



## CINEMA LAB SYLLABUS

**INSTRUCTOR:** Andrew Norbeck  
**CONTACT:** [andrew.norbeck@sduhsd.net](mailto:andrew.norbeck@sduhsd.net)  
**WEBSITE:** [envisioncinema.com](http://envisioncinema.com)

### CLASS OVERVIEW

Cinema Lab is a course offered to a select number of students during the other Envision Cinema day classes. These students will work on independent projects and prepare portfolio work for college and career opportunities in the video, film, or television industry. Students will further develop skills in cinematography, editing, scriptwriting, equipment knowledge, organization, leadership, marketing, and public relations. Cinema Lab is designed to give students an opportunity to explore, create, evaluate, and criticize cinema as an art form through a more personal, independently-guided lens.

Students must meet all course expectations listed below and comply with all school-wide rules. Students are held to a very high level of standards, including performance, participation, public relations, and ethics. All students will be accommodated to meet their needs.

### COURSE EXPECTATIONS

#### *Be Respectful*

- Have a positive attitude
- No food or drink in classroom, lab areas, or on video/film location assignments
- Cell phones or other electronic devices must be used only for course-related activity (i.e. taking photos for an assignment)
- Be polite and courteous, especially when on location shoots (a location agreement form must be approved before leaving the classroom)

#### *Be Responsible*

- Participate and stay on task
- Notify the teacher any time you leave the room for any reason
- Arrive on time and meet deadlines (see school-wide tardy policy and course make-up policies below)
- Use computers for approved purposes only (you must have a signed district Acceptable Use Policy on file on campus to have access to the computer lab)
- All equipment must be handled carefully and signed out using classroom checkout procedures; report equipment problems

#### *Be Resourceful*

- Come to class prepared with all materials needed to work (You are encouraged to provide your own headphones for computer use, though it's not required)
- Create a system for sharing materials with group members (i.e. Google Drive, in-class

- file/folder for paperwork is provided)
- Be adaptive and stay productive if you hit a roadblock during a project
  - Help others with minor production problems

## **COURSE GRADING**

Your grade will be determined solely on a point scale. Your final letter grade will be determined by the percentage of total possible points you have received throughout the quarter/term on all work. Please note: no extra credit is offered. Letter grades will be assigned to total point percentages as follows:

- A** = 89.5% - 100%
- B** = 79.5 % – 89.4 %
- C** = 69.5%- 79.4%
- D** = 59.5% - 69.4%
- F** = 0% - 59.4%

**Group Work / Individual Effort** — Daily participation will be factored into individual grades. Much of the work completed in the Envision Cinema classes is produced in groups to help prepare students for real world collaborative work in the television and film industry. Students are required to be involved in ALL aspects of group projects, from start to finish. Students can individually lose points based on the following categories:

- Time Off Task (working on non-project related work, playing games/cell phone use)
- Unprepared (didn't bring materials, delays group by not having materials)
- Group Interference (distraction to group work being completed)
- Attendance (unexcused days missed from group project)

Students will receive a verbal warning if in danger of losing points and will be notified in writing if points have been lost.

## **ATTENDANCE, TARDIES, MAKEUP WORK**

Canyon Crest Academy has a strict policy on attendance and tardies which will be upheld in this classroom. Details can be found at <http://cc.sduhsd.net/Key-Info/Attendance/index.html>.

In regard to **tardies**, the policy exists as follows:

- 1st offense - Verbal Warning
- 2nd offense - Teacher contacts parent
- 3rd offense - Teacher refers student to a 2-hour Saturday School
- 4th offense - Teacher refers student to the alpha Assistant Principal

For all **absences**, it is the student's responsibility to discuss what will be missed with the teacher to find out if any assignments need to be completed. Students have three school days to submit any make-up work after an excused absence.

## **PRIMARY RESPONSIBILITIES**

### **Portfolio**

Students will create a collection of video/film projects as described in the Portfolio document on the course website. These assignments will be largely self-guided and will give students an opportunity to develop their creativity in a range of filmmaking concentrations.

**Day Class Assistance**

Cinema Lab students will regularly help with the Video/Film or Advanced Video/Film classes to troubleshoot minor technical issues, provide creative guidance, create instructional content or content for CCA-TV, check out equipment, and other assistance as needed by the teacher.

**Mid-Term / Final**

Portfolio completion will coincide with school designated midterm and final exam days. Students must be in class to receive credit on the scheduled date or notify the teacher before.

**SDUHSD ACADEMIC HONESTY POLICY**

Honest behavior is an expectation for all students in the San Dieguito Union High School District. The purpose of this regulation is to create and maintain an ethical academic atmosphere.

Specific types of academic dishonesty, which will not be tolerated, are defined below:

- Cheating on Tests - Any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking on another student's paper, sharing answers, or copying another student's paper.
- Fabrication - any intentional falsification or invention of data, citation, or other authority in an academic exercise.
- Unauthorized Collaboration - While collaboration is often encouraged, unauthorized collaboration is not permitted.
- Plagiarism - Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.
- Alteration of Materials - Any intentional and unauthorized alteration of student, teacher, or library materials.
- Forgery - any unauthorized signing of another person's name to school related documents.
- Theft - any theft of materials.
- Transfer of Unauthorized Materials - any giving or selling of unauthorized materials.

Any alleged violation of this policy will be investigated thoroughly and appropriate disciplinary measures will be taken consistent with Board policy

**PLEASE PRINT THE FOLLOWING PAGE, COMPLETE SIGNATURES,  
AND RETURN IT BY THE FIRST FRIDAY OF THE SEMESTER**



### **CINEMA LAB COURSE GOALS**

The Cinema Lab course is designed to be an exciting, hands-on, professional experience in the television, film, and communications field. Cinema Lab students are important representatives of the Envision Cinema program and CCA-TV on the CCA campus and in the community. To participate in this course, students must demonstrate vital employability skills that apply to all work environments, i.e. public relations, teamwork, time management, problem solving. Students should be actively involved in classroom activities and studio production at all times. The expectations outlined in this course syllabus are a guide to help create a safe, productive, and creative environment for all students. Feel free to contact me at any time if you have any questions. Please turn this sheet in with the signed student and parent agreements the **first Friday of the semester**. I look forward to working with you to create some amazing productions in the Cinema Lab class.

Sincerely,

Andrew Norbeck  
Video/Film Teacher  
Canyon Crest Academy  
andrew.norbeck@sduhsd.net  
[envisioncinema.com](http://envisioncinema.com)

#### **Student Agreement**

By signing the following, you are agreeing that you have read and understand all before stated classroom guidelines and policies, and also that you will behave accordingly while in the Media Production class.

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Your Name \_\_\_\_\_ Your Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **Parent Agreement**

By signing the following, you are agreeing that you have read and understand all before stated classroom guidelines and policies to which your student will be held accountable. In addition you are agreeing that you are aware that by taking this course, your student will be exposed to a variety of school appropriate films, videos, and television shows.

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Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_