

## CAPILANO UNIVERSITY COURSE OUTLINE

MOPA 118 – PRODUCTION & POST-PRODUCTION

Spring 2017

Division	School of Motion Picture Arts		
Course Name	MOPA 118 – Production & Post Production	Credits: 3	
Instructor			604 986 1911
Office	BC - offices		

### VISION STATEMENT

The School of Motion Picture Arts is dedicated to inspiring a new generation of independent Canadian filmmakers through the fostering and mentoring of emerging talent utilizing progressive learning environments and authentic production experiences, such that graduates make valued contributions to the global media culture.

### COURSE FORMAT

Twelve lecture hours per week, for 6 weeks.

### COURSE PREREQUISITES

Completion of 15 MOPA 100-level credits.

### STUDENT LEARNING OUTCOMES

#### General

This course builds upon and reinforces the knowledge and skills acquired in Technical Directing, Cinematography and Post Production. The classroom will become a production office and set so that students can be taught and shown the procedures and protocols for running a production from the distribution of a script through delivery. Students will collaborate in groups under the direct supervision of instructors to make a two-minute film that follows professional standards and practices; and with instruction that emphasizes the following: concept meeting, scheduling, technical survey, production meeting, blocking, lighting, rehearsing, shooting, post production and production management.

#### Instructional

Upon successful completion of this course the student will be able to:

- ☑ Describe and practice the specific duties of the production team in pre- production, production and post-production;
- \* Understand the language necessary to collaborate with other members of a production team;
- \* Understand how to propel a project along a creative path;
- \* Demonstrate the professionalism required to succeed in the film industry;
- \* Design and implement a schedule that takes into consideration the many variables of production;
- \* Participate in a concept meeting, tech survey and production meeting;
- \* Complete the necessary paperwork to deliver a project.

<b>PROGRAM LEARNING OUTCOMES</b>
<b>Program Mission</b>
The Motion Picture Arts Certificate 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. This Certificate forms the 100-level of the Bachelor of Motion Picture Arts Degree program and of the Motion Picture Arts Diploma program.
<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.</p>

<b>PROGRAM STUDENT LEARNING OUTCOMES</b>
<p>Students successfully completing this program will be able to:</p> <ol style="list-style-type: none"> <li>1. Describe the motion picture production process and demonstrate an introductory understanding of the roles of the producer, director, production designer, writer, editor and various crew positions on the set.</li> <li>2. Implement at an entry level the scripting, development, production design, pre-production, production, post-production and delivery of short dramatic narrative independent films in a collaborative manner utilizing professional standard communication skills, protocols and techniques.</li> <li>3. Acquire and apply appropriate management practices and procedures including the computational, intuitive, creative and technical skills involved in pre-production, production,</li> </ol>

post-production, such as screenplay development, breakdown, scheduling and budgeting, for small-scale projects.

4. Demonstrate keys to success, including attitude, teamwork, set etiquette, human/public relations, professional behavior and self-marketing in the established and emerging motion picture industry sectors.
5. Determine how aesthetic engagement can enable cultural contributions through the effective use of media.

### REQUIRED TEXTS

Readings will be provided by the instructor(s).

<b>WEEKS 1-6</b>	
<b>WEEK 1: Pre-Production</b>	
1.1	Prep Protocols Review
1.2	Camera Workshop
1.3	Media Composer Advanced Techniques
<b>WEEK 2: Pre-Production</b>	
2.1	The class will decide on two projects that will go into Production. Teams will crew-up in class.
2.2	Dolly Workshop
2.3	Media Composer Advanced Techniques
<b>WEEK 3: Workshops</b>	
3.1	Sound Workshop
3.2	Blocking in Depth
3.3	Post Roles, Scheduling, Delivery
<b>WEEK 4: Production</b>	
EXERCISE D SHOOT	
<b>WEEK 5: Post- Production</b>	
5.2	Review
5.3	Exercise D Post production
<b>WEEK 6: Analysis and Problem Solving – (Scheduled during week 6)</b>	
6.1	Individual Assignments DUE. Screen Assignments, Working in the industry.

Fourth hour: may include screenings, project meetings, set supervision.

<b>EVALUATION PROFILE</b>	
Assignments **(3 @ 20%)	60%
Exercise D	20%
Professionalism	20%
<b>Total</b>	<b>100%</b>

<b>**ASSIGNMENTS</b>	
#1: Individual Project	20%
# 2: TBA	20%
#3: Post-Production Assignments	20%
<b>Total</b>	60%

<b>Grading Profile</b>			
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%	

<b>OPERATIONAL DETAILS:</b>
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.
<b>ATTENDANCE:</b>
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.
<b>PUNCTUALITY:</b>
Punctuality is essential and forms part of the participation grade. Late attendance will be reflected in the student's final grade.
<b>LATE ASSIGNMENTS:</b>
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.
<b>MISSED EXAMS AND QUIZZES:</b>
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.
<b>CHEATING/PLAGIARISM:</b>
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 Calendar) as such behaviour can result in suspension from the University.
<b>INCOMPLETE GRADES:</b>
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>
You 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.