

CAPILANO UNIVERSITY	
COURSE OUTLINE	
TERM: Fall 2017	COURSE NO.: IDF 128
INSTRUCTOR:	COURSE NAME: Production Management
OFFICE: LOCAL:	COURSE CREDITS: 3

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

COURSE FORMAT: 4 lecture hours per week over 15 weeks.

COURSE PREREQUISITES: None.

Note: IDF 128 is equivalent to MOPA 104. Duplicate credit will not be granted for this course and MOPA 104.

COURSE OBJECTIVES:

General: The students will learn the processes involved in planning, budgeting and managing a production, with specific reference to the Indigenous production sector.

Student Learning Outcomes: Upon successful completion student will be able:

- describe the structure of the Indigenous film/TV/broadcasting sector;
- describe the role and duties of the producer and production manager;
- prepare a production plan and budget;
- employ and analyze the production management process;
- pitch a production project;
- identify the funding sources for production, and specific sources for Indigenous production;
- complete production budgets, plans and full application.

COURSE CONTENT:

WEEK	CONTENT
1	Overview of industry structure – television and film and sources of funding
2	Roles and duties of the producer
3	Guest Speakers panel – producers
4	Roles and duties of the production manager

WEEK	CONTENT
5	Guest Speakers panel – production managers
6	Research for production planning
7	Budget preparation – field trips to services providers, equipment rentals and sales companies Assignment I: Research outline
8	Budget preparation – field trips to services providers, equipment rentals and sales companies
9	Budget preparation – field trips to services providers, equipment rentals and sales companies
10	Budget preparation – field trips to services providers, equipment rentals and sales companies
11	Budget preparation –Budget and invoice development
12	Production planning and management; Developing schedules Assignment II: Budget
13/14	Sources of funding for production, and specific sources for Indigenous production Assignment III: Pitch presentation package
15	Formatting and packaging the production package Assignment IV: Funding application production package

REQUIRED TEXT: Resource material will be provided by the instructor.

EVALUATION PROFILE:

Standards of Professional Behaviour Expectations:

Professionalism	5%
Self-awareness skills	5%
Communication skills	5%
Teamwork skills	5%
Quiz	10%
Assignment 1 Research outline	15%
Assignment II Budget	15%
Assignment III Pitch presentation	20%
Assignment IV Funding application package	20%

TOTAL: **100%**

Professionalism, self-awareness skills, communication skills and teamwork skills are used for the purpose of evaluation and are described under the IIDF Standards for Professional Behaviour Expectations. Students will be given regular feedback on their progress during the course.

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%	

ASSIGNMENTS:

All assignments are tailored to ensure students are aware of the cultural, social and political implications of Indigenous television and film. All exercises and assignments must be completed.

Assignment 1 Develop a research outline of a list of anticipated expenses for one of the example project.

Assignment II Develop a budget based on the field trip research and the example project.

Assignment III As a group, develop a power point, screening clip (stock footage provided) and oral presentation for in-class pitch.

Assignment IV As a group, complete a funding application package. Develop a funding application package for a short story using the format from a popular funding sponsor agency.

OPERATIONAL DETAILS:

UNIVERSITY POLICIES

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.

EMERGENCY PROCEDURES

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

ATTENDANCE

Regular attendance is essential. Please refer to the IIDF Standards for Professional Behaviour Expectations.

Penalties for Missing Class

Attendance will be taken daily. Please refer to the IIDF Standards for Professional Behaviour Expectations.

Responsibility for Material Covered during a Missed Class

When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assigned readings and handouts.

PUNCTUALITY

Punctuality is essential. Please refer to the IIDF Standards for Professional Behaviour Expectations.

PENALTIES FOR LATENESS

Students more than 15 minutes late for class will be marked absent.

PARTICIPATION

Students will be evaluated on knowledge of readings/assignments as recommended in class, attendance and active engagement in class discussions.

LATE ASSIGNMENTS

All assignments must be presented at the beginning of class on the due date.

Acceptance of Late Assignments

Late assignments will be accepted only if a doctor's certificate of illness or a death certificate, in the case of the death of a close family member, is provided, or the instructor has given approval for a late submission date.

Late assignments will not be accepted after the assignments have been returned and the answers discussed in class.

Make-up Quizzes

Students will be allowed to make up quizzes only if a doctor's certificate of illness is provided, in the case of the death of a close family member, a death certificate is provided, or the instructor has given approval for a late submission date.

CHEATING AND PLAGIARISM

Definition of Plagiarism

Plagiarism is the intentional or unintentional presentation of another person's work, ideas, insights, interpretations, sequence of ideas, or oral historic knowledge as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship.

Information about Cheating and Plagiarism

Information about how to avoid plagiarism by proper documentation of sources is available from the Library and the Writing Centre.

Oral Examination

In cases in which plagiarism is suspected, the instructor may require a student to take an oral examination on the assignment submitted before a grade is given on that assignment.

Penalties for Cheating and Plagiarism

A grade of "0" for an examination, quiz or assignment, or "F" for the course, may be assigned if cheating or plagiarism has taken place. First incidents deemed to be particularly serious, or second or subsequent incidents of cheating and plagiarism, will be dealt with under the provisions of the *University Policy on Cheating and Plagiarism*.

University Policy on Cheating and Plagiarism

All students should familiarize themselves with the *University Policy on Cheating and Plagiarism* as such behaviour can result in suspension from the University.

GRADES OF INCOMPLETE "I"

Assignment of Incomplete

Students who fail to meet deadlines during the semester will not be granted an Incomplete "I" without prior approval of the instructor. Arrangements should be made in writing between the instructor and the student specifying the exact nature of the work to be done and the date it is to be submitted.

Conditions for Granting an Incomplete

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.

Grades of Incomplete "I" will be given if a doctor's certificate of illness or a death certificate, in the case of the death of a close family member, is provided. If the extension date for the submission of incomplete assignments is not met, the grade will automatically revert to the grade based on the student's present achievements.

ENGLISH USAGE

Standard of Usage

At the first year level, students are expected to write in clear sentences and to produce organized and developed paragraphs. 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).

Evaluation

All assignments are marked for correct English usage. It is the responsibility of students to proof-read all their writing for any grammatical, spelling and stylistic errors.

FORMATTING

All essays or similar work submitted for grading must be typewritten.

PROFESSIONAL BEHAVIOUR

Students should be able to demonstrate a professional attitude and behaviour toward work, fellow-students and their instructor. Each student 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 constructive response to criticism. Please refer to the IIDF Standards for Professional Behaviour Expectations.

COMPUTER COURSE REQUIREMENTS/POLICIES

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 web site.