



CAMOSUN COLLEGE
School of Arts & Science
Communications Department

LEAV-145-X01
Audio-Visual Services
Winter 2018

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/leav.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Andrew Lloyd		
(b) Office hours	Thursday 1:30pm – 2:30pm, Friday 1:30pm – 2:30pm		
(c) Location	Y315B		
(d) Phone	250-370-3657	Alternative:	
(e) E-mail	LloydA@Camosun.ca		
(f) Website			

2. Intended Learning Outcomes

Upon successful completion of this course a student will be able to:

1. Install, operate, and strike systems which project visuals and sound in public venues such as meeting rooms and classrooms.
2. Maintain Audio-Visual equipment to optimize operation.
3. Distribute and manage an inventory of Audio-Visual equipment, and explain the basic functions of that equipment to clients.
4. Install, operate, and troubleshoot videoconferencing equipment to communicate with remote locations.
5. Evaluate equipment malfunctions for a client and perform repairs as needed within a limited time frame.
6. Communicate respectfully and accurately with supervisors, co-workers and clients.

3. Required Materials

(a) Texts

Required Reading: *AV Setup Guide for Events, Meetings, Conferences, and Classrooms Best Practices and Procedures* located in PDF format at the following location:

https://avixa.azureedge.net/portal/docs/default-source/default-document-library/avsetupguide.pdf?sfvrsn=d50ddaf5_2 and on D2L.

(b) Steel Toe Cap Boots + Flashlight

(c) Recommend a small memory stick to hand projects in on

4. Course Content and Schedule

Week	Lecture	Lab	Assignment Due
1 Jan 8-12	Customer service skills/Interpersonal Team Skills Inventory Management	Assignment A - Managing an inventory of gear – best practices / Inventory Task prep	Gather List of Equipment for the room under the stage and familiarize with different equipment and cable – supplements week 4 hand-in
2 Jan 15-19	Setting Equipment – Considerations and best practice Signal Flow	Practical A - Complete and set a simple order to spec	Practical A - Exercise doing a simple set and strike in pairs to spec 5% (In Labs)
3 Jan 22-26	Striking Equipment – Considerations and best practice	Thu 25 th – Free/ Ewing 110 – Computer lab Work on assignment A Field Trip – UVIC Friday 26 th Jan	
4 Jan 29 – Feb 2	Projectors – Key Stoning and Colour Balance, Presentation Optimization	Thursday 1 st February – Free/Work on Guest Lecture Friday 2 nd February - Royal Roads University Field Trip	Assignment A - Provide Completed Inventory (due Monday 29th January) 10%
5 Feb 5 - 9	Practical demonstration of audio/lighting setup in Gibson from Audio-Visual department (TBC)	Fisher 100 Tour – AV Ideas for Capstone Presentation X01A – 10:30am-11:20am X01B – 11:00-11:20 Practical B - Key stoning + Colour balance exercise 5%	
6 Feb 12 – 16	Reading Week	15 th /16 th Free	
7 Feb 19 - 23	Field Camera workshop – Film, Panoramic images and Time lapses.	Practical E -Lecture Series 15%	Submit Draft for Assignment E, F, G Monday 19th Feb Group 1 Thu 22nd Group 1 Fri 23rd
8 Feb 26 – Mar 2	Maintaining and repairing audio and visual equipment	Practical E -Lecture Series 15%	Submit Draft for Assignment E, F, G Monday 26th Feb Group 2 Thu March 1st Group 2 Fri March 2nd
9 Mar 5 - 9	Troubleshooting Audio/Video devices and cables	Practical E -Lecture Series 15% / Panel	Submit Draft for Assignment E, F, G Monday 5th Mar Group 3 Thu March 9th Group 3 – Fri March 10th

10 Mar 12 - 16	Setting up for remote teleconferencing	Practical C – Filmed set up in external environment 10% Practical D - Skype Teleconferencing Session – Outside Location St, Georges Cadboro Bay (TBC) or Fisher 100 5%	
11 Mar 19 - 23	Safety tips and advice for striking and setting equipment	Surround Sound Setup Exercise in the Gibson – With Demonstration + Mixing (TBC)	
12 Mar 26 – 30	Exercise - Diagnosing a non-functioning setup	Thursday 29 th - Free/Work on Capstone/Discuss Ideas Good Friday	
13 Apr 2 – 6	Easter Monday	Exercise Setting up a videogame livestream event with microphones, reaction cams / theming a room with lighting	Hand in for Assignment B, C and D – <ul style="list-style-type: none"> • Completed inventory list, • Simple Setup Handbook • room plan and equipment layout relating to Practical C + D (Due Thursday 5th April)
14 Apr 9 -13	Prep for final presentation event in Fisher 100	Prep for final presentation event in Fisher 100	Individual Hand in for Assignment E, F and G – <ul style="list-style-type: none"> • Guest speaker contract 5% • Guest speaker event scheduling documents • completed room plans relating to Practical E (Due no later than Tuesday April 10th)

5. Basis of Student Assessment (Weighting)

A) Practical Exercises – 40%

Practical A - Exercise doing a simple set and strike in pairs to spec 5%

Practical B - Key stoning + Colour balance Practical 5%

Practical C - Filmed set up in an external environment 10%

Practical D - Skype Teleconferencing Session– External Location - Recording 5%

Practical E - Guest Lecture Series – Filmed Lecture - Setup and Strike 15%

B) Assignments – 40%

Assignment A - Inventory Documents – 10%

Assignment B (Linked to Practical C and D) – Provide equipment list/inventory used for setup in external location - 5%

Assignment C (Linked to Practical C and D) – Create simple setup handbook for external location - 5%

Assignment D (Linked to Practical C and D) – Create room diagram of external location with equipment positions - 5%

Assignment E (Linked to Practical E) – Completed contract from guest speaker confirming equipment needed - 5%

Assignment F (Linked to Practical E) – Completed guest speaker event scheduling document with attendees, order of event etc... - 5%

Assignment G (Linked to Practical E) – Completed room plan and equipment layout hand-in for guest lecture talk - 5%

C) Attendance & Participation – 20%

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.