

COURSE OUTLINE		
<b>TERM: SPRING 2021</b>	<b>COURSE NO: MOPA 428</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: <u>Advanced Producing</u></b>	
<b>OFFICE: E-MAIL</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

*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 through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

**COURSE PREREQUISITES:**

MOPA 319, MOPA 332 and MOPA 335.

**CALENDAR DESCRIPTION:**

This course is for the emerging career producer. The student will combine several skill sets that will enable them to analyze and apply producing knowledge in an industry setting. With a meaningful employment strategy in place, the student will complete a practicum to accelerate their professional development in the media industry.

**REQUIRED TEXTS AND/OR RESOURCES:**

Research guides supplied by library. Resource material provided by instructor.

**COURSE STUDENT LEARNING OUTCOMES:**

Upon successful completion of this course students will be able to:

- Analyse multi-media platforms for budgeting and financing
- Discern and interpret the pathways of the production accounting systems put in place to track and facilitate production
- Ascertain and then create nuanced financing plans and apply them to multi-platform projects
- Unpack the complexity of tax credit applications to multi-media financing scenarios
- Correlate the role of the Production Accountant, the General Certified Accountant, the Tax Credit Auditor and Canada Revenue for the production Tax Credit refund.

**COURSE CONTENT:****WEEKS 1-15****WEEK 1:**

Analyzing the multi-platform project

- The elements of the pitch deck – audience projections
- Understanding discoverability
- Estimating the Return on Investment (ROI)

**WEEK 2:**

The producer unit/the analysis of the project for production accounting purposes

- Budgeting systems
- Production Accounting Systems
- Payroll and payroll companies for employees and incorporations
- Qualifying deductions and non-qualifying deductions
- Labour laws and overtime
- Non-Canadian hires

**WEEK 3:**

Exploring funders

- Fund overview in Canada for TV, film, music, stage and gaming
- Understanding how the budgets works for crossing platforms
- Exploring financing models
- Slate funding, Co-Pro funding, corporate funding, investor funding, and crowd funding
- Private equity
- How 2<sup>nd</sup> windows are used in the finance plan
- Use pay TV and network TV sales in your finance plan

**WEEK 4:**

Calculating tax credits and multi-platform applications

- US Tax Credits vs. Canada Tax Credits
- Service Production
- Domestic Production
- How to calculate tax credits for pre-production
- Screenwriter Tax Credit
- DAVE Tax Credit
- Online portal application for CAVCO and FIBC
- *Assignment # 1 Due*

**WEEK 5:**

Tax credit manipulation and calculating final tax credits

- Working with a Tax Credit Auditor
- How Tax Credits are realized
- Understanding the CRA's role
- DPR significance
- CRTC application

**WEEK 6:**

Preparing for Bank Financing

- Cash flow

- Comfort letters
- Personal Wealth Statement and hold backs
- Interim financing requirements
- Canadian Banks
- Bank set up fees and interest reserves and legal fees
- Bank Financer Guest Speaker

**WEEK 7:**

## Alternatives to Bank Financing

- Other interim financing private companies
- Applying international sales to the Finance Plan
- How to factor International Sale Fees into Canadian Production
- Interim Financer Guest Speaker

**WEEK 8:**

## Other Formats

- Animation and Gaming
- Working in the live and multi-camera formats
- Live comedy, live concerts, live sports, and live to air vs. live to tape
- Audience procurement
- Olympics Producer/Ted Talks Producer Speaker
- *Assignment #2 Due*

**WEEK 9:**

## Other Formats

- Animation and Gaming
- Working in the live and multi-camera formats
- Live comedy, live concerts, live sports, and live to air vs. live to tape
- Audience procurement
- Olympics Producer/Ted Talks Producer Speaker

**WEEK 10:**

## International Co-Productions

- Official and unofficial co-pros
- Multi-platform
- Working with Telefilm
- How to find a co-pros partner
- International co-pros and cons and individual country production requirements
- Working in India, China, and Africa
- Understanding how the co-pro works regarding exchange rates

**WEEK 11:**

## Immigration concerns for Cast and Crew

- Gear carnets for traveling
- Working with a broker
- Brokering sets across borders
- The Green Card

**WEEK 12:**

## The post-mortem and all forms of final production reporting

- To all stake holders
- Binder requirements
- *Assignment #3 Due*

**WEEK 13:**

Our independent production and US service production in BC

- What it means to the BC economy
- Pros and Cons
- The industry prognosis
- Advanced Producer Protocols

**WEEKS 14-15:**

- Final Exam

Fourth hour: may include student meetings with instructor, screenings and online contact.

<b>EVALUATION PROFILE</b>	
Assignments*	65%
Final Exam	25%
Participation/Attendance**	10%
<b>Total</b>	<b>100%</b>

<b>*ASSIGNMENTS</b>	
<b>Assignment 1</b> – The Finance Plan and Detailed Tax Credits Calculations Student will create a finance plan from a supplied script and accompanying budget. They will calculate specific elements of the script that qualifies for Tax Credits. In addition, students will apply industry standard licensing fees to their finance plan.	20%
<b>Assignment 2</b> - Current Financing Trends in Media – Research Report Students contrast and compare current financing trends across multiple genres and platforms.	20%
<b>Assignment 3</b> - International Coproduction Research – Research Report Applying the Telefilm Coproduction rules and regulations, students will select an international country with a coproduction treaty and write a pitch scenario detailing their research on the coproduction criteria.	25%
<b>Total</b>	<b>65%</b>

**\*\*Attendance and Participation:**

Attendance will be 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 will fail 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.

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.

**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.:**

Missed exams and quizzes will be assigned a grade of zero. 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.

**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.

**English Usage:**

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). 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 notetaking only. Students 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.

**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.

**Computer lab usage:**

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.

**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-life/>

**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 another 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.