



ESCUELA UNIVERSITARIA  
DE ARTES@*taiarts.com*  
RECOLETOS-22 MADRID



Universidad  
Rey Juan Carlos

# *Postproduction processes*

## COURSE GUIDE

BACHELOR'S IN FILMMAKING

## *Course data*

<i>Duration</i>	Annual
<i>Credits</i>	3 ECTS
<i>Modality</i>	In-person
<i>Language</i>	English
<i>Faculty</i>	Filmmaking
<i>Teacher</i>	Alejandra Oré

## *Course presentation*

Knowledge of the processes and protocols involved in assistant editing. In-depth knowledge of the tools of the main editing software and procedures for coordinating post-production workflows.

## *Student competencies*

CG0 1	Utilize different historical, sociologic, cultural and/or artistic sources in the creation of audiovisual projects.
CG0 3	Know the codes of ethics and deontology applicable to the audiovisual industry.
CG0 4	Know the various applications of the technological resources from the field of audiovisual creation.
CE02	Understand the essentials and specificities of an audiovisual project in its different formats, genres and typologies.
CE03	Know the production workflows of the audiovisual industry.
CE07	Understand the importance of the various roles, tasks and responsibilities related to the development of audiovisual projects.
CE15	Compose images by integrating elements that are filmed and/or generated in postproduction processes.
CE16	Design the sound of an audiovisual work through capture, conceptualization and the tonal and spatial composition of the dialogues, settings, effects and music.

## *Learning outcomes*

Upon completion of this course, each student must be able to:

1. Prepare, organize and complete the intake and cataloguing of a variety of raw audiovisual materials for the proper management of tasks and full optimization of the work.
2. Synchronize audio.
3. Know postproduction processes and develop the ability to organize and coordinate workflows.

4. Codify and export edited materials according to a set workflow in the postproduction of a work, and prepare them for any color correction, VFX or other postproduction processes that may be required.
5. Correctly use the video editing technology and/or software most widely used in the professional world.
6. Know the processes and protocols of the position of Assistant Editor.

## Teaching methodology

<i>MD1</i>	Participatory masterclass.
<i>MD2</i>	Case studies and discussion.
<i>MD3</i>	Problem resolution and discussion of results.
<i>MD6</i>	Academic tutoring.

## Course content

<i>Content</i>	<p>Assistant editing processes and protocols, with a more in-depth study of the tools of the major editing software programs and procedures to coordinate workflows in postproduction.</p> <ol style="list-style-type: none"> <li>1. Editing software: intake, organization and cataloguing of filmed materials.</li> <li>2. Audio/video synchronization.</li> <li>3. Editing software: in-depth study of their tools and keyboard shortcuts (detailed retouching, transitions, filters, effects, lettering, color and sound).</li> <li>4. Exporting EDLs (editing decision lists) for color grading, composition, VFX and sound editing. Reception of materials, checking and quality control.</li> <li>5. Codifying and exporting materials with different codecs and compressions.</li> <li>6. Assistant editing processes and protocols.</li> <li>7. Coordination of postproduction processes and workflow organization.</li> </ol>
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## Learning activities

<i>AF1</i>	Theoretical and theoretical-practical classes.	15 hours
<i>AF2</i>	Classroom/laboratory exercises and practices.	6 hours
<i>AF4</i>	Art appreciation activities: attendance at seminars, visits to exhibitions or viewing of visual/audiovisual works.	6 hours
<i>AF5</i>	Search and selection of documentation, reading of supporting material and bibliographic and visual references.	30 hours
<i>AF7</i>	Evaluation.	3 hours
<i>AF8</i>	Autonomous study of theoretical content and autonomous preparation of practical work and activities.	30 hours

*\* The distribution of hours between training activities may undergo changes due to the academic needs of the course, the group and/or the teaching team.*

## *Assessment*

### GENERAL ASSESSMENT CRITERIA

#### ATTENDANCE

The classes are in-person, and attendance is mandatory, as it is a determining factor in the continuous assessment system, as well as in class attitude and participation. However, in exceptional cases due to health situations or family reconciliation, students may request online access as a methodological adaptation (for more information, please contact the student department).

#### MARKS

Continuous Assessment is a comprehensive assessment of each student's results judged on the assessment criteria described in the following section, on a scale of 0 to 10 as provided in current legislation.

Students wishing to bring up their grade in the extraordinary/re-assessment period must first contact the Registrar's Office to expressly waive in writing all of the marks they obtained in the regular assessment period. Their final assessment mark will be the mark obtained in re-assessment.

#### SPELLING AND EXPRESSION

Spelling and written expression are taken into account in the marking of written examinations and assignments. Written examinations cannot contain more than 2 spelling errors or 10 accent errors (omitted or misplaced). Assignments completed outside of the classroom may not contain more than 1 error.

#### UNIVERSITY WRITTEN REPORTS

These must have a title page, table of contents and bibliography listing at least 4 sources. These works must be original. Excerpts from other authors must be properly cited. Demonstrable plagiarism is an academic offense. If one student copies the work of another student, both shall be held accountable.

### SPECIFIC ASSESSMENT CRITERIA

#### REGULAR ASSESSMENT PERIOD

The teaching team will provide the details/specifications on the content or submission of assessment tasks; this information will be given in class or in a document made available to the student on the Virtual Course Space (in Spanish, *Aula Virtual*).

Assignments not submitted by the deadlines set by the teaching team will receive an assessment mark of 0..

<i>Assessment task (*)</i>	<i>Revaluable/non-revaluable</i>	<i>Minimum mark yes/no</i>	<i>% of final mark</i>
SE1 In-class tests and examinations (oral and/or written)	Revaluable	Yes	40%
SE3 Continuous assessment: weekly tasks and homework, periodical reports, problem resolution	Non reevaluable	Yes	50%
SE5 Attitude and participation	Non reevaluable	No	10%
			100%

(\*) Records and evidence of all of the assessment tasks (writings, recordings, etc.) listed in this table will be kept and filed in the Registrar's Office.

#### EXTRAORDINARY/RE-ASSESSMENT PERIOD

Students that do not pass the course in the term it is delivered can attempt again in the extraordinary/re-assessment period, except in cases where the characteristics of the course make this impossible.

The teaching team will inform the student of the assessment tasks that will need to be done in re-assessment. The teaching team can decide whether to maintain the marks of 5.0 and above the student received over the course and in the regular assessment period.

#### REVIEW OF ASSESSMENT MARKS

As set out in the TAI School of the Arts Student Handbook.

## *Resources*

### RECOMMENDED BIBLIOGRAPHY

### RECOMMENDED FILMOGRAPHY

### RECOMMENDED WEBSITES

### REQUIRED MATERIALS FOR THE COURSE

### VISITS, MASTER CLASSES, EVENTS AND ADDITIONAL WORKSHOPS