

# CAPILANO UNIVERSITY COURSE OUTLINE

IDF 142 – TECHNICAL DIRECTING

Spring 2018

Division	School of Motion Picture Arts	
Course Name	<b>IDF 142 – Technical Directing</b>	Credits: 3
Instructor	<a href="mailto:x@capilanou.ca">x@capilanou.ca</a>	604.986.1911 local
Office		

## VISION STATEMENT

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

<b>COURSE FORMAT</b>
Four lecture hours per week over 15 weeks, which includes two weeks for final exams.
<b>COURSE PREREQUISITES</b>
None.
<b>Note:</b> IDF 142 is equivalent to MOPA 100. Duplicate credit will not be granted for this course and MOPA 100.

<b>STUDENT LEARNING OUTCOMES</b>
<b>General</b> This course is designed to familiarize students with the foundation processes, paperwork, and procedures involved in filmmaking at all levels. From developing a story through to production models, it lays the groundwork upon which all filmmaking is built. This includes introducing students to the core elements of the sequence of events on set: block, light, rehearse, and shoot, while describing, in detail, the various and specific functions of the production team and giving students multiple opportunities to apply their learning on set.
<b>Instructional</b> Upon successful completion of this course the student will be able to * Collaborate with technicians and other crew members on a film set; * Describe the responsibilities of the filmmaking crew on a set; * Schedule both preproduction and production; * Complete production paperwork; * Structure and develop a story from concept to set; * Employ individual and team discipline necessary to complete the collaborative tasks of filmmaking.

<b>PROGRAM LEARNING OUTCOMES</b>
<b>Program Mission</b>
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.
<b>Program Goals</b>
<p><b>Knowledge:</b> 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.</p> <p><b>Skills:</b> To enable students to apply appropriate management practices and procedures. To encourage proper set etiquette and crew team-work.</p> <p><b>Value:</b> To demonstrate and encourage industry standard professionalism throughout the filmmaking process.</p>

<b>PROGRAM STUDENT LEARNING OUTCOMES</b>
<p>Students successfully completing this program will:</p> <ol style="list-style-type: none"> <li>1. Employ creative principles to develop a screenplay and critique scripts for production purposes;</li> <li>2. Execute basic film directing skills, including conceiving a visual strategy for telling a story using motion picture arts, working actors and leading a film crew;</li> <li>3. Design and produce sophisticated short independent films while employing protocols of professional film set procedures and advanced technical skills in a professional manner;</li> <li>4. Schedule and budget the pre-production, production and post-production of short independent films;</li> <li>5. Identify and describe major factors that influenced filmmaking over the course of cinema history.</li> </ol>

**REQUIRED TEXTS**

Mohansky, T. (2007). *Film Terms A-Z. Vancouver B.C.*: First Wave Publishing ; 1<sup>st</sup> Edition (2011).  
*Crew Responsibilities Book* – Motion Picture Arts, Certificate (on Moodle).

Bowen, C. and Thompson, R. (2013). *Grammar of the Shot*. Focal Press: Third Edition.

Additional readings provided by the Instructor.

*Note: L.O. = Learning Outcomes (1-5)*

**Week 1-15****WEEK 1: Introduction – Themes (L.O. #4)**

Intro and Overview

Professional Behaviour

Stages of Production

Intro Exercise A- Groups, Scripts, Schedule and Evaluation

Assignment 1: Inspiration Assignment 10%- (L.O. #5) 4 presentations per week

Assignment 2: Directors Assignment 5% (L.O. #5) Due week 7

Reading: Auteur Theory – on Moodle

**WEEK 2: Pre-Production**

Formal Systems and Classical Narrative- Discussion

Breaking down a scene- Dramatic Blocks and Blocking with Actors

Concept Meeting Demo

Assignment #3- Directors Prep & Scheduling Assignment 10%- ( L.O. #3 and #4) Due Week 13

**WEEK 3: Pre-Production**

Departments, Unions and The Chain of Command (L.O. #3)

Narrative Conventions: Suture, Eyelines, Matching Cuts and the 180 Degree Rule/The Axis

Tech Survey and Prod Meeting Demo

Casting

Meet the Actors.

**WEEK 4: Production**

PRE VIZ- Shot List, and Shot Geography (L.O #3)

A Typical Day

Blocking - In Class Exercise (L.O #3)

Block, Light, Rehearse and Shoot – In Class Exercise (L.O #3)

Call Sheet

**WEEK 5: Production Week (L.O #3 and #4)**

EXERCISE A- Shoot Day 1

**WEEK 6: Production Week (L.O #3 and #4)**

EXERCISE A- Shoot Day 2

**WEEK 7: Midterm exam (weeks 1—6)**

Assignment 2: Directors Assignment Due (L.O. #5)

Midterm

Breaking down a Script- AD terminology and production vocabulary

Additional Sound Workshop (TBC)

**WEEK 8: Foundations of scheduling (L.O #2)**

Debrief and Screen Exercise A

Breakdown Sheets and Production Boards

Additional Sound Workshop (TBC)

WEEK 9: Production Week (L.O #3 and #4)

EXERCISE B- Shoot Day 1

WEEK 10: Production Week (L.O #3 and #4)

EXERCISE B- Shoot Day 2

WEEK 11: Production Week (L.O #3 and #4)

EXERCISE B- Shoot Day 3

WEEK 12: Applied film Scheduling (L.O #2)

One-line and Shooting Schedules

WEEK 13: Production paperwork

Debrief and Screen Exercise B

The Call Sheet –collaborative in-class exercise applying all scheduling skills to date

Assignment #3- Directors Prep & Scheduling Assignment Due ( LO#3)

Screening Report is Due

WEEK 14/15:

Exam Period

Fourth hour: includes screening and evaluation sessions, release of project guidelines, meetings outside of office hours.

<b>EVALUATION PROFILE</b>	
Assignments*	25%
Exercise A	15%
Exercise B	15%
Midterm exam	15%
Final exam	20%
Attendance, Participation, Professional Behaviour	10%
<b>Total</b>	<b>100%</b>

<b>*ASSIGNMENTS</b>	
Assignment 1: Inspiration	10%
Assignment 2: Directors Assignment	5%
Assignment 3: Prep and Scheduling Assignment	10%
<b>Total</b>	<b>25%</b>

Exercise A is an in-class Production Exercise. Groups of 4 will prep and produce 4 short projects (2 projects per class) in two consecutive classes. Roles will include: Director, AD, Cam Op and Sound Mixer/Boom Op. Each student will deliver one complete project.

Exercise B is an in-class Production Exercise. Groups of 6 will prep and produce 6 short projects (2 projects per class) in three consecutive classes. Roles will include: Director, AD, Cam Op, Sound Mixer/Boom Op, Grip and Electric. Each student will deliver one complete project.

Inspiration Assignment : What is it in your life that inspires you? For this assignment, students will do a 3-5 minute presentation about what inspires them. The structure for the presentation should be a story, with a beginning, middle and end. The subject might be a person, music, a moment, a mentor, a

concept, activity etc... Students may choose to play an instrument, show artwork, or talk about work or a project that has been done in the past.

Directors: From the list provided, individuals will choose a Director, research and write a 1000 word essay about that Director. The paper should include: biographical details, themes, aesthetics and production notes.

Prep and Scheduling Assignment: Complete a Synopsis, Directors Statement, Cast Breakdown, Visual Concept, Beat Sheet, Shot Geo and Shot List, Script Breakdown, Breakdown Sheets, Online Schedule, Day out of Days and Call Sheet based on a production scenario.

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.

<b>ENGLISH USAGE:</b>
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.
<b>STUDIO/FILMING DISCIPLINE:</b>
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.
<b>COMPUTER COURSE REQUIREMENTS/RESPONSIBILITIES:</b>
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.
<b>ELECTRONIC DEVICES/LAPTOPS:</b>
Use of electronic devices is not allowed during class time, except at the discretion of the instructor.
<b>COMPUTER LAB USAGE:</b>
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.
<b>PARTICIPATION/PROFESSIONAL BEHAVIOUR:</b>
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.
<b>EMERGENCY PROCEDURES:</b>
Students should familiarize themselves with emergency procedures posted in the classroom.