

COURSE OUTLINE		
TERM: FALL 2025	COURSE NO: DOCS 122	
INSTRUCTOR:	COURSE TITLE: DOCUMENTARY PRODUCTION II	
E-MAIL:	SECTION NO(S):	CREDITS: 6.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Liłwat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

COURSE FORMAT

A minimum scheduled eight hours per week of classes, workshops, mentored production meetings, studio instruction and supervised editing lab work over a fifteen-week period. Students are advised that an increased schedule of production hours outside of class time (beyond the above-listed minimum) is recommended to help ensure a high degree of quality in the completed projects.

The first half of the course will combine workshops, guest speakers, professional development consultations and instruction to prepare students for Project II. The second half of the course will be delivered through the mentored application of all technical, creative and theoretical principles learned throughout the program.

COURSE PREREQUISITES

DOCS 102

CALENDAR DESCRIPTION

Students continue to develop and master the hands-on production skills learned during the practical and theoretical courses of the first semester by preparing Project II, the final project of the program. Students work in a mentored environment on project planning, preparation, and execution on one or more student projects.

REQUIRED TEXTS AND/OR RESOURCES

Resource material will be provided by the instructor.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

- Develop and prepare a proposal for a short non-fiction production.
- Write a paper edit.
- Practice pre-production, production, and post-production for a short non-fiction film.
- Direct a short non-fiction film.
- Edit a short film through assembly, rough, and fine cut.

COURSE CONTENT

Week 1	Course Introductions, Roundtable, and Expectations: Students will review course expectations and be assigned their official mentor for Project II.
Weeks 2-4	Project II Development: Students will work closely with a mentor to identify and develop the narrative arc and production parameters for their final project.
Weeks 5-7	Project II Prep: Students will work through the logistical and narrative parameters required for production. This includes building a budget, and securing interviews and essential paperwork required for production.
Week 9	Shooting Script due: Students will present their finalized shooting script to their mentor for approval. Final production teams will be formed.
Weeks 10 & 11	Production: Students will be filming during this two week period with support and consultation with their designated mentor.
Week 12	Paper Edit and 1st Assembly: Students will present their paper edit and initial assembly of footage for review to their mentor.
Week 13	Rough Cut: The first complete version of the film will be reviewed with the mentor and screened with the class and additional faculty.
Week 14	Fine Cut: A revised version of the final project will be presented for final revisionary notes.
Week 15	Sound Edit & Delivery of Project II: The final sound edit combined with any last revisions of the final project are due. Final Delivery will be due in DOCS 122 Production Class as per the Capilano University Documentary Program Calendar.

EVALUATION PROFILE

The above stages of production are criteria assessed through an ongoing basis by the department, in consultation with the instructor who works directly with the student. If a student falls below the expected level of achievement during a project, the following will occur:

1. The faculty mentor who is responsible for the work will inform the student and the department of the problem.
2. The student will meet with representatives of the department to define the problem and determine steps to remedy it. At this time, a second meeting will be scheduled.
3. At the second meeting, the student will be informed if they have been successful in solving the problem. Failure to correct the problem may, at the discretion of the department, result in:
 - a further probationary period;
 - removal from the project, resulting in additional work as recommended by the department to complete the project; and/or
 - an NC for the course

GRADING PROFILE

CR = CREDIT

NC = NO CREDIT

Incomplete Grades

Grades of Incomplete "I" will not be assigned in this 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. The penalty for late submissions without a medical note is 2 marks per calendar day (out of the total marks credited for each assignment) up to a maximum of one week, after which late submissions will not be accepted. Exemptions for any other reason must be brought forward to the instructor before the due date.

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. Accommodations can be made to honour community needs and traditional practices.

Attendance

Students are expected to attend all classes and associated activities. Students are expected to arrive to class on time. A late sign-in sheet will be available at the entrance door. If you arrive after the start of class, please sign in with your name and arrival time. Chronic patterns of late arrival (or partial attendance of a 3-hour class) will have impact on your attendance and participation marks. Please make sure that you book any medical/dental appointments outside of scheduled class hours.

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-services/>

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 and procedures S2017-05 Academic Integrity 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.

SCHOOL OF 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 School of Motion Picture Arts 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.