Advance Video/Film Production  Art 491        Arscott        Spring 2016
Office Hours Arscott:  8-10 & 2-3 Mon-Tues.        Office Art 318 Starr Ave.

Class: ART 491 is a independent studies class for special problems in cinematography. Students who take this class must be upper level cinematography students who are in their senior year at SFA. The class is time consuming and requires the discipline to finish their project by the end of the semester.

Expense: All expenses for the student’s project will be their responsibility.

Class attendance: The student will work on their own and meet with their professor once a week for a private discussion concerning their project.

S.F.A. Academic Integrity Policy

Definition of Academic Dishonesty: 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. Falsification or invention of any information, including citations, on an assignment; 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 include, but are not limited to: 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 the Internet or another source; and, 3. Incorporating the words or ideas of an author into one’s paper or presentation without giving the author due credit.

Procedure for Addressing Student Academic Dishonesty: A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure: 1. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process: 2. After hearing the student(s)’ explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these decisions: 3. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student’s major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student’s record and shall remain on file with the dean’s office for at least four years: 4. Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university.

Student Appeals: A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (A-2). To see the complete policy go to: http://www.sfasu.edu/policies/academic_integrity.asp

S.F.A. 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.

S.F.A. Policy for Students with Disabilities

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 1 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to: http://www.sfasu.edu/disabilityservices

Spring 2014 Desired Learning Outcomes:
1. Students are expected to learn advance proficiency in filming techniques and film/video terms.
2. Students are expected to work on their own schedule to achieve their objectives laid out at the beginning of the term.

Student Learning Outcomes:
1. Students through working on their own time schedule will demonstrate their proficiency in film making.
2. Students will learn the discipline of self study.
FILE/VIDEO EQUIPMENT POLICIES

All equipment issued to students will be checked-out by the graduate assistant assigned to the check-out room. **There are no exceptions to this rule.** Check-out times and procedures will be posted. Equipment, when checked-out, will be entered into the equipment room’s computer. **All cinematography equipment, with the exception of HMIs, jib-arm, c-stands, and light stands, will be checked out in hard cases. There are no exceptions to this rule.** The 2500 HMI, 4K HMI, 9 Light, Tulip Crane, and the senior light fixture can be checked-out only with special permission. The School of Art will do its utmost to see that all equipment is in good working condition, but students should inspect the equipment. **When a student signs the checkout form, they testify that they have the equipment and that it is in working condition. The cost to replace or repair lost, broken, or damaged equipment (including lamps) will be assessed to the student to whom the equipment was issued.** Notification of broken or damaged equipment will be made in the presence of the student at the time the equipment is returned or within 48 hours. The assessment cost will be made by the teacher responsible for the equipment.

Issued equipment will be returned on the date specified on the checkout form. A student who has not returned a camera, sound kit, or HMI fixture on the due date will be fined five (5) dollars per day per unit. Grip, gaff, electric, or supporting equipment not returned on the due date will be fined one (1) dollar per day per unit. Failure to pay a fine will result in a hold on the student's transcript and will prevent that student from future S.F.A. registration or graduation.

When a student is issued equipment they are responsible for that equipment until it has been returned to the school’s equipment room. **Equipment stolen (that was not secured through locked doors) will be regarded as student negligence and the student will be assessed the full cost for replacement. Lending equipment to another cinematography student or film group does not change that responsibility. There are no exceptions to this rule.**

STATEMENT OF ACCEPTANCE

Spring 2016

I __________________________ hereby proclaim by my signature that I have read and understand the Film/Video Equipment Policies and agree to all terms outlined including the late fee per day fines and the replacement/repair assessment fines. I understand that failure to pay a fine or replacement/repair assessment will result in a hold on my transcript and will prevent me from future S.F.A. registration or graduation.

Signature: __________________________

Student ID #: ______________________

Date: __________________________