



Coop Ed: Film/Video Production

FLMC-2280

Full Term Fall 2022 Section 001.13035 2-1-9 Credits 08/22/2022 to 12/10/2022 Modified 08/13/2022

Contact Information

Instructor:

Guillermina Zabala, Adjunct Faculty, Digital Video & Cinema Production (DVCP).

323-691-0927

Office Hours (remote)

Tuesdays & Thursdays 8:30 am - 10:30 am

gzabala@alamo.edu

Meeting/Work Times:

TBD by the employer & student.

Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite(s)

Permission of Program Coordinator.

Outcomes

Evaluation

Criteria

Course Requirements

- Students will be assessed on their overall work ability in participating in a real work project or series of projects.
- Both technical skills and people skills are critical to success in this environment.
- The Weekly Progress Reports, as well as the End-of-Semester supervisor's report will document student's work.
- The Weekly Progress Report is due every Saturday. In it you will list the hours you worked and on what project(s) those hours were worked. **Also think of this form as your weekly timesheet. If you do not submit it on time, you do NOT get any hours credited to you for that week.** And, make sure your supervisor signs it.
- If you work that Saturday night or Sunday, that goes on the following week's report.

- Email these Weekly Progress Reports to me via **Canvas**.
- An end-of semester **Reflection Paper** of the experience will be written by the student. It is to be 3-5 pages in standard APA format (which uses 12 pt. New Times Roman). Remember margins need to be set at 1" with no extra space. **Do not** use 18 pt. type to make the paper look longer. This is to be submitted **on or before the 7th week** of the semester.
- Students are required to work 140 hours on their practicum assignment (or a combination of assignments) for FLMC 2280. If you do not work 140 hours you cannot get a passing grade for this course. But an employer can require more time. That is to be worked out between employer and student.
- Each student will be required to post a response to the posted question on our class' **Canvas Discussion forum**. A week's posting is to be done by 11:59pm the Sunday immediately following the work week. Remember, this is to be done each week. Late posts are not read and not counted.
- The **End-of-Semester Supervisor's Evaluation** is to be filled out by your supervisor and signed by you & your supervisor and handed to me (or emailed) **during the 15th week** of the semester or before.

Three-Peat Tuition Costs:

Due to state legislation passed in Spring 2005, The Alamo Colleges will no longer be reimbursed by the state for courses taken by students who have attempted the same course two or more times previously. Therefore, the tuition for such a "three-peat" course is the current Non-Resident tuition rate.

Online Support:

<https://alamoaces.alamo.edu:8447/cas-web/login?service=https%3A%2F%2Falamoaces.alamo.edu%2Fc%2Fportal%2Flogin>

Login, then, click the tab My Courses.

Breakdown

Course Goals:

Upon completion of this course, students will be able to:

1. Demonstrate a professional work ethic.
2. Demonstrate the use of good verbal and written skills.
3. Demonstrate the ability to solve technical problems.
4. Demonstrate the ability to meet agreed upon deadlines.
5. Demonstrate the ability to keep a project within budget.
6. Demonstrate the ability to provide acceptable deliverables.
7. Demonstrate the skills necessary to successfully fulfill job role.

Final Grading:		
1080 – 1200		A
960 – 1079		B
840 – 959		C
720 – 839		D
0 – 719		F

Assessment:

Pts.

DVCP's Attitude, Knowledge & Skills	300	5=300, 4=255, 3=210, 2=165, 1=120
Affective Traits (from End of Semester Eval)	100	5=100, 4=85, 3=70, 2=55, 1=40
Psychomotor Skills (from End of Semester Eval)	100	5=100, 4=85, 3=70, 2=55, 1=40
Cognitive Skills (from end of Semester Eval.)	100	5=100, 4=85, 3=70, 2=55, 1=40
Attendance (from end of Semester Eval.)	200	5=200, 4=170, 3=140, 2=110, 1=80
Reflection Paper	200	
Canvas Postings (15 postings)	200	(13.33 points/posting week)

*** Course Policies**

Attendance Policy/Excessive Absences (see institutional policy below):

ADDITIONAL INSTRUCTOR REQUIREMENTS:

Instructor's Specific Attendance Policy:

Classes cannot be made up and a student is allowed up to 5 absences. If you have more than 5 absences you will be dropped from the course.

5 - 30 minutes arriving late or leaving early = 1/2 absence.

More than 30 minutes arriving late or leaving early = 1 absence.

Since, classes cannot be made up and in the event of an absence, contact a fellow class member for info on material covered and updates on assignments.

As a courtesy, please inform the instructor, preferably before class, if an absence is unavoidable. But informing the instructor does not change the policy. There is no such thing as an excused or non-excused absence. You are either here or you are not. You can only get attendance points by attending class.

Course Conduct:

- Given the broad and extensive scope of the topics to be covered in this course, you can expect to spend two hours in out-of-class study and preparation for each hour spent in class.
- There is no photographing, or video or sound recording of the class without previous permission.
- **No Cell Phone use during class.** *That includes text messaging.* Cell Phones are to be kept in your pockets or packs on vibrate or silent.
- **No Laptop use unless it is for group work, group projects, etc.**
- Courtesy is required at all times in this course. Group work involves patience, courtesy, and careful listening and speaking skills. It is sometimes challenging, but the rewards are plenty.

Project Completion:

All projects are to be edited in NVC's video lab and on NVC's equipment.

Not only do I need to see your work, I need to see the Avid timelines.

Minimum Competencies (Exit Exam):

Students in this course are to demonstrate minimum competencies (you must score 70 or more points on this exit exam to meet this competency). Students who cannot individually demonstrate they have mastered course minimum competencies will receive a grade of "F" for this course. A student may take this exam up to 4 times for a particular semester. All tries must be completed at least one day before the day that the grades are due for that particular semester.

Missed Exams:

Missed exams are acceptable only under dire circumstances such as serious illness, medical emergency, or a force majeure. A signed doctor's note on medical stationery with the doctor's phone# is required to reschedule a missed exam. Unverified excuses will result in a grade of "0" for the exam in question.

Three-Peat Tuition Costs:

Due to state legislation passed in Spring 2005, Alamo Colleges will no longer be reimbursed by the state for courses taken by students who have attempted the same course two or more times previously. Therefore, the tuition for such a "three-peat" course is the current Non-Resident tuition rate.

Tutoring:

Tutoring is available by appointment. Please check with our lab supervisor as to availability. There are also general tutors on campus.

Work on Personal Projects:

Our labs and equipment are **NOT** to be used for personal projects.

Schedule

Institutional Policies

STUDENT RESPONSIBILITIES:

A. Attendance:

SmartStart ([Alamo Colleges Procedure F.6.1.1 \(https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.1.1-procedure.pdf\)](https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-f/f.6.1.1-procedure.pdf))

Students absences will be recorded from the first day a synchronous class meets (face-to-face/remote). Students who do not attend the first scheduled class meeting or contact the instructor will be dropped. For fully online courses (asynchronous), an attendance verification activity is assigned and must be completed by the 3rd class day. It is a student's responsibility to verify the drop is completed.

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Excessive Absence/Process

Excessive absences can result in an instructor dropping you from a class. If you stop attending class for any reason you should contact the instructor and the Admissions and Records/Enrollment Services office to officially withdraw from the class. If you are not dropped from the course or you have reached the six-drop rule you will receive the grade earned in that class.

Regular and punctual attendance in all classes and laboratories, day and evening, is required. Students who are absent for any reason should always consult with their instructors. Course syllabi must provide specific information regarding attendance, including, for courses involving the Internet, online activities that constitute "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence.

Additionally, it is the student's responsibility to drop a course for nonattendance. Course instructors may drop a student for excessive absences or, in the case of an online class, non-participation as defined by assigned work not being turned in during the course of a week. Absences are considered excessive when more than 12.5 percent of the total contact hours of instruction in a semester, including lecture and lab, are missed. For example, in a three-credit-hour lecture class, students may be dropped after more than six contact hours of absences. In a four-credit-hour lecture/lab class, students may be dropped after more than eight contact hours of absences. Absences are counted regardless of whether they occur consecutively.

In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced, but faculty must clearly explain these policies in their syllabi. Students who stop attending class for any reason should contact the instructor as soon as possible. To officially withdraw from the class, a withdrawal request must be submitted in ACES via the "student course withdrawal" link. Contact your instructor, advisor, or the Admissions and Records office if guidance is needed.

Failure to officially withdraw from a class may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a "student course withdrawal" request in ACES.

B. Early Alert and Intervention ([Alamo Colleges Procedure F.6.1.1](#))

Early Alert and Intervention

Your academic success is important to your instructors. If instructors notice that you are experiencing academic difficulties early in the term, they may send an email to your [ACES](#) account that will advise you about ways to address those difficulties. It is very important that you promptly respond to any Early Intervention communication. Your success depends on it.

Six Drop Rule

Students are limited to a total of [six \(6\) course drops](#) during their undergraduate career, including a course(s) dropped at another institution as defined in the Texas Education Code, Title 3, Subtitle A, Chapter 51, § 51.907. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete.

Carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops may not drop the seventh course or any additional courses. Students will be awarded the grade earned at the end of the semester. A waiver may be available for the seventh or additional course(s) through the Admissions/Enrollment Services office. Contact information can be found in the left-hand navigation bar under "Contact Information and Hours."

Repeating a Course (3-Peat)

The Alamo Colleges District will charge a higher tuition rate to students registering the [third or subsequent time](#) for a college-level course. The State will no longer subsidize a student's enrollment for the third or subsequent attempt. You should meet with an advisor to determine if you are repeating a course for the third time.

Excess Credit Rule

[Texas Education Code](#), Title 3, Subtitle A, Chapter 54, Subchapter A, §54.014 allows public institutions of higher education to charge a higher rate of tuition to students that exceed the bachelor degree requirements by more than 30 hours. While this law only applies to senior institutions and not to community colleges, the Alamo Colleges District wants you to be aware of the impact on your cost of

education. Early and regular advising is critical to ensure that you stay on track.

C. Student Responsibility for Success (Alamo Colleges [Policy F.6.2](#)):

As members of the Alamo Colleges District learning community, students, faculty, staff and administrators all share the responsibility to create an atmosphere where knowledge, integrity, truth, and academic honesty are valued and expected. A clear acknowledgment of the mutual obligations of all members of the academic community emphasizes this implicit partnership in fostering the conditions necessary for student success.

In this relationship, the Alamo Colleges District provides institutional policies, procedures, and opportunities to facilitate student learning that encourage interaction, involvement and responsible participation. Inherent in the academic climate is the expectation that students will assume responsibility for contributing to their own development and learning. Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which students integrate into the campus life.

1. Engagement

- a. Create connections and build relationships with faculty, staff and students (visit during office hours, join clubs and organizations, participate in student activities, etc.);
- b. Stay informed of policies, procedures, deadlines and events for academic and co-curricular activities;
- c. Complete all requirements for admission, registration, and payment by the stated deadlines;
- d. Apply for financial assistance, if needed, complying with all federal, state and local regulations and procedures;
- e. Meet all federal, state and local health care regulations.

2. Communication

- a. Seek guidance from faculty, advisors or counselors for questions and concerns in regards to degree plans, major selection, academic status, grades, and issues impacting college success;
- b. Develop a peer support system to identify student contacts for questions, group assignments, etc. regarding academic and co-curricular activities;
- c. Communicate with College personnel promptly regarding academic or co-curricular concerns and for requests of assistance;
- d. Carefully consider the information provided by College personnel and make decisions using that information;
- e. Check the Alamo Colleges District's Web Services regularly for emails, holds, student records, financial aid status and announcements;
- f. Submit disability documentation if seeking services and request academic accommodations in advance of each semester.

3. Academic Success

- a. Complete courses with passing grades and maintain good academic standing (2.0 GPA) status;
- b. Read and follow all syllabi;
- c. Purchase textbooks and required supplies in a timely manner;
- d. Attend classes regularly and on time, with as few absences, late arrivals, and early exits as possible;
- e. Arrive to class with all needed materials and completed assignments for that class period;
- f. Be attentive in class and actively participate as appropriate;
- g. Devote sufficient time for studying;
- h. Ensure integrity in all aspects of academic and career development;
- i. Accurately represent one's own work and that of others used in creating academic assignments. Use information ethically and exercise appropriate caution to avoid plagiarism on all assignments;
- j. Notify faculty in advance or as soon as possible about absences and provide documentation as appropriate;
- k. Consult faculty members in advance when unable to complete projects, assignments, or take examinations as scheduled.

4. Self-Responsibility and Responsibility to Others

- a. Update degree/certificate major selection and ensure that the contact information including name, address, phone number and emergency contact in ACES is accurate on a regular basis;
- b. Balance personal obligations and educational pursuits. Work with a counselor / advisor to design a realistic schedule that dedicates adequate effort to be successful in college studies;
- c. Know and follow the regulations and guidelines outlined in the Student Code of Conduct and Student Handbook;

- d. Maintain respectful and appropriate behavior within and outside the classroom;
- e. Ask for help when needed. Use all available resources and facilities provided by the College to enhance the learning experience;
- f. Attend scheduled advising sessions, tutorials, and other appointments. Cancel or reschedule only with good reasons as early as possible;
- g. Arrive prepared for tutorial sessions, bringing all needed materials (books, syllabi, rough drafts, calculators, assignment sheets, etc.).

D. Textbook Availability

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Purchase textbooks and required supplies in a timely manner. If your course uses Instructional Materials Direct (IMD) or Open Educational Resources (OER), please do not buy textbook. The Instructional Materials (IM) charge will appear on your Tuition and Fees balance.

E. Licensed Concealed Campus Carry G.1.4.5 (Procedure) Rules Limiting Licensed Concealed Carry of Handguns

No open carry of firearms is allowed on all property owned, controlled, or leased by the College District, including vehicles operated by the Alamo Colleges District. Concealed carry of a handgun by persons licensed to carry may not be restricted except in locations signed as prohibited areas.

- Special testing locations requiring a complete surrender of personal effects during testing will be signed as prohibited areas.
 - Persons may be required to place their purse, backpack or briefcase away from their person, but within their view during tests at the direction of their instructor or test administrator.
 - License holders carrying on campus intending to access prohibited areas must leave their weapons locked in their vehicles. College lockers are not authorized for storage of handguns by license holders.

Disciplinary Sanctions

Open carry, intentional display, unlicensed carry, and carry in spite of signed prohibition are subject to employee and student discipline, as well as possible prosecution. Unintentional display of a weapon by a license holder must be avoided. Police will exercise enforcement at their discretion.

If you see a person openly carrying or deliberately displaying a firearm:

- Call the Alamo Colleges District Police 210-485-0911.
- Do not confront the person or ask if the person has a permit.

F. Title IX policy

Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in [Board Policy H.1.2](#).

COLLEGE REQUIREMENTS:

While other exams are given at the discretion of the instructor, a final assessment is given at the end of each semester for each course. The Final Exam Schedule changes with each term and differs from normal class meeting dates and times. See the Final Exam Schedule in the Catalog/Schedule of Classes in the left hand navigation bar.

A student who must be absent from a final evaluation should petition that instructor for permission to postpone the evaluation. A student absent without permission from a final evaluation will be given a grade of a "0" on the exam.

Incomplete Grades

The conditional grade of "I" may be issued to a student having a passing average on all completed coursework but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" in one hundred twenty (120) calendar days from the end of the term

unless the student completes the balance of the coursework with a performance grade of “D” or higher. Re-enrollment in the course will not resolve the “I.” Students may be required to sign an agreement outlining the requirements to satisfactorily complete the course.

★ College Priorities

Academic Support

SACSCOC defines academic support services as services that pertain to students at all levels, as well as to faculty. The services are consistent with the institution's mission, enhance the educational experience, and contribute to the achievement of teaching and learning outcomes. Student and faculty success is affected by the learning environment. An institution provides appropriate academic support services to strengthen academic programs and ensure the success of students and faculty in meeting the goals of the educational programs. Academic support services may include, but are not limited to academic teaching and resource centers, tutoring, academic advising, counseling, disability services, resource centers, laboratories, and information technology. Academic Support resource page: <https://www.alamo.edu/nvc/academics/resources/>

Experiential Learning

Experiential Learning is the development of new skills and/or perspectives gained through experience and personal reflection. There are many opportunities to engage in co-curricular learning, service learning, field experiences, and extra-curricular activities. To search for activities and events available to you, visit AlamoExperience at: <https://alamo.campuslabs.com/engage/>

Faculty-Student Mentoring

Northwest Vista College has a faculty-student mentoring program with a mission to provide students with holistic guidance by empowering them to achieve their academic, career, and personal goals. Each student is partnered with both a faculty mentor and the student's certified advisor. The purpose of mentoring is to provide students with greater individual attention to enable students to fulfill their potential as students, professionals, and community members. Mentors can help students transition to college, find needed resources, meet other students, get involved with a student organization, plan for a career, develop marketable skills, and transfer to a university. Students receive encouragement, support, and guidance toward goal completion from a faculty member in a discipline similar to the student's program goal. To learn more about the program and mentors or to sign up to be matched with a faculty mentor, visit: <https://www.alamo.edu/nvc/academics/resources/faculty-student-mentors/about/>

Student Advocacy Center and Resource Center

The Student Advocacy Center and Resource Center is here to support YOU! We provide resources to help meet student basic needs so that you are able to focus on your courses. We know that stress can impact academic performance. We offer emergency support for food and housing insecurity as well as emergency aid. We also offer mental health support including personal counseling and support groups. Please call us at 210-486-4357 (HELP) for a brief assessment and our team will get you connected. You can also reach us by email nvc-advocacyctr@alamo.edu.

Quality Enhancement Plan (QEP)

NVC has developed a Quality Enhancement Plan (QEP) to help develop lifelong learning skills. The goal of the NVC QEP is to equip students with Information Literacy skills that will show them how to Find, ethically Use, Synthesize, and Evaluate information in their classes and in their co-curricular programs. Check this link for more information: <https://www.alamo.edu/nvc/about-us/compliance/quality-enhancement-plan-qep/>

College Policies

COLLEGE POLICIES:

- A. All of the colleges of the Alamo Colleges District are tobacco free.
- B. Alamo Colleges District DPS Emergency Phone Numbers:

Emergency Phone (210) 485-0911

General Phone (210) 485-0099

Weather Phone (210) 485-0189 (For information on college closures)

C. Students are required to silence all electronic devices (e.g., pagers, cellular phones, etc.) when in classrooms, laboratories and the library.

D. Disability Access Statement– In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, it is the responsibility of the student to self-identify with the Northwest Vista College Access Office. Only those students with appropriate documentation will receive a letter of accommodation from the Access Office. Instructors are required to follow only those accommodations and/or services outlined in the letter of accommodation. For further information, please contact the Access Office at (210) 486-4466. For Access Office resources visit <https://www.alamo.edu/nvc/academics/resources/access-disability-services/>. If you have specific needs, please discuss them privately with your instructor.

E. The Value of Integrity: Northwest Vista College seeks to produce graduates who not only have an academic mastery of their subject, but also exhibit academic integrity and scholastic honesty. Academic integrity violations include the sale of academic product, academic enticement or influence, academic misconduct, cheating, fabrication, collusion, and plagiarism. Penalties for academic dishonesty are serious and may range from an assignment penalty to a failing course grade, at the instructor's discretion. Multiple violations could result in suspension or expulsion from the college. Please read the complete set of policies and procedures regarding academic integrity including the appeal process found in [Board Policy F.4.2.2](#) and in the Student Code of Conduct in the NVC eCatalog:<http://mynvccatalog.alamo.edu>.

F. Plagiarism Policy: Plagiarism is an act of Scholastic Dishonesty, which is a violation of the Student Code of Conduct. Plagiarism occurs when you use someone else's work and submit it as your own without giving the author credit. In your assignments, you can paraphrase the material and then cite; completely re-write and then cite; or use verbatim, use quotation marks to indicate the direct quote, and then cite. In addition, it is scholastic dishonesty to resubmit your own work from a previous course to another course. This is not permitted in this course. To prevent plagiarism and scholastic dishonesty from happening in this course, all written work is subject to submission through a plagiarism detection tool such as Turnitin. To learn more about plagiarism and other forms of academic integrity violations, review the Northwest Vista College Student Code of Conduct Handbook and the Northwest Vista College's Academic Integrity website (see E above). You are responsible for understanding and will be held accountable for the information in this policy.

Student Toolbox: <https://www.alamo.edu/nvc/experience-nvc/current-students/student-toolbox/>

G. Policy information regarding Non-Academic Misconduct can be found in [Board Policy F.4.2.1](#) and in the Student Code of Conduct in the NVC eCatalog: <http://mynvccatalog.alamo.edu/content.php?catoid=175&navoid=10909>

H. Information and policy regarding Title IX, Civil Rights Discrimination, Harassment, and Retaliation can be found in [Board Policy H.1.2](#)

I. 3-Peat Rule

Texas legislation has a financial impact on the students who repeat courses excessively. Texas residents attempting the same course for a third time, from Fall 2002 forward, will be charged an additional \$125 per credit hour for that course. This provision is described in the Texas Higher Education Coordinating Board Rules (Chapter 13, Subchapter B, §13.25).

J. 150 Hour Rule

Texas Education Code §54.014 specifies that undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes.

Students will be charged at the non-resident rate if, prior to the start of the current semester or session, the student has attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program (typically 120 hours) in which the student is enrolled.

K. Student Advocacy

Northwest Vista College recognizes that students struggling economically or with mental health issues, may find college overwhelming at times. We know that stress can impact academic performance. Any student experiencing challenges is encouraged to reach out to the NVC Student Advocacy and Resource Center. The Advocacy Center provides emergency student aid, help with

essential needs and individual and group mental health counseling at no cost to students. Call 210-486-4357 (HELP) to connect 8:00am-5:00pm Mon-Fri (open until 7:00pm Thursday) and 9:00am-1:00pm the first Saturday of each month. You can also stop by Huisache Hall Rm. 101 or by email at nvc-advocacyctr@almo.edu. 24-hour emergency help is also available through the National Suicide Prevention Hotline (800-273-8255) or at www.suicidepreventionlifeline.org.