

Winter 2023-2024 | Tuesday 6:00pm-9:15pm | Cinespace Room 101 / Stage 21A

Mode: Lecture

Instructor: Cynthia Harrig

Phone: 773-501-6204 (prefer text)

Email: charrig@depaul.edu

Office: Please contact instructor to schedule in-person meeting time and location

Office hours: Tuesday 4:30pm - 6:00 pm, Stage 21A (before class at Cinespace) or by appointment.

Course Description: This advanced camera workshop instructs students on the specific camera department jobs of 1st & 2nd Camera Assistants and Data wrangler in a narrative film environment. Students will learn how to build, maintain, and utilize advanced camera equipment, follow set protocols, apply industry standard processes to safely record and download media.

Prerequisite: FILM 250

Learning Outcomes:

- The ability to troubleshoot the problems that occur when using multiple complex filmmaking technologies.
- Demonstrate the skills necessary to competently operate digital cameras equipment.
- Display the on-set skills and set protocols utilized by camera crew.
- Analyze, evaluate, and choose appropriate camera equipment packages.

Academic Calendar: Winter Term

<https://academics.depaul.edu/calendar/Pages/default.aspx>

Date	Event
Friday December 1, 2023	Tuition Due: Winter Quarter 2024
Saturday January 6, 2024	Begin Winter Quarter 2024 Classes
Friday January 12, 2024	11:59 PM Deadline to add classes to WQ2024 schedule
Monday January 15, 2024	Last day to apply for Winter degree conferral
Monday January 15, 2024	Martin Luther King Day - University officially closed
Friday January 19, 2024	Last day to drop WQ2024 classes with no penalty (100% refund of tuition if applicable and no grade on transcript)
Saturday January 20, 2024	Grades of "W" assigned for WQ2024 classes dropped on or after this day
Monday January 22, 2024	Last day to select pass/fail options for WQ2024 classes
Friday January 26, 2024	Last day to select auditor status for WQ2024 classes
Saturday February 3, 2024	Begin WQ2024 optional mid-term exam week
Friday February 9, 2024	End WQ2024 optional mid-term exam week
Friday February 23, 2024	Last day to withdraw from WQ2024 classes
Friday March 15, 2024	End WQ2024 Day & Evening Classes
Saturday March 16, 2024	Begin WQ2024 Day & Evening Final Exams
Friday March 22, 2024	End Winter Quarter 2024
Friday March 22, 2024	End WQ2024 Day & Evening Final Exams

Date	Event
Saturday March 23, 2024	Begin Spring Break
Friday March 29, 2024	End Spring Break
Saturday March 30, 2024	"IN" grades issued Spring/Summer 2023 lapse to "F"
Saturday March 30, 2024	"R" grades issued Winter 2023 lapse to "F"
Saturday March 30, 2024	Grades Due: Winter Quarter 2024

Textbooks and printed resources:

Handouts and videos: As assigned on D2L

Web Resources:

- <https://nofilmschool.com>
- <https://www.fdtimes.com/>
- <https://www.focuspulleratwork.com/podcast-1>
- <https://teamdeakins.libsyn.com/>

Web Resources for Cinematographers:

<https://sites.google.com/view/webresource/home?authuser=0>

Software needed to complete assignments:

- Editing platform-Final Cut Pro, Premiere Pro, or Avid
- Quicktime
- Word processing program

Grading:

Class Participation & In Class Activities	20%
Quizzes and Homework	40%
Final In-Class Written Exam	20%
Camera Certification	20%

Letter Grade	= Points	Letter Grade	= Points	Letter Grade	= Points
A	93-100	C+	77-79	D-	60-62
A-	90-92	C	73-76	F	0-59
B+	87-89	C-	70-72		
B	83-86	D+	68-69		
B-	80-82	D-	63-67		

Changes to Syllabus

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class and posted under Announcements in D2L.

COVID-19 Health and Safety Precautions

The health and safety of everyone at DePaul depend on the cooperation of all who come to campus. By taking care of yourself, you protect the entire community. DePaul’s COVID-19 response plans are based on the latest guidance from the Centers for Disease Control and Prevention, the Chicago Department of Public Health and the university’s medical advisor from AMITA Health.

Mandatory protocols must be followed by DePaul students, faculty and staff at all times on both campuses <https://resources.depaul.edu/coronavirus/Pages/default.aspx>

Respect for Diversity and Inclusion at DePaul University as aligned with our Vincentian Values

At DePaul, our mission calls us to explore “what must be done” in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time, the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

Online Course Evaluations

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 three weeks. Students do not receive reminders once they complete the evaluation. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

More information can be found at <https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx>.

Posting work on online sites, such as Hero

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Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the [University Academic Calendar](#). Information on enrollment, withdrawal, grading and incompletes can be found at:

<http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

Incomplete Grades

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at <http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx>

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

1. Loop Campus (312) 362-8002
2. Lincoln Park Campus (773) 325-1677
3. Email: csd@depaul.edu

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gregory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.

Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.

Attendance

Classes will consist of lecture, discussion, quizzes and hands on exercises. Most of the work is done in class. Attendance is recommended to get the full value of the class. Missed classes affect Class Participation and can have a negative effect on your final grade.

Class Participation

You are expected to join in class discussions and participate in activities. A portion of your grade is set aside for the "in class" exercises. If you miss the class, you get a 0.

SCA Safety Training

In order to make reservations for space or equipment students will need to complete the SCA Production Training. The process has been updated for Fall 2023, and additional information will be posted on D2L.

The SCA Production Training Link for the class will be accessible by clicking the "SCA Central" tab and then clicking "Info and Resources." All students should watch the video presentations and take the quizzes as soon as possible if they intend to access resources. Any students who have not taken and passed the training will not be able to make reservations for space or equipment until they have done so.

Digital Assignments

All assignments handed in digitally must include your name and the title of assignment, and the **file name should contain your name.**

Examinations

Students who do not take exams during the regularly scheduled time will receive a failing grade for the exam unless they have contacted the instructor in advance to arrange for a make-up exam. Make-up exams will be administered by the College according to its make-up exam schedule.

Working in Groups

A major component of film production is teamwork. It is your job as a team to work through conflicts. If things become unmanageable, I encourage you to meet with me as a team and I will help mediate/resolve the situation.

The Stage

Some workshop/Lab time will be held on the production stage. There is no eating or drinking allowed on the stage. Wrap all equipment when finished and return to the designated area. The entire class will be held responsible to return the stage to the order it was in when found. **NO STUDENT LEAVES CLASS** until the stage is in proper condition.

SCA Production Office

The Production office, located in LL Daley Building is an invaluable resource to all DePaul student filmmakers. The office can answer general questions about navigating filming inside or outside of DePaul, SCA facilities and equipment, and provide resources for casting, insurance, crew calls, etc.

Office hours and Production Office information are available on the CDM Production Resources page [here](#).

SCA Central

Run by The Production Office, SCA Central is our online information hub, filled with resources including the SCA Production Handbook, pre-production templates, waivers/contracts, job listings, SCA events, local production community news & events, internship opportunities, etc.

[Find it on D2L and make it your home page.](#)

SCA Production Handbook

Required reading for all SCA Students prior to equipment/stage/studio reservations, The SCA Production Handbook is an invaluable resource to all DePaul student filmmakers. Guidelines, policies, and procedures for filming at DePaul; using SCA facilities and equipment; and answers to questions regarding SCA resources and building contacts, are found inside. The handbook is updated regularly on [SCA Central](#) and also linked to the CDM Production Resources page [here](#).

Talent Waivers

Talent waivers must be signed by any outside talent (non-DePaul students) and submitted to The Production Office **prior** to camera rolling for any projects. Waivers and other commonly used forms can be found on [SCA Central](#) under "Info & Forms".

DePaul Production Insurance

DePaul production insurance **does not cover** the use of fire (including pyrotechnics and fireplaces), use of vehicles for shooting (moving or stationary), or animals of any kind and is therefore not permitted for SCA projects unless proof of personal production insurance is provided.

Read more about DePaul's requirements via the SCA Production Handbook. Any questions about DePaul's insurance should be directed to The Production Office *well before* shooting begins (production@cdm.depaul.edu).

Use of Prop Weapons

Rules and regulations **MUST** be followed when using prop weapons, including firearms. The instructor must approve the appearance of a prop weapon in any student film, including class syllabus assignments. An approved/signed Prop Weapon Request Form must be submitted to the Production Office prior to filming (find it on [SCA Central](#) under "Info & Forms"). For safety purposes, The Production Office may also review the filmmaker's plan for transportation of prop firearms prior to receiving approval for use.

ABC - Always Be Careful

Film and video production shoots can be hazardous. Above all, work safely in all situations and always think before you act. Please don't hesitate to ask faculty if you're unsure about anything regarding your shoot, in or out of class.

Class Lecture and Practice Schedule Posted Below.

This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class and posted under Announcements in D2L.

Cameras used in class may be affected by current availability. Please maximize any opportunity to practice in class with each camera type. Camera and technology resources, guides, menu simulators and videos are posted to D2L weekly to assist with studying and practicing the camera systems and functions. Please take advantage of them to better prepare for hands-on practice sessions in class.

Assigned homework is due the following week unless indicated otherwise during class.

- Students are reminded that all content covered in the homework will also have been covered in the posted lecture outlines and during in-class lecture.
- Students who miss a class are responsible for reading the online content and getting notes from classmates where possible.
- Submissions folders for each homework are available on D2L for submitting homework for missed classes.
- If you have any issues accessing homework please contact me ASAP.

* Read Handouts as assigned. Watch videos as assigned. Check D2L weekly for handouts and video links.

** Final Exam is not Open Book.

*** Camera certification process and schedule will be clarified and discussed in class prior to week 6.

Winter 23/24- FILM 358 / 458 – Course Outline Class Meets Tuesdays 6:00-9:15 on Stage 21A at Cinespace

TU	Content	Cameras	Homework / Quizzes	Due
1	1/9 Intro to Study Guides /Course Lecture: Digital Systems Demo: Canon	5 C100 3 C300 MKI 1 C300 MKII	Digital System Basics, and the Canon System	1/16
2	1/16 Lecture: Support, Camera Modes Lens Anatomy, Monitors Demo: FX9 Demo: Support Equipment, AKS	FX9	Support Equipment and Vocabulary	1/23
3	1/23 Lecture: Sensors, Formats, Apertures, ND, Aspect Ratios Hands On Practice: FX9, C300 MKII	FX9 C300 MKII	T-Stops, and the FX9	1/30
4	1/30 Lecture: Color Space, Codecs, LUTS Monitors and Cables Demo: Arri Systems Hands-On practice: Arri	Arri Alexa Arri Amira Alexa Mini	Monitors, Sensors, and the Arri Camera System	2/6
5	2/6 Lecture: 1 st AC On Set Demo: Red Systems Hands On Practice: Red	Epic W Komodo SONY FX9	The 1 st AC On Set, and The Red Camera System	2/13
6	2/13 Lecture: 2 nd AC, Loader Timecode Slate Demo: Monitor Calibration	FX9	The 2 nd AC	2/20
7	2/20 Lecture: DOF, Filters 1 st AC on Set and Prep Camera and Lens Testing Demo: Lens Prep	C300 MKII	Depth of Field and Camera Prep	2/27
8	2/27 Lecture: Environments, Safety Demo: Filters, Lens Prep Hands-On Practice: Arri, Red, Canon, SONY	Arri Alexa Red Epic-W SONY FX9 Preston	Filters, Modes and Environments	3/5
9	3/5 Hands-On Practice & Review: Arri, Red, Canon, SONY Support Equipment Testing	Alexa Mini Arri Amira Komodo Epic W FX9 Preston	Schedule Certification Test.	
10	3/12 Certification Test & Final Exam	Arri Alexa Komodo FX9	Written final Exam – in class.	
11	3/19 Certification Test	Arri Amira Alexa Mini Komodo FX9	Completed Camera Certification Due:	3/19
			Optional Extra Credit 1 – Resume: Due Optional Extra Credit 2 – Tagged MB: Due	3/22 3/22