COURSE OUTLINE		
TERM: Spring 2020	**COURSE NO: IDF 137**	
INSTRUCTOR:	**COURSE TITLE: Narrative Production**	
OFFICE: **E-MAIL:**	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT
 3 hours of class time plus an additional hour delivered through online or other activities, plus 6 hours of lab, per week over 15 weeks.

COURSE PREREQUISITES
 13.5 credits of 100-level IDF courses

CALENDAR DESCRIPTION
 Students will learn basic knowledge and acquire hands-on, practical experience of the creative and practical elements of production and post-production through a series of lectures, workshops and project work. Applying the skills and knowledge gained throughout the program, students will work in teams in a variety of roles to complete a short fact based production.

REQUIRED TEXTS AND/OR RESOURCES
Resource material will be provided by the instructor. Students will be required to purchase headphones. Also an external hard drive, and a flash drive will be necessary for saving assignment work

COURSE STUDENT LEARNING OUTCOMES
On successful completion of this course, students will be able to do the following:
1. Know the role and duties of the director, camera operator and cinematographer;
2. Identify the roles and duties of the sound recordist/mixer, and editor;
3. Demonstrate competence working in a variety of roles in the completion of group short productions;
4. Apply creativity, leadership and team work in the role as director and producer on their own production.

COURSE CONTENT
WEEKS 1-15:

WEEK 1:
  Introduction to production planning: Casting

WEEK 2:
  Introduction to production planning: Lighting set up, set design, shot list

WEEK 3:
  Introduction to production planning: Storyboard
  Assignment I: Casting call notes and photos

WEEK 4:
  Introduction to production planning: Call sheet, shooting schedule, props and costume
  requirements and location contracts.

WEEK 5:
 Introduction to production planning: Finalize pre-planning
 Assignment II: hand in production binder for approval

WEEK 6:
 PRODUCTION WEEK
 Assignment III: Consultation and review of dailies with instructor

WEEK 7:
 PRODUCTION WEEK

WEEK 8:
 PRODUCTION WEEK

WEEK 9:
 PRODUCTION WEEK
 Assignment IV: Student production participation forms

WEEK 10:
 Introduction to post: Editing skills
 Assignment V: Consultation and review of 1st edit with instructor

WEEK 11:
 Introduction to post: Editing skills continued

WEEK 12:
 Introduction to post: Sound design skills

> **WEEK 13:**
> Introduction to post: Graphic design skills
>
> **WEEK 14- 15:**
> Introduction to post: Final edit and DVD authoring
> **Assignment VI:** production binder with all production documentation and petty cash reconciliation statement, plus completed video production

EVALUATION PROFILE

Standards of Professional Behaviour Expectations:

Professionalism	5%
Self-awareness skills	5%
Communication skills	5%
Teamwork skills	5%
Assignment 1: Casting call	10%
Assignment II: Production binder	20%
Assignment III Dailies consult	5%
Assignment IV Student participation	10%
Assignment V: Edit consult	5%
Assignment VI: Production & Binder	30%
TOTAL :	**100%**

Individual Mark: Technical Competence
Students will complete specific project tasks approved by the instructor. Those tasks will vary according to the roles students have been assigned to for the project. The students' technical competence in these roles will be evaluated based on the parameters of the craft as outlined in the IIDF Crew Responsibilities Booklet.

Individual Mark: Professionalism
Students will be evaluated for ability to work in peer groups, self-motivation, ethical standards (including honesty and commitment), good work habits (including timely attendance), time management (including meeting deadlines), critical thinking (including solving problems with the task at hand), and communication (including the ability to function in a group environment). (See Appendix for details)

Group Mark: Technical Control
Projects will be evaluated on consistent production values throughout the project. Projects must demonstrate a basic understanding and technical control of the medium. This standard includes but is not limited to: focus, depth of field, audible dialogue tracks, proper exposure, proper coverage of masters, and understanding of eye-lines and axis.

Group Mark: Content
Content will be evaluated based on the intelligibility of the narrative based on story structure. Narratives are expected to adhere to a three-act structure.

GRADING PROFILE

A+	= 90-100	B+	= 77-79	C+	= 67-69	D	= 50-59
A	= 85-89	B	= 73-76	C	= 63-66	F	= 0-49
A-	= 80-84	B-	= 70-72	C-	= 60-62		

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments
Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities. A doctor's note is required for all sick days.

English Usage
Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note-taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: https://www.capilanou.ca/student-life/.

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: https://www.capilanou.ca/about-capu/governance/policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

> Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page https://www.capilanou.ca/about-capu/governance/policies/).

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.