that they might need to produce and publicize a research-based documentary. In particular, the course will cover the following topics:

1. Computing/technical resources on campus for students (UGA supported software, EITS services, etc.)
2. Digital and electronic research resources (GIL, GALILEO, Web searching and site evaluation)
3. Campus computer ethics and security policies and basic copyright law
4. Documentary production (iMovie, Final Cut Pro, Adobe Premiere, GarageBand)
5. Web authoring via WordPress (basic HTML)

In a one-hour course such as this, no topic can be covered in great depth. However, the course does provide a sound introduction to the above topics in order to familiarize students with online resources available on campus and to enable them to learn more on their own. Each section will meet in a computer lab where students will receive hands-on, personalized instruction.

**NOTE:** Students in this class need some basic experience and familiarity with computers, including an understanding of common terminology, of how to use a keyboard and mouse, and of how to create and save files. Students without such experience should not enroll.

It is essential that students check their email accounts and this online syllabus daily for revisions, assignments, announcements, etc.

**Required text/other:** We have no required text for this course. You are required to have access to external or network storage to backup your work this semester. Ask your instructors for advice on cost effective storage options, which can include SD cards, external drives, etc.

**Course Requirements and Credit:** Online@UGA is a one-hour course that carries regular graduation credit and is graded Satisfactory/Unsatisfactory. To receive a Satisfactory grade in the course, students must attend class and complete the course project with a satisfactory number of accrued points. Note: Students who have received credit for or are currently enrolled in CSCI 1100-1100L will not receive credit for this class as well.

This class will count for credit in The Digital Humanities Research and Innovation certificate. See information [here](#). There will be a suggest alternative plan for assignments for those in this track. See an instructor for details. Further links to be added as the certificate program finalizes.

**Attendance:** Since many topics, particularly Web authoring, build on previous classes, regular attendance is required. Students are allowed no more than the equivalent of three absences. Each late arrival counts as one-half an absence. STUDENTS WHO ACCUMULATE MORE THAN THE EQUIVALENT OF THREE AND A HALF ABSENCES WILL BE GIVEN A WF OR
U. Active or visible cell phones and audio devices (e.g., CD players, iPods) are not allowed in class. After the first week of class, any student whose cell phone or audio device is visible or sounds during class will be counted absent.

Course Project and Grading: In order to receive a Satisfactory (and thus receive credit for the course), each student is required to complete the course project. A Satisfactory grade will be awarded to those students who turn in all assignments and accrue at least 25 out of 42 points total. Points are distributed as follows:

<table>
<thead>
<tr>
<th>Topic</th>
<th>(approved, but no points)</th>
<th>Website</th>
<th>10 points</th>
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<tbody>
<tr>
<td>Annotated Bibliography</td>
<td>10 points</td>
<td>Rough Cut of Doc</td>
<td>(approved, but no points)</td>
</tr>
<tr>
<td>Treatment</td>
<td>10 points</td>
<td>Final Cut of Documentary</td>
<td>12 points</td>
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Late work: Missing or late work is not accepted unless the student has a documented, reasonable reason for having not turned in the work. Depending on the reason, the instructors may or may not accept it or may impose a grade penalty.

Academic Honesty: As in other classes at UGA, plagiarism in UNIV 1120 will not be tolerated, and any cases of students presenting the work of others as their own may be subject to discipline. To find out more about what constitutes the inappropriate or illegal use of another's writing, creative work, or ideas, consult the University of Georgia publication A Culture of Honesty at http://www.uga.edu/honesty/ahpd/culture_honesty.htm. Students are responsible for knowing and abiding by the policies articulated in that publication. All academic work must meet the standards contained in “A Culture of Honesty.” Students are responsible for informing themselves about those standards before performing any academic work.

Professionalism: In order to maintain a professional atmosphere, students are responsible for reading and abiding by all of UGA's non-discrimination policies, available online at http://www.uga.edu/eoo/pdfs/NDAH.pdf. Additionally, all students who wish to screen their films to the class must show a near-complete rough cut of their documentary to their grading instructor.

Special Needs: Students with special needs are invited and encouraged to discuss them with the instructor.

SEE NEXT PAGE FOR CLASS SCHEDULE - CHECK DAILY FOR UPDATES
**Course Schedule**

The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

- Tasks that need to be completed, whether in class, or outside of class are in RED. If you ever need to make up a class, this should tell you what was covered.
- Don’t forget to check the Assignment Guide, if you’re not sure what’s expected for an assignment, or how to start. Contact an instructor if you have questions.
- UGA Academic Calendar link here
- Early Filming or Editing -- If you are planning to Start filming or editing in September, you may need individual equipment assistance or editing training, before the class workshop dates. Let your instructors know ASAP, so we can make arrangements.

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<tr>
<th>Week — Section Dates</th>
<th>Class Content</th>
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| **Week 1 —** 8/17 (Monday section), 8/19 (Wednesday section) | ● Introduction to the course. Explanation of course project, grading rubric and assignment guide.  
● Watch [How to Write and Produce a Documentary](#) (Starts at :45 - Stop at 7:25) or documentary examples |
| **Week 2 — 8/24 (M), 8/26 (W)** | **Create WordPress website IN CLASS**  
All assignments will be recorded, or graded, by checking your WordPress page. Give instructors your URL. Begin to discuss topics. |
| **Week 3 — 8/31(M), 9/2 (W)** | **In class topic workshop**  
>Add your topic description to your WordPress website by due date of _____. |
| NO CLASS for MONDAY SECTION on Labor Day, 9/7 | Wednesday section moves ahead of Monday section on week content and assignments |
| **Week 4 — 9/9 (W), 9/14 (M)** | ● View equipment kits. Overview of MLC and CTL equipment services, links on the [Guide to Documentaries page](#)  
● **Begin Lynda.com Training:** Access Lynda.com using the UGA Portal. We are covering the “Video Journalism Shooting techniques” set. Compare the rule of thirds section to this: [Wes Anderson: Centered](#) |

Sandra Riggs will not be in class for the Monday, 9/14 session. Spenser and Cynthia will be there.
| Week 5 — 9/16 (W), 9/21 (M)          | ● Lynda.com Day Two: Finish Video Journalism Shooting Techniques  
● Introduce annotated bib assignment |
|-------------------------------------|------------------------------------------------------------------|
| Week 6 — 9/23 (W), 9/28 (M)        | In-class research workshop  
● Finding sources and evaluating results  
● Creative Commons licensing  
● Discuss annotated bib assignment, citation, and crediting.  
TIP: To make a hanging indentation in WordPress, use the HTML view and add this before each entry  
<br><p style="margin-left:.5in;text-indent:-.5in">Be sure to close with the </p> command. |
| Week 7 - (W) 9/30, (M) 10/05        | FIELD TRIP to Special Collections Library  
Meet at the Special Collections Library, lobby area, not the Main Library. Map at:  
http://bit.ly/PsZ2Ez  
Please note: UGA faculty, staff, and students who have parking privileges elsewhere on campus are prohibited from parking in the Hull Street Deck and will be ticketed if they utilize SCL visitor parking. It’s safer to walk over!  
The East-West Route makes stops by the building on both Waddell Street and Hull Street and runs from 6:30AM – 1:00AM. UGA buses on the Orbit and Family Housing routes can be accessed one block east at the corner of Lumpkin and Wray Streets. The Milledge Avenue bus can be accessed one block north of the Special Collections Libraries on the corner of Broad and Hull Streets. |
| Week 8— (W) 10/07, (M) 10/12        | Annotated bib is due on the Sources page of your WordPress site by _____.  
Discuss Treatment assignment.  
Watch the Everything is a ReMix Series collected into one video at YouTube OR as 4-part series at the original website  
Overview of copyright law, “Code of Best Practices for Fair Use in Online Video”  
If you want to learn iMovie, Adobe Premiere or Final Cut Pro X, let us know this week. |

**Week 8** will now be in the new location, MLC 369.  
This is our transition to workshop classes.  
Sandra Riggs will not be in class for the Wed., 10/7 session.
<table>
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<tr>
<th>Week 9 — (W) 10/14, 10/19</th>
<th>iMovie, or other video editing software, depending on class wishes.</th>
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<tbody>
<tr>
<td>You will be able to use the Macs in room 369, but they will not retain your saved files overnight. You will need to back-up your iMovie library. An external drive is preferred.</td>
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<tr>
<th>Week 10 - 10/21, 10/26</th>
<th>Check the Resources Links and Assignment guide (links at top of syllabus) if you need guidance for your Treatment.</th>
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<tbody>
<tr>
<td>Treatment DUE on your WordPress page before midnight ON __.</td>
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<tr>
<th>Week 11 - (W) 10/28, (M) 11/2</th>
<th>Documentary workshop days</th>
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<tbody>
<tr>
<td>FALL BREAK falls on 10/30 between Wednesday and Monday classes.</td>
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<tr>
<td>CLASSED MEET AS NORMALLY SCHEDULED</td>
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| Week 12 (W) 11/4, (M) 11/9 | GarageBand workshop day |

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<tr>
<th>Week 13 (W) 11/11, (M) 11/16</th>
<th>Documentary workshop day</th>
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<tbody>
<tr>
<td>Documentary rough cut DUE __</td>
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<tr>
<td>We need to see a rough cut in order to allow you to present on the final class. There is not a separate grade/point award for the rough cut. This helps us to be sure that you are on target to be finished by the due date.</td>
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| Week 14 (W) 11/18, THANKSGIVING BREAK 11/24 - 11/28 Between Wednesday and Monday Classes |
| (M) 11/30 | Documentary Final cut (version that will be graded for points) due __. Please upload the video to YouTube or Vimeo and email the link to |
| Come to class and take the course survey. If you need assistance with your project, or have questions before finishing your final cut, instructors will be available. |
| spenser@uga.edu |
The documentary should ALSO be embedded in the website, with the video working. |
|-----------------|

| Week 15 — (W) 12/2, (M) 12/7 |
| Websites and projects should be finalized by last day of classes, 12/7. |
| Project Presentations in the Special Collections Library Auditorium, 2nd floor, Room 271 |
| This is the large room across from the Walter J. Brown Media Library gallery. |
| Please invite your friends, helpers and documentary subjects. Guests will be in attendance! |