

Instructor

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 Office hours: Tue: 11:00–12:30
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Course Information

DC 380 / 480
 Room: CDM 708
 Class time:
 Week 1 : Friday 2:00 – 5:00pm
 Week 3 : Friday 12:00 – 2:00pm
 Week 4 – 7 : In groups Weekly Check-in
 Week 8 : Friday 2:00 – 5:00pm

Course Description:

Production of a digital motion picture written by students or faculty within the Digital Cinema program. Students will work as crew under supervision of faculty members heading each of the various production areas. Goal is to produce a completed digital motion picture suitable for festivals or distribution. This course has an additional fee.

NOTE: This particular section focuses on creating three short documentary portraits that focus on AccessAbility and technology. The goal is to create awareness and understanding of the challenges faced by diverse end users, including people with disabilities, in their interactions with technology.

The films are a part of a pilot program to demonstrate the challenges that can be addressed through inclusive computing practices and will be used as a resource to help designers, engineers, and other personnel to better understand the needs of diverse end users.

Students will work in teams of 4-5 as we shadow various subjects to create a visual portrait of their lives. Each piece will be complete unto itself and will stand alone. We plan to complete three short documentaries as part of this project.

This project will fulfill the Junior Year Experiential Learning requirement in Liberal Studies.

Participation Requirements:

Students applying for the project must be able to fill particular roles such as directing, producing, cinematography, location sound recording, or editing. All students, but particularly field directors and cinematographers, are required to have experience working on a documentary film.

Everybody on the team needs to have prior production experience. Space is limited on this documentary webisode project and just like in any professional production, an application with evidence of previous work and commitment is required.

Grading:

Attendance and participation during production, pre-production and Post-production with a positive attitude and in collegial spirit **70%**

Creativity, problem-solving and going beyond the call of duty **20%**

A 1-2 page self-evaluation and peer-evaluation uploaded to D2L by the end of the term **10%**

Letter grades will be based on the minimum percentages of total points earned

A	93%	Excellent
A-	90%	
B+	87%	Very Good
B	83%	Good
B-	80%	
C+	77%	Satisfactory
C	73%	
C-	70%	
D	60%	
F	0%	

Learning Goals:

This project provides unique and relevant learning opportunities for documentary filmmakers:

- 1) Learn how to make short documentaries for a specific purpose.** It is challenging enough to complete a short documentary within a limited amount of time, but to also achieve a goal beyond entertainment requires collaboration, communication and a vision for bringing different elements together. The extra challenge here lies in making short episodes that can be watched independently, or together as a complete film.
- 2) Utilize and push your own skills** in directing / producing / cinematography / location sound recording / editing / graphic design and writing for documentary film, while also learning to work collaboratively as one of three documentary units with an overall cohesive and creative vision.
- 3) Engage different roles and responsibilities in an exceptionally transdisciplinary studio environment** by working as a production unit within a larger creative team, creative problem-solving and meeting regular milestones.

DATE	Activities Topics	Assign Due
9/9 Friday 2 – 5pm 1	Introduction to Project – AccessAbility Goals, expectations Assign Groups Create Schedule for the quarter <ul style="list-style-type: none"> - Potential pre-production and production dates - Pre-interview date with subjects - Meeting dates with Anu - Rough cut & fine cut deadlines - Graphics & Titles 	Watch assigned films Check out assigned websites
9/16 2	<p>Schedule meeting time with subjects (Anu and/or Cynthia will be present for first meeting)</p> <p>Write a Treatment or an Outline for the short film.</p> <p>Use your meeting to create a weekly and daily schedule of the subject’s life.</p> <ul style="list-style-type: none"> - List of activities that they participate in. - Professional – at work, traveling, interacting with colleagues etc - Personal – at home, cooking, cleaning, other chores, interacting with family and friends - Hobbies, other activities <p>Think about which of these can create a visual portrait.</p> <p>Make a list of:</p> <ul style="list-style-type: none"> - Other people you may need to talk to/interview. - Potential production days. - Interview questions for all people involved 	Assign: Preproduction Package: <ol style="list-style-type: none"> 1. A logline and synopsis of the project 2. Subject Bios (brief) 3. Interview questions for the main subjects. 4. Treatment OR Outline. 5. Shot list and/or list of visual sequences. 6. A production sheet - Shooting Schedule with locations, equipment required. 7. All Release forms (scanned and uploaded after first meeting or first day of shoot) 8. Any permits needed for locations, location releases.
9/23 3 Friday 12-2pm	DUE: Pre-production Packages Reserve Equipment Schedule Interpreter if needed.	
9/30 to 10/21 4 - 7	Production completed during week 4 – 6. Week 7 is pickups. Weekly updates/check-in with Anu	Assign – Transcribe interviews and log footage immediately.
10/21 7	Initial Assemblies due: 5-8 minutes	
10/28 8	Rough Cuts – Feedback Guest Filmmaker in attendance	
11/4 9 - 10	Fine Cuts. Sound Design and Color Correction will be completed later.	

Class Policies:

This class replicates the professional model and you are expected to adhere to professional standards. Team members who do not carry their weight, repeatedly cause distractions or generally exhibit an attitude that erodes team morale may be “fired” from the project and accordingly fail the class.

- Faculty interaction: The class meets on pre-determined times for the first two weeks of the quarter and two weeks near the end of the quarter. The instructor will be checking in with each group on a weekly basis.
- A detailed schedule and timeline that specifies milestones and deadlines will be defined by the beginning of the project.
- Plagiarism: It is your professional responsibility to ensure that all submitted work is your own. Please read DePaul's policy on plagiarism and other academic integrity violations at: <http://academicintegrity.depaul.edu/ContributionFolder/Resources/Students/ViolationDefinitions.html#aiPlagiarism>
- Student rights: You have rights as a student. To learn about these rights please read DePaul's policies for students regarding student rights, located here <http://sr.depaul.edu/catalog/catalogfiles/current/undergraduate%20student%20handbook/pg51.html>
- Incomplete: An incomplete grade is given only for an exceptional reason such as a death in the family, a serious illness, etc. Any such reason must be documented. Any incomplete request must be made at least two weeks before the final and approved by the Dean of the School of Computer Science, Telecommunications and Information Systems. Any consequences resulting from a poor grade for the course will not be considered as valid reasons for such a request.
- Students with disabilities: If you feel you need an accommodation based on the impact of a disability please contact me privately to discuss your specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate accommodation based on your needs, contact me as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted either:
 - PLuS Program (for students with LD or AD/HD) at <http://studentaffairs.depaul.edu/plus/>
 - The office of Students with Disabilities (for all other disabilities) at <http://www.studentaffairs.depaul.edu/studentswithdisabilities/>

Online Instructor Evaluation: Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over two weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online at <https://mycti.cti.depaul.edu/mycti>