

Multimedia and Video Production Checklist 2022-2023

Be ready for the **first day** of class:

Payment & Student ID

- Confirm payment. For more information regarding payment arrangements, click [here](#).
- Get your student ID:
 - You can get your student ID at the Treasurer's Office after payment is confirmed.

Program Structure & Delivery

- The program is offered at our Video campus: [2101 Arapahoe St., Denver, CO](#).
- The program is delivered in a hybrid format. Meaning some of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/clinic.
 - Students are expected to be in a learning environment doing coursework for the duration of class time. Students are not allowed to work during scheduled class hours.
 - Your instructor will inform you of your on-site class hours and provide you with your virtual Google Meet link a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please contact student.success@emilygriffith.edu.
- Assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
 - Your login for Moodle and the Student Hub is the same.
 - Student Hub: my.emilygriffith.edu/ics
 - Moodle: moodle.emilygriffith.edu
 - For Moodle tech support, please email help@emilygriffith.edu.

Textbooks & Supplies

- Purchase three textbooks:
 - *So You Want to Write a Screenplay* by Taylor Gaines
 - ISBN-13: 9781620232156
 - Course #: FVM 155 Writing the Short Script
 - *Adobe Audition Classroom in a Book* by Maxim Jago
 - ISBN-10: 0-13-522832-8m or ISBN-13: 978-0-13-522832-6
 - Course #MGD 163 Sound Design
 - *Bare Bones Camera Course for Film and Video* by Tom Schroepel
 - ISBN-13: 978-1621535263
 - Course #: FVM 105 Videography I
 - Optional Textbook: *The Shut Up and Shoot Documentary Guide: A Down and Dirty DV Production* by Anthony Q. Artis
 - ISBN: 13: 978-0240824154
- Your provided kit will include:
 - A solid-state external hard drive
 - SD camera card (2)

- Micro camera cards
- SD card wallet (2)
- USB C Adapter
- Go Pro Camera
- We rely heavily on online resources including Adobe support sites for all our Creative Cloud applications, and an excellent free online textbook for TV Studio Production.
- Come prepared for every class textbook, SD cards and your hard drive.

Program Policies & Expectations

- You must follow all school policies for in-person and virtual learning at all times.
 - The Code of Conduct and other program policies will be reviewed in class.
- Make-up work will only be available on a case-by-case basis.
 - Work that is over 7 days late will not be accepted.

Attendance

- You are not allowed to miss more than 24 hours of instruction per level.
 - These hours reset at each level of the program.
- Missed hours cannot be made-up. You will need to re-enroll in a future cohort.
 - This includes arriving late and leaving class early.
 - Enrollment in future cohorts is dependent on pending space and availability.

Dress Code

- Student IDs must be worn at all times while on school property and during any off-campus school activities.
- Maintain a neat, well-groomed appearance.
- No provocative graphic T-shirts, hoodies, or sweatshirts are allowed during class and studio time.
- Students not following the dress code will be asked to change or leave. Being asked to leave will count as missed time.