COURSE OUTLINE		
TERM: Spring 2027	**COURSE NO: MOPA 111**	
INSTRUCTOR:	**COURSE TITLE: MOPA Projects #1 & #2**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS:** 6.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

COURSE FORMAT
Eight hours of lecture/seminar, studio instruction, and/or editing instruction per week plus additional after-class production time for a 15-week semester.

COURSE PREREQUISITES
12 credits of 100-level MOPA

CALENDAR DESCRIPTION
This course advances students' understanding of professional production roles, protocols, and practices, including scheduling, technical surveys, production meetings, lighting, shooting, and post-production workflow, building on skills acquired in MOPA 100, MOPA 102, and MOPA 108. Collaborating as groups and working in key creative or technical roles, students apply professional standards in planning and execution of a supervised in-studio project. Guided mentorship emphasizes on-set safety and protocols, professionalism, and technical competence.

REQUIRED TEXTS AND/OR RESOURCES
All required resources will be provided by the instructor.

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

- Recognise the team work aspects of all production roles, responsibilities, and workflows in pre-production, production, and post-production;
- Communicate and collaborate professionally using industry standard terminology;
- Understand production plans, including script supervision and breakdowns, scheduling, and coordination of production activities;

- Participate and collaborate in key production processes, including concept meetings, technical surveys, and production meetings;
- Understand the post-production process from pre-production through delivery.
- Produce complete and accurate production documentation and deliverables to industry standards.

COURSE CONTENT

Week	
1	**INTRODUCTION** **Introduction** - Intro and overview of class & assignments - Shared responsibility for safety & story - Story, plot, theme, & style - Visual & aural concepts **Understanding Axis / Personal film assignment** - A reminder of the axis of action & the 180-degree rule - Eyeline matching - Shot-reverse-shot geography - In-class group Axis exercise - Overview of "Personal Film (Axis) Assignment"
2	**DEVELOPMENT** **Production Roles & Paperwork** - Intro to the production and post roles - The paperwork of a working set - The various pre-production and departmental meetings - Planning your shoot day **Pre-Production/Post-Production Prep** - Working with dual-system - Data management and post pipelines - Constructing meaning – Film theory - Beginning the Edit – First assemblies

3	**DEVELOPMENT** **Creative Concept Lecture** - Developing your own creative vision - The Concept Meeting – who is there and what goes on (mock meeting) - Listening circle: Who has a voice? Who is listened to? How are decisions made? **Cine Theory / Composition** - Key visual principles such as the rule of thirds and framing - The relationship between foreground, mid ground, and background - Identifying and analyzing camera angles and movement how they shape meaning, emotion, and audience perspective - The fundamentals of lighting and how choices in light influence your storytelling
4	**DEVELOPMENT** **Cine Gear & Set Ups** - Common lighting equipment (C-stands, flags, diffusion) and their on-set functions - The fundamentals of basic lighting configurations On-set safety and collaboration protocols - How lighting changes in direction, quality, and colour to shape meaning/storytelling **Movie Magic Scheduling (MMS)** - The basics of AD script breakdown, introduction to motion picture scheduling software to create strip boards and generate reports for efficient production workflows. - Shot order vs Story Order
5	**DEVELOPMENT** **Student Concept Meetings** - **In studio:** Listening circle - Share story idea, style, and vision - Outline cast, crew, locations, props, and technical needs - Refine the creative and logistical choices through team suggestions and feedback **Script Supervision** - The role of the Script Supervisor - Continuity, timing, and detailed notes to support the director/editor - Spotting and notating wardrobe, props, actor movement, and dialogue consistency

6	**PRE-PRODUCTION** **The Film Set (Props & Flat Assembly)** - **In studio:** Simple construction techniques, safety practices, and materials to build modular flats - Safety on set and in the build stage **Tech Surveys** - **In studio:** Set timelines, responsibilities, and prep for production - Assess lighting, sound, power, and camera needs – begin to build your lighting design - Shot lists and scheduling details based on tech survey notes
7	**PRE-PRODUCTION** **Pre-Production Gear Tests** - **In studio:** Identify potential technical issues and solutions specific to production - Determine specific camera, sound, lighting & grip gear required for the production - Check out and test all equipment required for production **The Post Roles** - Working collaboratively in post-production - Understanding post roles and how they interact with one another - How post will work on the upcoming productions
8	**PRODUCTION** **In studio: Selected scene shoot & problem solving in preparation for full shoot** - Using industry protocol, set up and shoot a short scene from your film - Troubleshoot common on-set challenges and time management - Listening circle – a structured roundtable after wrap—student-led reflection on how it went, what to expect next time, ways to support one another
9	**PRODUCTION** **In studio: Cohorts 1 & 2: Two full production days this week.** **Cohorts 3 & 4: Professional Development** **Axis films screening**
10	**POST-PRODUCTION** **Cohorts 1 & 2: Post-Production** - Ingesting, Assembling a Roughcut, Graphics **Cohorts 3 & 4: Two full production days this week.**
11	**POST-PRODUCTION** **Cohorts 1 & 2: Post-Production** - integrating notes and refining roughcut to fine cut **Cohorts 3 & 4: Post-Production** - Ingesting, Assembling a Roughcut, Graphics
12	**POST-PRODUCTION** **Cohorts 1 & 2: Professional Development** **Post production/Editing continues**

	- integrating notes and refining **Cohorts 3 & 4: Post-Production** - integrating notes and refining roughcut to fine cut
13	**POST-PRODUCTION** **Post-Production** - Picture & Sound Finishing - Locking a Cut, Handing off to Sound & Online - Screenings and reflections.
14/15	**FINAL EXAM PERIOD**

EVALUATION PROFILE

Assessment	Value
Attendance Attendance and punctuality are integral to your success in this course and in the industry at large. Alert your instructor by email if you expect to miss a class.	5%
***Participation & ****Professionalism** Engagement, participation, and professionalism grades reflect not only your contribution to discussions and exercises in class, but also your reliability, your preparedness, and your ability to work respectfully as part of the team.	10%
Crew Roles Survey (Production & Post) Students will demonstrate their understanding of key studio roles, post-production roles, and collaborative production responsibilities by reviewing the *Book of Jobs* and completing an eLearn quiz consisting of multiple-choice and short-answer questions. Students will identify their preferred production role(s) for the short film and commit to executing the role they are assigned to a professional standard.	10%
Personal Film (Axis) Assignment An individual one-minute film of any genre/style that includes showing off your knowledge and understanding of axis: establishing, changing, then returning to the original axis. Your first deliverable will be to write a short post-production memo outline your post plan for this film. This assignment *could* utilize dual-system recording.	20% (5% post + 15% film deliverables)
Scheduling & Script Supervision Quiz Students will complete a brief 10-queston quiz to demonstrate their understanding of the role and fundamentals of script supervising and basic industry scheduling software functions.	10%
Production Set Days Students will be graded by instructors on their performance of the role they have been assigned including on set safety and communication on set.	20% (10% x 2)

Post Production – First Year Films Technical and creative competence in the performance of their post-production role, ability to collaborate effectively as part of a team, and to meet the demands of the post-production schedule.	15%
Video Reflection Through a short to-camera video submission students reflect on their production and post-production experience: what they learned, what was unexpected, after participating in their studio productions.	10%
TOTAL	100%

*** Participation:** 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. The correct delivery of Exercises will also factor into the Participation Mark.

****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
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. Missing 3 classes may result in a failed grade. Alert your instructor and team by email if you expect to be absent or late.

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 Safe Alert 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 Policy and B.401.1 Sexual Violence 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.

DEPARTMENT OR PROGRAM OPERATIONAL DETAILS

Student Rights and Responsibilities, Academic Integrity Policy, Student Code of Conduct Policy, Discrimination/Bullying/Harassment Policy

https://www.capilanou.ca/student-services/resources/policies/student-code-of-conduct/