



## 2021-2022 Multimedia and 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](http://www.emilygriffith.edu/student-portal-instructions), or by phone at (720) 423-4786. Cash, check, VISA, and MasterCard accepted.
- You may get your student ID at the Lincoln Campus after payment arrangements are confirmed. Your student ID must be with you and displayed at all times.

- **Program Structure & Delivery**

- The Multimedia and Video Production program is offered at 2101 Arapahoe Street, Building Unit 1 in Denver.
- The Multimedia and Video Production program is delivered in a hybrid format. This means that a large part of your instruction, class time, and coursework will be completed at home and some will be done in the classroom/studio.
  - Even though the program is offered in a hybrid format, students will be expected to be in a learning environment and doing coursework for the duration of their daily class time. Students are not allowed to work during scheduled class hours.
  - Your instructor will inform you of your on-site class hours and your link to your virtual classes (Google Meet) a week before class starts.
- Due to the delivery, this program will require computer use and internet access. If you need assistance obtaining technology, please email [student.help@emilygriffith.edu](mailto:student.help@emilygriffith.edu)
- Assignments completed virtually will be done using our learning system, Moodle. You will not be able to access Moodle until you have paid for your classes.
  - Your login for Moodle and the Student Hub is the same
    - Student Hub: <https://my.emilygriffith.edu/ics>
    - Moodle: [moodle.emilygriffith.edu](http://moodle.emilygriffith.edu)
  - You will need consistent high-speed Internet access to complete this program.
  - If you need technical assistance during your program, please email [help@emilygriffith.edu](mailto:help@emilygriffith.edu)
- Your instructor will inform you of your specific schedule when you begin class.



# EMILY GRIFFITH TECHNICAL COLLEGE

- **Program Policies**

- You must follow all school policies for in-person and virtual learning at all times.
  - Students must sign the Student Attestation before coming to class.
  - The Code of Conduct 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.
- 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 card (2)
  - Micro camera cards
  - SD card wallet (2)
  - USB C Adapter
  - Go Pro Camera
- 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
    - ISBN-13: 9781620232156
    - Course #: FVM 155 Writing the Short Script
  - *Bare Bones Camera Course for Film and Video* by Tom Schroepel



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- 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**
  - Student IDs must be carried or worn in class and on school property during all school activities.
  - Students must wear a mask that covers their mouth and nose at all times while on campus.
  - 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 [student.help@emilygriffith.edu](mailto:student.help@emilygriffith.edu).
  - For public transit info, visit [www.rtd-denver.com](http://www.rtd-denver.com). Information on nearby parking and public transit is available at [www.emilygriffith.edu/locations-address-and-parking](http://www.emilygriffith.edu/locations-address-and-parking).