TCC 7983 Special Topic: Screencasting, CRN 70969
Fall 2017, 6-week term
October 30 – December 16

Instructor Name: Julia Cho
E-mail: ju.cho@northeastern.edu

Required Texts:
There are no required texts for this course. All weekly readings will be posted on Blackboard.

Required Software:
Please contact the instructor for your software options for this course.

Course Prerequisites
There are no prerequisites for this course.

Course Description
Students are introduced to planning, creating, and editing screencasts using screencasting software. Students will have the opportunity to complete short tutorial-based screencasts that include video, animation, and audio feeds.

Course Outcomes
You will have the opportunity to draft and edit a script, learn how to use screencapture software to capture video and audio, as well as edit and add effects to a screencast. An emphasis will be on producing short, tutorial screencasts for a wide audience that focus on helping users accomplish a task. You will also engage with your classmates through peer editing and feedback sessions as you develop your scripts and screencasts.

Course Methodology
Every week there are discussion questions to respond to and writing assignments that are due. I also expect you to help each other by answering each other’s questions, and read and watch the supplemental materials each week.

Each week, you will be expected to do the following:
1. Review the week’s learning objectives.
2. Complete all assigned readings.
3. Complete all lecture materials for the week.
4. Participate in the Discussion Board.
5. Complete and submit all assignments by the due dates.

Participation/Discussion Board
Participation in this class is mandatory and counts towards 25% of your grade. Participation comes in the form of the Discussion Board.

- Post one response to my question on the Discussion Board, per week. Primary responses are due by 11.59 pm every Thursday.
- Post one response to a post from another student in the class, per week. Secondary responses are due by 11.59 pm on Sunday.

You must post at least twice a week on the board, each week in the week that it is due. Late discussion board posts will receive no credit without a prior written extension from the instructor. Primary and secondary responses are expected to adhere to the guidelines in the discussion board rubric posted on Blackboard.

Communication/Submission of Work
In Blackboard, in the Course Materials section, go to the week that your assignment is due. In the Assignments folder, click on the Assignment link to view each assignment. Attach your completed assignments in the Assignment Materials area (scroll down to the bottom of the Assignment page) and click Submit. After I have graded your assignment, you will be able to view the grade and feedback I have provided by clicking on Tools -> View Grades from the Northeastern University Online Campus tab. See the Grading and Class Schedule sections below for the specific due date of each assignment. All times listed are Eastern time. Make sure to review the due dates at the beginning of the semester and plan your time accordingly.

Grading/Evaluation Standards
Class participation, the homework assignments, and your final project combined form the basis of your grade. All times listed are Eastern Time.

<table>
<thead>
<tr>
<th>Points possible</th>
<th>Grade Item</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>25 pts</td>
<td>Class Participation</td>
<td>Participation is required each week.</td>
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<tr>
<td></td>
<td></td>
<td>See the Participation section for details.</td>
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<tr>
<td>15 pts</td>
<td>Homework Assignment 1</td>
<td>Due 8am 11/13</td>
</tr>
<tr>
<td>15 pts</td>
<td>Homework Assignment 2</td>
<td>Due 12am 11/19</td>
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<tr>
<td>15 pts</td>
<td>Homework Assignment 3</td>
<td>Due 8am 12/4</td>
</tr>
<tr>
<td>30 pts</td>
<td>Final Project</td>
<td>Due 8am 12/16</td>
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</table>

IMPORTANT: Homework submitted after the dates and times listed above without prior permission will be marked down. Late work will seriously impact your ability to keep up in the class, as each week builds on the previous week. You must contact the instructor prior to the assignment due date listed above if you have an issue that will impact your assignment.

Assignments
This is preview of the assignments that are due for the course. The full details of each assignment will be posted in Blackboard in the Assignments area. You should refer to the Course Materials section on Blackboard for full assignment details when preparing.
your assignment. The information here is high-level planning information so that you have an idea of the work that we will do in the course.

**Homework Assignment 1 – Scripting**
Create draft scripts for a sequence of tutorial-based screencasts. Script templates and examples will be given in class.

**Homework Assignment 2 – Video and audio recording**
You’ll create both video and audio recordings with your screencasting software. These will be short, focused practice recordings with specific parameters for each type of recording.

**Homework Assignment 3 – Editing and animation practice**
Using your recordings from assignment 2, you’ll use the screencasting software tools to edit them and add animation and effects. Optionally, you’ll have the opportunity to edit a fellow student’s recordings.

**Final Project**
Refining the techniques you’ve learned in the previous assignments, you’ll create at least 3 short screencasts (less than 3 minutes each), using separate video and audio tracks, and adding in animation and effects using the screencasting software. You’ll also produce the screencasts for viewing online on both desktop and mobile platforms.

**Class Schedule / Topical Outline**
This is a preliminary schedule. Please make sure to review the final syllabus on Blackboard for all final due dates.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Oct 30- Nov 5</td>
<td>Introduction to screencasting</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 1 forum</td>
</tr>
<tr>
<td>2</td>
<td>Nov 6 - 12</td>
<td>Preparing scripts</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 2 forum; <strong>Homework 1: DUE 11/13 at 8am</strong></td>
</tr>
<tr>
<td>3</td>
<td>Nov 13-19</td>
<td>Recording video and audio</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 3 forum. <strong>Homework 2: DUE 11/19 at</strong></td>
</tr>
<tr>
<td>Week</td>
<td>Dates</td>
<td>Assignment</td>
<td>Additional Details</td>
</tr>
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<tr>
<td>4</td>
<td>Nov 27- Dec 3</td>
<td>Editing screencasts</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 4 forum</td>
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<td><strong>Homework 3: Due December 4 at 8am</strong></td>
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<td>5</td>
<td>Dec 4 - 10</td>
<td>Editing screencasts (continued)</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 5 forum</td>
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<tr>
<td>6</td>
<td>Dec 11-16</td>
<td>Producing and distributing screencasts</td>
<td>Readings as posted on Blackboard; Respond to discussion topics on the Week 6 forum</td>
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<td><strong>Final: DUE 12/16 at 8am</strong></td>
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**Northeastern Grading Rubric:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>95-100</td>
<td>Outstanding, insightful work. Goes beyond requirements of the task to develop a response, which is thoughtful, reflective, considers alternative views and makes connections among ideas and information from different sources or from different aspects of the course. Well researched and documented (if research is part of assignment). Displays creativity and originality.</td>
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<tr>
<td>90-94</td>
<td>Very good work. Purposefully and logically developed. Thoroughly addresses all aspects of the task. Synthesis of details and concepts from various sources or topics shows evidence of sound understanding and thoughtful examination. Research information appropriately cited (if research is part of assignment).</td>
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<tr>
<td>87-89</td>
<td>Good work. Generally clear, accurate and relevant. Adequately addresses all requirements of the task. Demonstrates understanding of course concepts, with evidence of some thoughtful examination and reflection. Development is generally logical, facts generally correct. Tends to focus on one interpretation.</td>
</tr>
<tr>
<td>84-86</td>
<td>Satisfactory work. Shows basic understanding of concepts with minimal evidence of reflection or thoughtful analysis. Complies with the basic requirements, relies on limited sources of information, little integration of concepts.</td>
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</tbody>
</table>
80-83  B-  Minimally satisfactory work. Shows some understanding of concepts with little reflection or analysis. Barely meets basic requirements of assignment.

77-79  C+  Unsatisfactory work. Fails to address the topic in a meaningful way. May be extremely brief, inaccurate, illogical or undeveloped.

74-76  C  

70-73  C-  

69% or below  F  

*Please note that CPS does not award grades below a C- for graduate level courses. For information about Northeastern's grading policy, see the Student Handbook: http://www.cps.neu.edu/student-services/student-handbook

**Academic Honesty and Integrity Statement**

The University views academic dishonesty as one of the most serious offenses that a student can commit while in college and imposes appropriate punitive sanctions on violators. Here are some examples of academic dishonesty. While this is not an all-inclusive list, we hope this will help you to understand some of the things instructor looks for. The following is excerpted from the University’s policy on academic honesty and integrity; the complete policy is available at http://www.cps.neu.edu/about-cps/policies-and-procedures.

*Cheating* – intentionally using or attempting to use unauthorized materials, information or study aids in an academic exercise. This may include use of unauthorized aids (notes, texts) or copying from another student’s exam, paper, computer disk, etc.

- *Fabrication* – intentional and unauthorized falsification, misrepresentation, or invention of any data, or citation in an academic exercise. Examples may include making up data for a research paper, altering the results of a lab experiment or survey, listing a citation for a source not used, or stating an opinion as a scientifically proven fact.

- *Plagiarism* – intentionally representing the words or ideas of another as one’s own in any academic exercise without providing proper documentation by source by way of a footnote, endnote or intertextual note.

- *Unauthorized collaboration* – Students, each claiming sole authorship, submit separate reports, which are substantially similar to one another. While several students may have the same source material, the analysis, interpretation and reporting of the data must be each individual’s.

- *Participation in academically dishonest activities* – Examples include stealing an exam, using a pre-written paper through mail order or other services, selling, loaning or otherwise distributing materials for the purpose of cheating, plagiarism, or other academically dishonest acts; alternation, theft, forgery, or destruction of the academic work of others.

- *Facilitating academic dishonesty* – Examples may include inaccurately listing someone as co-author of paper who did not contribute, sharing a take home exam, taking an exam or writing a paper for another student.

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