CAPILANO UNIVERSITY COURSE OUTLINE
FILM 181 – PROJECT
Summer 2016

Division	School of Motion Picture Arts		
Course Name	FILM 181 – Project		Credits: 2
Instructor	TBA		604-986-1911 ext. xxxx
Office			

VISION STATEMENT

The School of Motion Picture Arts is dedicated to inspiring independent filmmakers through the fostering and mentoring of emerging talent utilizing progressive learning environments and authentic production experiences, such that graduates make valued contributions to the global media culture.

COURSE FORMAT
A minimum scheduled four hours of seminar and/or studio instruction and/or supervised editing and /or applied project work per week for a minimum of four weeks. Students should anticipate an immersive production experience with significant additional production hours towards the end of the four weeks as demanded by workflow requirements and in order to help ensure a high degree of quality in the completed project.

STUDENT LEARNING OUTCOMES
General
The supervised project includes development, prep, production and post-production. Mentorship and supervision focuses on individual professionalism and technical competence. This course acknowledges the invaluable hands-on production skills learned during practical work on a film project. Students are evaluated based upon successful project work in the planning, preparation and execution of on-set duties. Working in a mentored environment, the student is directly involved in key creative and technical roles during prep, production and post-production. Instruction is in the form of practical demonstrations and supervised work on specific projects.
Instructional
Evaluation is based on the practice of approved project work including:
* Work effectively as a member of a crew;
* Acquire and apply skills in a specific technical or creative role;
* Adhere to and meet the production schedule;
* Identify all department roles and responsibilities;
* Break down a script for departmental purposes;
* Meet established deadlines, including delivery;
* Practice punctuality for all meetings and shoots.
In addition, faculty will provide:
Project supervision, project meetings, feedback screenings, and supervision of final compilation and year-end screening.

School of Motion Picture Arts

REQUIRED TEXTS
All resource material will be provided by the instructor/s. Project guidelines and details will be distributed to students at beginning of the course.

WEEKS 1-4
CLASS 1:
Prep (see Project 1 Guidelines and details) Shoot Period (see Project 1 Guidelines and details)
CLASS 2:
Shoot Period (see Project 1 Guidelines and details)
CLASS 3:
Shoot Period (see Project 1 Guidelines and details) Post–Production (see Project 1 Guidelines and details)
CLASS 4:
Post–Production (see Project 1 Guidelines and details)

EVALUATION PROFILE	
Individual Mark: Technical competence	30%
Individual Mark: Professionalism	30%
Group mark: Technical Control	20%
Group mark: Content	20%
Total	**100%**

Individual 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 MOPA Crew Responsibilities Booklet (Available in hard copy or online).

Individual Professionalism
Students will be evaluated for timely attendance, co-operative behavior, responsibility, and the ability to function in a group environment.

Group 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 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
CR=CREDIT To achieve credit the student must: -Display professional conduct in all work. -Demonstrate good to excellent work in the project and in classes. -Show a heightened awareness of a specific craft by the end of the course.
NC=NO CREDIT Failure to meet the standards listed above.

OPERATIONAL DETAILS:
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.
ATTENDANCE:
Attendance will be taken daily and will form part of the final grade (See Evaluation Profile). When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs.
PUNCTUALITY:
Punctuality is essential and forms part of the participation grade. Late attendance will be reflected in the student's final grade.
ENGLISH USAGE:
All written work submitted must use good academic English and follow the guidelines provided in the Capilano University Guide to Writing Assignments (available from the University Bookstore). It is the responsibility of students to proof-read all their writing for any grammatical, spelling and stylistic errors.
STUDIO/FILMING DISCIPLINE:
Students must be dressed appropriately. Wet and cold weather requires waterproof and warm clothing. Students are required to wear work clothes for technical and production sessions. Clothing may be subjected to dirt, paint and dust. Sturdy shoes are a must. No food or beverages are allowed on set during production activities and during technical classes. Disruptive students will be asked to leave.
COMPUTER COURSE REQUIREMENTS/RESPONSIBILITIES:
You are expected to abide by the Statement of Appropriate Use of Information Technology Facilities and Services in any use of computers at the University. This statement can be obtained from your department, the Library, Computer Services or on the University website.
ELECTRONIC DEVICES/LAPTOPS:
Use of electronic devices is not allowed during class time, except at the discretion of the instructor.
COMPUTER LAB USAGE:
No food or beverages are allowed in the University's computer labs at any time. Students must not abuse internet privileges by visiting inappropriate or illegal websites. Intentionally opening and/or altering other students' projects will not be tolerated. Respect for other students' work is of utmost importance. Offences regarding the above will result in the "0" mark in the participation grade, and restricted access to facilities.
PARTICIPATION/PROFESSIONAL BEHAVIOUR:
The grade for class participation is based on both the frequency and the quality of students' comments, questions and observations, with the emphasis on quality. The quality is determined by,

among other things, the relevance, insight and clarity of remarks.

Students are expected to demonstrate a professional attitude and behaviour towards their work, fellow-students, and their instructor. Students should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and a constructive response to criticism.

EMERGENCY PROCEDURES:

Students should familiarize themselves with emergency procedures posted in the classroom.

MOTION PICTURE ARTS STANDARDS FOR PROFESSIONAL BEHAVIOUR

Professional behaviour is essential in employment situations in the film and television industry. Professional behaviour, combined with professional technical and craft skills are the essential components that directors, producers, writers, actors, cinematographers, editors, agents, funders, broadcasters and distributors consider when deciding to build a team, hire, cast or green light a project. By acknowledging this, the Motion Picture Arts program fosters professional behaviour by evaluating each student according to these standards.

In all student projects, professional behaviour forms part of the mark, students will be given interim reports in order to adjust behaviour that needs improvement. These standards reflect the values of professionalism in the film and television industry and represent the expected standard of behaviour required of employment in the field.

The desired behaviours are described below as "outcomes" which are followed by a list of criteria against which the student's behaviour will be measured.

PROFESSIONAL BEHAVIOURAL OUTCOMES AND MEASUREMENT CRITERIA

1. Ability to work in peer groups

Measurement criteria: The student demonstrates:

* Leadership by proposing goals and tasks, initiating discussion and keeping peers focused

* Reinforcement of others by, verbally or nonverbally, encouraging and supporting others and giving recognition for contribution

* Openness and acceptance of others' ideas

* Mediating by persuading members to analyze constructively differences of opinion, by searching for common ground and compromising one's own opinion to completion of the task

* Challenging by seeking information or elaboration from others to clarify their ideas

* Summarizing, evaluating and closing by restating major points, helping to assess group process and decisions and by defining completion

2. Self-awareness, self-care, self-learning (self-motivation)

Measurement criteria: The student demonstrates:

* A reflective practice which allows the student to be aware of his/her own competence in his/her position in the crew.

* An awareness of internal and external factors in one's personal life and how they can affect professional performance

* The ability to identify and remediate one's own knowledge, skills and abilities gaps

* The ability to accept, evaluate and respond appropriately to professional criticism

3. Ethical standards
Measurement criteria: The student demonstrates: * honesty * sense of duty * accountability * integrity * commitment * respect for colleagues' dignity * respect for University property
4. Good work habits
Measurement criteria: * Shows up at call time or on time for meetings * Does not miss meetings or shoots * Dresses appropriately for shooting * Required notes or paperwork are effective and legible * Appropriate adherence to the hierarchy on the set
5. Time management
Measurement criteria: * Meets deadlines for prep * Is prepared for shoot * Completes tasks on time
6. Critical thinking
Measurement criteria: * Applies an appropriate model to assess problems facing the task at hand * Clearly (and collaboratively if necessary) recommends appropriate choice of action * Can clearly defend outcomes in a professional and ethical manner
7. Communication
Measurement criteria: * Displays appropriate oral communication skills within the group * Written communication skills are appropriate for the position * Paperwork is completed and submitted on time