COURSE OUTLINE		
TERM: Fall 2027	**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 respectfully acknowledges that our campuses are located on the unceded territories of the səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Nations.

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

COURSE PREREQUISITES
24 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 TEXTS AND/OR RESOURCES
There is no required textbook for this course. All readings, scripts, templates and reference material are provided by the instructor through eLearn; check eLearn weekly for assignments and readings.

Students are required to bring a laptop computer to every class (see Electronic Devices, below). Course work is completed using industry-standard production scheduling software and the Telefilm Canada production budget template, both of which are supplied or licensed through the program.

COURSE STUDENT LEARNING OUTCOMES

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

1. Identify the job duties of line producers and all other key personnel involved in producing content;
2. Describe core producer responsibilities relating to human resources, production resources, unions and guilds, and accounting in all phases of production;
3. Prepare industry standard production budgets;
4. Utilize industry standard production script breakdown, scheduling and budgeting software;
5. Evaluate the production requirements of professional projects;
6. Construct and deliver a professional pitch for a screen project.

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 analyze 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	CONTENT
1	**The Producer and the Script** – What is line producing? – The role of the producer across the five phases of production – Script breakdown overview
2	**Script Breakdowns** – The ten steps of a script breakdown – The colour revision system for production drafts of screenplays
3	**Production Scheduling I** – One-line schedules – Shooting schedules – Day Out of Days (DooD) reports – Introduction to film production scheduling software
4	**Production Scheduling II** – Determining shooting order – Creating a shooting schedule – Exporting schedules and reports – Designing a schedule to minimize cost – How a schedule becomes a call sheet

5	**Development Budgeting** – The development phase of production – A producer's script development process – Above-the-Line (ATL) costs – Introduction to film finance – Introduction to film business affairs
6	**Pre-production Planning and Scheduling** – Pre-production planning, scheduling and budgeting — Part 1 – Below-the-Line (BTL) costs – Working with unions
7	**Pre-production Budgeting: Labour Costs** – Pre-production planning, scheduling and budgeting — Part 2 – Pre-production budgeting for cast and crew labour
8	**Pre-production Budgeting: Non-Labour Costs** – Pre-production planning, scheduling and budgeting — Part 3 – Sourcing suppliers and negotiating supplier deals – Production insurance – Calculating location fees – Estimating gear requirements and vendor costs
9	**Production Cost Management** – Production budgeting – Accounts payable – Payroll – Cost reporting and variance reporting – Invoices, petty cash and purchase order systems
10	**Post-production Budgeting and Management + Pitching I** – Post-production planning, scheduling and budgeting – Picture editing labour and expenses – Music licensing, score and composer labour and expenses – Sound mixing and post sound labour and expenses – Introduction to Pitching I: the pitch as a core producer skill
11	**Delivery, Revenue and Pitching II** – Delivery procedures – Film tax credits – Chain of title – Errors and omissions – Selling content and working with distributors – Broadcast and streaming platform business models – International format sales – Introduction to Pitching II: building the pitch deck
12	**Introduction to Professional Film Budgeting I + Pitching III** – Breaking down a film budget – Introduction to Pitching III: effective pitch strategies

13	**Introduction to Professional Film Budgeting II + Pitch Workshop** – Creating a film budget – Exporting film budgets and cost reports – Pitch workshop: in-class practice pitches and feedback – Final exam review
14-15	**FINAL EXAM PERIOD: Final Exam**

EVALUATION PROFILE

Quizzes and Assignments Assignments are designed to help students actively demonstrate what they are learning. Students will be expected to apply new concepts and techniques as they are introduced, while building on previous learning wherever possible. *(No single assignment will have a value greater than 35%)*	65%
Attendance and *Participation Attendance and Participation (10%)	10%
****Professionalism** See below for definition.	5%
Final Exam	20%
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
Late assignments will be received up to one week after the assignment due date. Students who submitwork up to one week late will receive a penalty of 10 percent applied to the grade achieved on the lateassignment regardless of the day of the week on which the work is submitted. Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they havemade prior arrangements with the instructor.

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. Attendance is taken for each class and will form part of the final grade (See Evaluation Profile). This is a professional program; accordingly, students are expected to be on time and to attend every class. Arriving more than 20 minutes after the commencement of class, or leaving early, will be considered an absence.

Students with three unexcused absences are at risk of failing the course. When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs.

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.