



EMILY GRIFFITH

TECHNICAL COLLEGE

2020-2021 Multimedia & Video Production Checklist

Be ready for the first day of class:

- **Payment and Student ID**
 - You must confirm payment arrangements with the Treasurer's Office (Lincoln Campus, 6th floor) within 10 business days of registering for classes OR by the first day of class (whichever comes first). A monthly payment plan is available for this program.
 - Pay in-person at the Treasurer's Office, online at www.emilygriffith.edu/student-portal-instructions, or by phone at (720) 423-4786. Cash, check, VISA, and MasterCard accepted.
 - You will receive your student ID at the Treasurer's Office after payment arrangements are confirmed.
- **Program Structure & Delivery**
 - The Multimedia and Video Production program is delivered in a hybrid format. This means that part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/studio.
 - Your instructor will inform you of your specific schedule when you begin class.
- **Program Policies**
 - You will be expected to follow the Student Code of Conduct at all times. This will be reviewed in class.
 - Arrive on time and ready to learn! Class begins Monday through Thursday at 5:00 pm. Students who arrive late miss instruction and information fundamental to assignments, projects and the topic in general. It is a student's responsibility to find resources for the information they miss.
 - You are not allowed to miss more than 24 hours of instruction for each of the 3 levels of the program. If you habitually miss class, you may jeopardize parts of your education and your continued participation in the program. As a student begins to show a pattern of missing multiple classes, they will be given a written warning, and if the pattern continues, they may be asked to withdraw from the program. Classes often have assignments that are due the day they are assigned. If a student misses class, they also miss the opportunity to learn the material by participating in the work. Make up work will only be available on a case-by-case basis. Work that is over 7 days late will not be accepted.



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- All absences, tardies, or missed class count toward missed hours of the program.
- Perfect or close to perfect attendance is highly recommended.
- **Textbook and Supplies**
 - You will receive a supply kit from EGTC (included in tuition and fees) that will include:
 - A solid state external hard drive
 - SD camera cards
 - Micro camera cards
 - SD card wallet
 - Always be prepared each day with what you will need for the class including your textbooks, SD cards and your hard drive.
 - 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. You will need to purchase two traditional textbooks that are required for the program. They are:
 - So You Want to Write a Screenplay by Taylor Gaines
 - SBN-13: 9781620232156
 - Course #: FVM 155 Writing the Short Script
 - Bare Bones Camera Course for Film and Video by Tom Schroepel
 - ISBN-13: 978-1621535263
 - Course #: FVM 105 Videography I
 - These books are available at <http://emilygriffith.textbookx.com>.
 - If you need assistance purchasing the textbooks, contact your program advisor.
 - **OPTIONAL:**
 - The Shut Up and Shoot Documentary Guide: A Down & Dirty DV Production by Anthony Q. Artis
 - ISBN-13: 978-0240824154
- **Dress Code**
 - No provocative graphic T-shirts, hoodies, or sweatshirts are allowed during class and studio time. You will be asked to change if you violate this rule.
- **Childcare, Parking, and Transportation**
 - For help connecting with community child care assistance, contact the Student Success Center at 720-423-4889.



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- For public transit info, visit www.rtd-denver.com. Information on nearby parking and public transit is available at www.emilygriffith.edu/locations-address-and-parking.