



# CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Spring 2023	COURSE NO: IDF 208	
INSTRUCTOR:	COURSE TITLE: Line Producing and Production Management	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

*Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷmə ŋ ʔkʷəyám (Musqueam), shíshálh (Sechelt), Skw̓xwú7mesh (Squamish), and Səlílwataʔ/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 15 weeks, which includes two weeks for final exams.

## COURSE PREREQUISITES/CO-REQUISITES

None

## CALENDAR DESCRIPTION

Students will explore the function and practices of line producers and production managers in the entertainment industry, including core production workflows relating to human resources, production resources, unions and guilds, and accounting, as well as the preparation of industry standard production budget and evaluating the production requirements of professional projects.

## COURSE NOTE

IDF 208 is an approved Numeracy course for Cap Core requirements.

IDF 208 is an approved Quantitative/Analytical course for baccalaureate degrees.

IDF 208 is equivalent to MOPA 220. Duplicate credit will not be granted for this course and MOPA 220.

## REQUIRED TEXTS AND/OR RESOURCES

All resource material will be provided by the instructor. Assignments and reading will be available on eLearn.

## COURSE STUDENT LEARNING OUTCOMES

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

- Identify the job duties and responsibilities of Line Producers and Production Managers in the Media Production and Motion Picture industries;
- Describe primary management practices, procedures, and contractual relationships used by a Line Producer and Production Manager;

- Describe core production workflows relating to human resources, production and post production resources, union and guilds, and production accounting;
- Prepare Industry standard production budgets;
- Utilize industry standard production software;
- Evaluate the production, post production and delivery requirements of professional projects;
- Understand the basic sources of tax credits and funding available for production.

**CAP CORE COURSE STUDENT LEARNING OUTCOMES:**

Students who complete this Numeracy course will be able to do the following:

- Apply both analytical and numerical skills to solve problems;
- Summarize and analyse data in numerical forms;
- Interpret and draw conclusions from an analysis of quantitative data;
- Represent quantitative information in a variety of forms (e.g., symbolically, visually, numerically and verbally);
- Incorporate quantitative evidence in support of an argument

**COURSE CONTENT:****Week 1**

- Course content summary, Assignments Review
- Introduction to Line Producing, Production Management
- Line Producer, Production Manager job descriptions, necessary qualities, skills, scope of work and workflows, working with key crew
- Definition of Hierarchy on a production
- Defining Development, Pre-Production, Production, Wrap, Post Production and Delivery
- Critical Assumptions – group exercise- Script to be provided
- Union and Guilds
- Assignment #1: Union and Guilds

**Week 2**

- Review Critical Assumption group exercise- Script to be provided
- Short Form and Multiplatform productions
- Branding and Marketing
- Short form quotes, budgets, working with corporate clients
- Introduction of the Telefilm Micro budget template
- Reflection Class Exercise #1: on guest speaker Short Form Multiplatform Producer

**Week 3**

- Review Reflection Class Exercise #1: on guest speaker Short Form Multiplatform Producer
- Parts, sections, and types of a Budget
- Account Numbers, Line Items
- Review examples of budgets
- Budgeting Input – Above-the-Line
- Introduction to Scheduling: Prep, Shoot, Wrap, Post & Delivery
- Guest speaker: Department Head
- Reflection Class Exercise #2: on guest speaker Department Head – Production Designer

**Week 4**

- Review Reflection Class Exercise #2: on guest speaker Department Head
- Budgeting Input – Review Above-The-Line, Below-the-Line, Fringes
- Best practices for hiring/firing crew
- Crew management, meetings process
- Producers Mission
- Preproduction and production scheduling
- Adding Line Items to Telefilm Micro Budget
- Log Line, Synopsis Definitions
- Guest Speaker – Production Manager
- (Group) Assignment #2: “The Choice” Script – Schedule, Microbudget entry, Cast/Crew Lists, Log Line, Synopsis, Target Audience, Marketing & Distribution Plan
- Guest Speaker – Production Manager
- Reflection Class Exercise #3: on guest speaker Production Manager

#### Week 5

- Review Reflection Class Exercise #3: on guest speaker Production Manager
- Budgeting – Below-the-Line – Expenses and Gear
- Department Wish Lists
- Working with Vendors
- Rental Agreements and Insurance
- Sourcing Suppliers, Vendors and negotiating supplier deals
- Budgeting and Scheduling for Visual Effects
- Hiring the right Visual Effects Team
- Hiring the right Post Production Facilities
- Guest Speaker – Film Equipment and Gear Vendor (Wm. F. Whites)
- Reflection Class Exercise #4: on guest speaker Film Equipment and Gear Vendor

#### Week 6

- Review Reflection Class Exercise #4: on guest speaker Film Equipment and Gear Vendor
- Planning during Prep
- Budgeting and Scheduling for Post Production
- Completion and Deliverables
- Quality Control Reports
- Post Production Supervision, best practices, relationship with Line Producer and Production Manager
- Planning Graphics, Titles, Opening Sequences, End Credits
- Music Team
- Music Rights & Clearances
- Budgeting for Editorial Labour & Equipment
- Guest Speaker – Film/Television Music Composer
- Reflection Class Exercise #5: on guest speaker Film/TV Music Composer

#### Week 7

- Review Reflection Class Exercise #5: on guest speaker Film/TV Music Composer
- Budgeting/Scheduling for Opening titles, Sequences, Head and Tail Credits
- BTL continued – Other: Publicity, Marketing, General & Indirect Costs, Contingency, Promotion, Distribution
- Clearances: script, art, sound, books, magazines, photos, product placement, moral rights, copyright/logos, title search

- Insurance types required on a production
- Forms used in a production
- Critical Reading of agreements, scripts
- Review of Post Administrative Costs

**Week 8**

- Movie Magic Software Part I
- Professional Budgets
- Budgeting Best Practices
- Budgeting Best Practices
- Movie Magic Budgeting Tutorial
- Assignment #3: Movie Magic Budget Navigation

**Week 9**

- Independent Filmmaking
- Best practices, Independent Filmmaking Tips
- Pitching for Development and Licencing Funding, broadcaster/network, distributor and financier expectations
- Case Studies of Independent Filmmaking
- Discoverability, Publicity, Marketing and Promotion, expectations from broadcasters, networks, studios, distributors
- Budgeting elements for Discoverability, Publicity, Marketing and Promotion

**Week 10**

- Movie Magic Budgeting Part 2: Review Accounts, Line Items
- Introduction to Industry Standard Accounting Practices
- The role of the Production Accountant
- Purchase Orders, Invoices, Petty Cash, Chart of Accounts, Cost Reporting
- Assignment #4: Cost Report and Variance Analysis
- Guest Speaker: Creative BC Tax Analyst
- Reflection Class Exercise #6: on guest speaker Creative BC Tax Analyst

**Week 11**

- Review Reflection Class Exercise #6: on guest speaker Creative BC Tax Analyst
- Introduction to Financing and Financing Plans
- Guest Speaker – Line Producer on Tax Credits, Financing
- Reflection Class Exercise #7: on guest speaker Tax Credits, Finance Plans

**Week 12**

- Reflection Class Exercise #7: on guest speaker Line Producer on Tax Credits, Financing
- Review Part I

**Week 13**

- Review Part II
- Recommended Reading

**Week 14/15**

- Final Exam

**ASSIGNMENT(S) SUBMISSION**

- All Assessments, written submissions, learning activities, discussion forum posts, written reports and exams must be submitted via eLearn.

Note: Fourth Hour may include student meetings with instructor, screenings, document review, and online contact.

**EVALUATION PROFILE****EVALUATION PROFILE**

<b>ASSIGNMENTS</b>	
Assignment #1 – Union and Guild Research Assignment	5%
Assignment #2 - Telefilm Micro Budget, Production Schedule, Cast/Crew Lists, Log Line, Synopsis, Marketing/Distribution Plan	15%
Assignment #3 – Movie Magic Budget Navigation	15%
Assignment #4 – Reading/Analysing Cost Reports & Variance Reports	15%
Assignment #5 - Tax Credits/Finance Plans	15%
Attendance, Participation, Professional behaviour	15%
Final Exam	20%
<b>Total</b>	<b>100%</b>

**Participation/Professionalism:** 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.

**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:** All assignments are due at the beginning of class on the due date listed. Late assignments will not be accepted unless an extension has granted for extenuating circumstances, and in advance of due date by Instructor.

**Missed Exams/Labs etc.:** Make-up exams, and/or tests are given at the sole discretion of Instructor and generally only in medical emergencies or situations of severe personal crisis. Some missed activities may not be able to be rescheduled.

**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.

## COMMUNICATIONS, ONLINE BEHAVIOUR AND EXPECTATIONS

Respectful behaviour is expected in all communications, including but not limited to, communications with your instructor, collaborations with your classmates, communications in class, and posts in discussion forums. All synchronous online sessions are private and must not be shared with anyone. Students must not record classes. Some portions of this class may be recorded by Lab Supervisor for educational purposes (i.e. Guest Speakers).

Any recordings, video clips, etc. shared by instructor may not be shared outside of the class. Students have the right to turn off their camera and microphone to protect their privacy during live Zoom sessions. A photo of the student as a place marker would be appreciated. Students should ask their content questions either during the Zoom sessions, or alternatively, post them in the designated forum in eLearn.

Students are expected to check their official Capilano University email regularly, as official communication will be sent via this email address only. Additionally, you should be logging into eLearn multiple times weekly for class updates and announcements.

## 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.

## **PROGRAM OPERATIONAL DETAILS**

### **INCLUSIVITY**

In this course individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and nonvisible differences are welcomed. All members of this course are expected to contribute to a respectful, welcoming, and inclusive learning environment.

### **PRIVACY STATEMENT**

Capilano University is committed to preserving your right to privacy. The confidentiality of your information is maintained and the collection, use and disclosure of your information shall be in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA). The personal information collected by online tools licensed by the University for delivering courses are not distributed to any private organizations or used for commercial marketing. Consult Capilano University's Privacy Office for more information.

### **VIRTUAL STUDENT SUPPORT RESOURCES – FALL 2021**

Please refer to the Capilano Website for [Remote Learning Support](#) to help you succeed this semester. Services include online academic support such as Advising, the Writing Centre and the Library. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Digital Student Ambassadors:** The Digital Student Ambassadors are students at Capilano who offer peer support navigating the online learning environment or peer support with the educational technology tools such as (eLearn, MS Teams/Zoom/WebEx) please contact Digital Student Ambassadors through MS Teams Monday through Saturday at [Student Online Learning](#) or email them at [dsa@capilanou.ca](mailto:dsa@capilanou.ca)