

COURSE OUTLINE		
TERM: Spring 2019	COURSE NO: MOPA 220	
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 Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT

Three hours of class time, plus an additional hour delivered on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES

25 credits of 100-level MOPA.

CALENDAR DESCRIPTION

This course teaches the functions and practices of line producers and production managers in the motion picture industry. It develops the processes involved in budgeting, scheduling, and contracts, as well as introduces the appropriate industry software.

COURSE NOTE

MOPA 220 is an approved Quantitative/Analytical course for baccalaureate degrees.

MOPA 220 is an approved Numeracy course for Cap Core requirements.

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

REQUIRED RESOURCES

Resource material is provided by the instructor. Check Moodle for assignments and readings.

COURSE STUDENT LEARNING OUTCOMES

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

1. Identify the job duties of production managers and line producers;
2. Describe core production workflows relating to human resources, production resources, unions and guilds, and accounting;
3. Prepare industry standard production budgets;
4. Utilize industry standard production budgeting software;
5. Evaluate the production requirements of professional projects.

CAP CORE STUDENT LEARNING OUTCOMES

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

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

COURSE CONTENT

WEEKS 1-15

WEEK 1:

*Line producer and production manager job descriptions; scope of work and workflows; working with key crew.

WEEK 2:

*Negotiating with unions and guilds, union and guild contracts, master production agreements, rates and fringes. Sourcing crew, negotiating crew deals, managing crew, and conflict resolution.

*Assignment #1: due week 3

WEEK 3:

* Corporate video and short form quoting, short form corporate video budgets and working with corporate clients.

*Assignment #1 due

*Assignment #2: due week 6

WEEK 4:

*Sourcing suppliers and negotiating supplier deals, production insurance, pre-production and production scheduling, and time management.

WEEK 5:

*Introduction to industry-standard budgeting: breakdowns, structures, research.

*Assignment #3: due week 10

WEEK 6:

*Introduction to industry standard budgeting software: Movie Magic Budgeting. Budget templates, globals, fringes and accounts.

*Assignment #2: due

WEEK 7:

*Movie Magic Budgeting software use and practice.

WEEK 8:

*Budgeting above-the-line and production costs.

WEEK 9:

*Budgeting post-production and other costs.

WEEK 10:

*Budgeting for VFX and animation.

*Assignment #3 due

WEEK 11:

*Production accounting procedures and reports: cost reports, hot costs, payroll, PO's and other standard practices.

*Assignment #4: due week 12

WEEK 12:

*Budgeting and production management for ultra low budget productions; analysis of an independent feature film or television series and corresponding production budget

*Assignment # 4 due

*Assignment #5: due week 13

WEEK 13:

*Budgeting and production management for ultra low budget productions; analysis of an independent feature film or television series and corresponding production budget

*Assignment #5 due

*Course review

WEEKS 14-15:

*Final exam period: no classes and exam schedule TBD. Opportunity for one-on-one student feedback.

EVALUATION PROFILE

EVALUATION PROFILE	
Assignments*	65%
Final examination	20%
Attendance (5) Participation (5) and Professional Behaviour (5)	15%
Total	100%

*ASSIGNMENTS	
Assignment #1 - Calculate union rates and requirements.	5%
Assignment #2 - Corporate video quoting and budgeting (BizX Awards)	15%
Assignment #3 -Detailed industry-standard production budget utilizing industry-standard software.	15%
Assignment #4 - Reading and using cost reports.	15%
Assignment #5 - Ultra low budget production budget (budgeting with Telefilm or Excel templates.)	15%
Total	65%

Participation

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.

Attendance

Attendance will be taken daily and will form part of the final grade (See Evaluation Profile). When students are absent from class/production, their professionalism grade will be affected. Crew time sheets will be filled out each day during production. Lateness or unexplained absences will affect professionalism grade. Additionally, where lateness or unexplained absence prevents student from executing their designated crew responsibilities, term grade for that specific role will be impacted as well – up to and including overall course failure for substantially incomplete work.

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 Moodle; 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: <http://www.capilanou.ca/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 S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/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](#).

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

MOTION PICTURE ARTS STANDARDS FOR PROFESSIONAL BEHAVIOUR

Professional behaviour is essential in employment situations in the film and television industry. Professional behaviour, combined with professional technical and craft skills are the essential components that directors, producers, writers, actors, cinematographers, editors, agents, funders, broadcasters and distributors consider when deciding to build a team, hire, cast or green light a project. By acknowledging this, the Motion Picture Arts program fosters professional behaviour by evaluating each student according to these standards.

In all student projects, professional behaviour forms part of the mark, students will be given interim reports in order to adjust behaviour that needs improvement. These standards reflect the values of professionalism in the film and television industry and represent the expected standard of behaviour required of employment in the field.

The desired behaviours are described below as “outcomes” which are followed by a list of criteria against which the student’s behaviour will be measured.

PROFESSIONAL BEHAVIOURAL OUTCOMES AND MEASUREMENT CRITERIA

1. Ability to work in peer groups

Measurement criteria: The student demonstrates:

- * Leadership by proposing goals and tasks, initiating discussion and keeping peers focused
- * Reinforcement of others by, verbally or nonverbally, encouraging and supporting others and giving recognition for contribution
- * Openness and acceptance of others’ ideas
- * Mediating by persuading members to analyze constructively differences of opinion, by searching for common ground and compromising one’s own opinion to completion of the task
- * Challenging by seeking information or elaboration from others to clarify their ideas
- * Summarizing, evaluating and closing by restating major points, helping to assess group process and decisions and by defining completion

2. Self-awareness, self-care, self-learning (self-motivation)

Measurement criteria: The student demonstrates:

- * A reflective practice which allows the student to be aware of his/her own competence in his/her position in the crew.
- * An awareness of internal and external factors in one’s personal life and how they can affect professional performance
- * The ability to identify and remediate one’s own knowledge, skills and abilities gaps
- * The ability to accept, evaluate and respond appropriately to professional criticism

3. Ethical standards

Measurement criteria: The student demonstrates:

- * honesty
- * sense of duty
- * accountability
- * integrity
- * commitment
- * respect for colleagues' dignity
- * respect for University property

4. Good work habits

Measurement criteria:

- * Shows up at call time or on time for meetings
- * Does not miss meetings or shoots
- * Dresses appropriately for shooting
- * Required notes or paperwork are effective and legible
- * Appropriate adherence to the hierarchy on the set

5. Time management

Measurement criteria:

- * Meets deadlines for prep
- * Is prepared for shoot
- * Completes tasks on time

6. Critical thinking

Measurement criteria:

- * Applies an appropriate model to assess problems facing the task at hand
- * Clearly (and collaboratively if necessary) recommends appropriate choice of action
- * Can clearly defend outcomes in a professional and ethical manner

7. Communication

Measurement criteria:

- * Displays appropriate oral communication skills within the group
- * Written communication skills are appropriate for the position
- * Paperwork is completed and submitted on time