

COURSE OUTLINE		
<b>TERM: Fall 2025</b>	<b>COURSE NO: FILM 251</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Film Crafts for Actors</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3.0</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Líl'wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sk̓w̓xwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

#### **COURSE FORMAT**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

#### **COURSE PREREQUISITES**

16.5 ASAS credits and ENGL 100; and ACTR100 or THTR 130; and ACTR 101 or THTR 131; and THTR 160

#### **CALENDAR DESCRIPTION**

This course develops technical skills in photography, video, lighting, audio production and media editing for acting students to apply to their project work and audiovisual communications in the field.

#### **REQUIRED TEXTS AND/OR RESOURCES**

All reading materials are provided by instructor or on eLearn site.

#### **COURSE STUDENT LEARNING OUTCOMES**

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

- \* Apply principles of composition for photography and video production
- \* Block, light, and shoot, plus record sound for video production
- \* Edit photos, sound files and video using media editing software
- \* Work collaboratively with others
- \* Draw on a variety of industry methods to initiate the creative process
- \* Produce audition tapes and edit demo reel materials for employment purposes

## **COURSE CONTENT**

### **LESSON 1: Introduction and Composition**

- Review of course goals and objectives.
- Elements of visual composition.
- Elements of photography/the photographic essay.
- Introduction to visual language and aural storytelling.

### **LESSON 2: Introduction to Sound and Sound Recording**

- The elements of sound: diegetic, non-diegetic, synchronize, non-synchronized.
- The elements of sound recording: ambience, voice, music and sound effects.
- Sound recording equipment: microphones, polar patterns, recorders, dual and single systems.
- Review photographs from class 1.
- Introduction to the audition tape (video).

### **LESSON 3: Introduction to Media Editing, Part I**

- Introduction to video Non-Linear Editing
- Introduction to an Image Editor
- Introduction to a Sound Editor
- Fundamentals of audiovisual editing.

### **LESSON 4: Lighting Workshop**

- Three-point lighting: key, fill, backlight.
- Basics of light: Indoor (3200K) vs. outdoor (5600K) colour temperature, mixed temperatures.
- Working with light: cutting, coloring, diffusing, directing, etc.
- Using backdrops and backgrounds.
- Grip, gaffing and safety basics.

### **LESSON 5: The Video Camera & Microphone**

- Review of Lighting Lesson from Week 4.
- Understanding the video camera.
- White balance, focus, aperture and zoom.
- Camera support, tripod, batteries.
- Working with sound in camera: microphones, inputs and monitoring.
- Camera composition with movement.
- Field production techniques.

### **LESSON 6: Shooting the Audition Tape**

- Students shoot their audition tapes under the supervision of the instructors incorporating the lesson materials from previous weeks.

### **LESSON 7: Writing for Two-Hander Project**

- Introduction to the script writing process: formatting, technique, and outcome.
- Students begin writing their two-hander scenes.
- Students organize into production units.

- Intro to basic production management and locations.
- The script breakdown.

**LESSON 8: Production Mgmt/Video Editing Part II**

- Previz “shoots” for each project continue as needed.
- Advanced video editing techniques & media management.
- Strategies for editing footage and acquiring the type of footage needed for editing.
- Compression, output, uploading to social media sites.

**LESSON 9: Two-Hander Production Block**

- Students produce their 2-minute two-hander scenes within their production teams.

**LESSON 10: Two-Hander Production Blk**

- Students continue to produce their 2-minute two-hander scenes within their production groups
- Students who have completed production begin editing their films.

**LESSON 11: Final Edit**

- Students edit their two-handers in edit lab.

**LESSON 12: Screening and Feedback**

Assignment #6: Two-Handers due

Screening of students’ Two-Hander final project

**EVALUATION PROFILE**

Technical, Composition, and Sound Assignments	40%*
Audition Tape	20%
Two Character Scene Study	30%
*Participation, Professionalism, and Attendance	10%

Note: No individual assignment will be worth more than 35%

Total: 100%

**\*Participation and Professionalism**

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 cooperation 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.

**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.

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

**Attendance**

Students are expected to attend all classes and associated activities.

**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.