CAPILANO UNIVERSITY COURSE OUTLINE
IDF 110 – PRODUCTION PROJECT #1
Fall 2018

Division	School of Motion Picture Arts		
Course Name	**IDF 110 - Production Project #1**		Credits: 2
Instructor		x@capilanou.ca	604.986.1911 local x
Office			

VISION STATEMENT

The Indigenous Independent Digital Filmmaking program provides culturally relevant and technically advanced digital media production training to Indigenous learners.

COURSE FORMAT
A minimum scheduled two lecture hours (seminar and/or studio instruction and/or supervised editing instruction) for a minimum of five weeks. Students will also receive a minimum of four lab hours (applied project work) per week over the five weeks. Students should anticipate significant additional production hours as demanded by workflow requirements and in order to help ensure a high degree of quality in the completed project.
COURSE PREREQUISITES
None.

STUDENT LEARNING OUTCOMES
General   The first major 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 a key creative or technical role 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.

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PROGRAM LEARNING OUTCOMES
Program Mission
The Indigenous Independent Digital Filmmaking program is designed for students who wish to gain an understanding of the basic functions of a film set and the professional practices of an industry-standard production. Areas of study include story development, pre-production, production, and post-production, with a focus on film crafts (camera, lighting, sound, grip, sets, props, etc.) technical skills and professional behaviour. Lecture, labs and project work combine to create a realistic and effective learning environment. The goal is to prepare students for an entry-level position in the professional motion picture industry and to provide a foundation for independent filmmaking.
Program Goals
Knowledge: To introduce and provide access to current technologies and protocols of the motion picture production process from concept to completion at an introductory level. To articulate, demonstrate and provide practice in the roles of various crew positions on a set. **Skills:** To enable students to apply appropriate management practices and procedures. To encourage proper set etiquette and crew team-work. **Value:** To demonstrate and encourage industry standard professionalism throughout the filmmaking process.

PROGRAM STUDENT LEARNING OUTCOMES
Students successfully completing this program will: 1. Produce a short independent film while employing protocols of professional film set procedures and technical skills in a professional manner; 2. Schedule and budget the production and post-production of a short independent film; 3. Identify and describe major factors that influenced filmmaking over the course of cinema history.

REQUIRED TEXTS
All resource material will be provided by the instructors.

WEEKS 1-5
WEEK 1:
Shoot Week: Production a: Technical survey and blocking on location

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WEEK 2:
Shoot Week: Production
WEEK 3:
Post-Production:
a: File preparation
WEEK 4:
Post-Production:
a: Review of timeline & Instructor feedback.
b. Graphic design
WEEK 5:
Post-Production:
a: Sound design
Screening and feedback

Fourth hour: may include studio sessions, screenings, project meetings and project work.

EVALUATION PROFILE	
Individual Mark: Technical competence	30%
Individual Mark: Professionalism	30%
Group Mark: Technical Control	20%
Group Mark: Content	20%
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.

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Grading Profile			
A+ = 90-100%	B+ = 77-79%	C+ = 67-69%	D = 50-59%
A = 85-89%	B = 73-76%	C = 63-66%	F = 00-49%
A- = 80-84%	B- = 70-72%	C- = 60-62%	

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.

LATE ASSIGNMENTS:

All assignments must be delivered at the place and time specified by the instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

MISSED EXAMS AND QUIZZES:

Missed exams and quizzes will be assigned a grade of zero. Students will be allowed to make up exams and quizzes only under the following conditions: if a doctor's certificate of illness is provided; if, in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained.

CHEATING/PLAGIARISM:

Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. All students should familiarize themselves with the University Policy on Cheating and Plagiarism (See the University Website) as such behaviour can result in suspension from the University.

INCOMPLETE GRADES:

Grades of Incomplete "I" will be granted only if there is a valid reason for extending the evaluation deadline and if students have a reasonable chance of improving their grade to pass the course.

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:

Students 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.

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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. Students 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 the department, the Library, Computer Services, or on the University website. 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.

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

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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