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Office:	Online via zoom	Section:	607L
Office hours:	ONLINE via BlueStar	Class #:	35399
Email:	samantha.sanders@depaul.edu	Class Time*:	W 1:15 -4:30pm
		Lab:	F 2:00-4:00 pm
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FILM 110: Production I - LAB SECTION*

This syllabus is for the Lab Section Component of the FILM 110: Production I course. Some sections below are duplicated from the Course Syllabus. The sections that are not duplicates are **Grading, Labs, Schedule, and Attendance.*

Course Description

This course is a beginning workshop in narrative film production. This course will explore the fundamentals of production including: organization and preparation, camera and lens technology, composition, lighting, cinematography, sound recording and directing. Utilizing digital technology, students will work together to produce several films with an emphasis on visual storytelling and personal expression.

CHANGES TO THE SYLLABUS

This syllabus is subject to change as necessary during the quarter. Depending on many variables outside of our control, the assignments projected for the term may require alteration or rescheduling. If a change occurs, it will be posted under Announcements in D2L. Please ensure that campus connect and D2L have your correct email address. Also, make sure you are receiving all notifications via D2L.

UNIVERSITY

DePaul will continue to update their [COVID-19 Updates and Guidance page](#). Please visit the [Health and Safety Practices](#) page for the most current mandatory protocols.

CDM

For more specific questions about CDM, check out this page for current info: [CDM Student Frequently Asked Questions](#).

Learning Outcomes

Upon successful completion of this course students will:

- Identify filmmaking roles from concept through completion (producing, cinematography, lighting, sound recording, directing).
- Create short fiction projects.
- Illustrate principles of collaboration.
- Apply visualization and organizational skills in developing film projects.
- Utilize cameras, lights, and field recording equipment.
- Critique peer work constructively.

Prerequisites

None

Textbooks and Printed Resources

REQUIRED: None

Any supplemental readings will be provided and shared on D2L.

Supplies

REQUIRED:

1 External Hard drive (500 GB minimum)

1 USB flashdrive for project backups and submissions (8 GB)

Grip Gloves

SUGGESTED:

Audio- Closed Back Headphones (no earbuds)

G&E- Multi-tool, Flashlight, Gaff Tape, Black Wrap, Gels, Diffusion

Camera- Lens Tissue, Lens Fluid, Lens Cloth, Lens Blower Bulb, Allen Wrench tool, Paper Tape, Sharpie, MEMORY CARDS (CF & SD)

Hardware/Software

Still and Video Camera, Audio Recording Equipment: Gear is available for checkout from the CDM Equipment Center, Cinespace Stage, and Camera Vault.

Editing Software: CDM Computer Labs are available for software use outside of class with and offer Adobe Creative Cloud on PC and Mac operating systems. This course will require you to use a non-linear editing system to edit several of your assignments.

Information on labs, rooms, production equipment, rules, and guidelines can be found at the [CDM Production Resources website](#).

Additional Costs

Producing digital content is rarely a cheap endeavor. Such costs will potentially include items for art direction (costumes, make-up, set decoration), production (gaff tape, black wrap, camera media), post-production (primary external hard drives and a back-up) and general necessities (transportation costs and craft services). As a general guideline for all films that you make, your project budgets should always include a 10% contingency fee to help account for cost overruns.

Course Management System

D2L <https://d2l.depaul.edu>

Additional Website Content

Netflix	www.netflix.com
Hulu	www.hulu.com
Vimeo	www.vimeo.com
YouTube	www.youtube.com
Short of the Week	www.shortoftheweek.com

Suggested Online Resources

[CineFix](#): A useful, entertaining and inspiring YouTube channel for video essays, interviews.

[Every Frame a Painting](#): Tony Zhou's video essays on variety of aspects of art of filmmaking.

[Fandor](#): An informing source for video essays.

[No Film School](#): In-depth video essays and articles on all kinds of topics.

[LinkedinLearning](#): A useful collection of video tutorials for learning various software programs. All DePaul students have free access to LinkedInLearning. It is available at the library and by (free) subscription. It is highly recommended that you watch the essential training on Adobe Premiere CC.

Grading

Cinespace Safety Training Lab	2.5%
Camera Test Drive Lab	15%
DIT Lab/Activity Pre-Vis	15%
The Activity Workshop Lab	2.5%
Sound Recording Lab	15%
G&E Safety Lab	15%
Lighting Lab	15%
Pre-Production Lab/Meeting Pre-Vis	15%
The Meeting Workshop I Lab	2.5%
The Meeting Workshop II Lab	2.5%

LATE WORK WILL NOT BE ACCEPTED.

Grading Scale

93-100: A	90-92: A-		A indicates excellence
87-89: B+	83-86: B	80- 82: B-	B indicates good work
77-79: C +	73-76: C	70-72: C -	C indicates satisfactory work
67-69: D +	60-66: D		D work is unsatisfactory in some respect
65-0: F			F is substantially unsatisfactory work

Labs

Each week, students must complete a lab focused on elements of Production. These labs are led by Graduate Assistants. Students must attend and complete the lab during the scheduled lab time. Specifics and the grading of these labs are described in detail on the Lab Instruction Sheets. As a component of the Film 110 Production course, there are three types of labs:

1. **Exercise-based, "Station" Labs** - Student groups will rotate between defined "Stations" where they must complete shots with specific technical requirements provided on the Lab Instruction Sheet. Please note: these Stations are timed to ensure that each group gets the same amount of time at each Station. Students must complete each Station in the time allotted.
2. **Workshop Labs** - Student groups will work on completing Scene Assignments that were started during class time. These groups will work in designated areas that assigned during class by the Instructor. As noted in the Lab Schedule below, these Workshop Labs have Special Schedule times- please consult the schedule time for your class.
3. **Compliance Labs** - Students will be presented and tested on Safety Information, Walk Through Processes, and Demonstrations.

Lab Submissions: Labs will have detailed Instruction Sheets regarding their specific submission requirements. They may require footage to be edited and turned in via a working, downloadable, non-private, Vimeo or Youtube link, an .h264 video file, a Adobe Premiere Project File, or a single pdf. Pay attention to and closely follow all lab instructions for submissions.

Lab Due Dates: Any labs that are not collected or due at the end of the lab session are due before the next session— by midnight the following Thursday.

Special Lab Schedules: As noted in the Lab Schedule below, several Workshop Labs have Special Schedule times— please consult the schedule time for your class.

Missed Labs: Students must attend and complete the lab during the scheduled lab time. Any students that miss a lab will receive zero credit for that lab. Given the amount of time, effort, and resources necessary to arrange these labs, **there are NO make up sessions for labs.**

Schedule

**All Labs that need to be turned in are due before the following week's Lab— by MIDNIGHT ON THURSDAY.*

Week 1	(4/5) Cinespace Safety Training Lab - Guidelines, Tour, Paperwork, SCA Handbook, Production Resources LAB: Cinespace Safety Training Lab
Week 2	(4/12) DIT Lab - Take Home Lab, due before next Lab - <i>Pre-Vis must be completed for "The Activity" Assignment during Lab Time</i> ASSIGNMENT: DIT Take-Home Lab LAB: DIT Take-Home Lab / "The Activity" Pre-Vis
Week 3	(4/19) Camera Test Drive Lab - C100 LAB: Camera Test Drive Lab
Week 4	(4/26) The Activity - Scene Construction Workshop Lab LAB: The Activity - Scene Construction Workshop Lab

Week 5	(5/10) Sound Recording Lab - Mix Pre3 Sound Kit LAB: Sound Recording Lab
Week 6	(5/17) G&E Safety and Test Drive Lab LAB: G&E Safety and Test Drive Lab
Week 7	(5/24) Lighting Lab LAB: Lighting Lab
Week 8	(5/31) Pre-Production Lab / - <i>Pre-Vis must be completed for “The Meeting” Assignment during Lab Time</i> LAB: <i>Pre-Production Lab / “The Meeting” Pre-Vis</i>
Week 9	(6/7) The Meeting - Scene Construction Workshop Lab I LAB: Scene Construction Workshop Lab I
Week 10	(6/14) The Meeting – FINAL SCREENING DUE: <i>“The Meeting” Assignment - Final Cut</i> Attendance at the course’s scheduled final screening is mandatory— <u>no exceptions</u> .

Course Policies

Pandemic Health and Safety Guidelines:

Everyone should regularly wash or sanitize their hands, avoid touching their masks and face, and socially distance whenever possible.

Similarly, in order to be as safe as possible, students should keep these guidelines in effect while shooting their class projects and working in groups. Film production during a pandemic brings its own very specific challenges and I understand that this will not be easy. For the health and safety of everyone involved, however, we must do our best to protect one another.

Health Monitoring, Illness, and Reporting Protocols:

Above all, if you are feeling ill, do not come to class or to your group shoot.

Student responsibilities and the Syllabus:

Each student is responsible for their time management and for meeting all expectations in the syllabus. The instructor is not responsible for reminding students of assignment deadlines listed on the syllabus. In the event of an absence, it is the student's responsibility to contact the instructor regarding the absence and remain up-to-date regarding the topics covered in class. If an assignment is listed on the syllabus, students are still responsible for completing the assignment on time. I will not accept excuses for ignoring class or project obligations.

Reading and Screening Assignments:

"The man who does not read has no advantage over the man who cannot read." – Mark Twain

Statement on Challenging Material:

Learning is uncomfortable. We will screen films that experiment with perception and may include disruptive sounds, flashing lights, or images/speech of a violent, sexually explicit, or politically charged nature. This is an inclusive environment, which means you may be exposed to identities that may affirm or undermine your own. This is a chance for growth. Film can be transformative and cathartic. However, it can also bring up past trauma. We will discuss these topics courageously, respectfully, and honestly as equals. If you ever need to step out, due to something that happens externally or internally at class, go ahead, but you will be expected to take responsibility for missed work and schedule a time to propose an alternative way to engage with the course material.

Attendance:

This course is demanding, both in terms of creativity and collaboration. Absences are an impediment to the artistic results of those demands. Given the uncertain nature of the world we currently find ourselves in, however, I have no intention of making your life any more challenging with an unforgiving or punitive attendance policy. With most creative efforts, however, you get out what you put in— the same can be said of this course.

Each weeks class consists of lectures and screenings and attendance is mandatory. There are NO make ups for labs or class exercises; if a student misses an assignment in class, they will not receive credit for that assignment. Excused absences are handled through the Dean of Students Office after completing an Absence Notification Form [here](#).

Group Evaluations:

Most of the assignments in this class will require you to work in a team. At the end of the quarter, each group member is required to turn in a written evaluation of their team members. If all evaluations are uniformly positive, all group members will share the grades in all assignments; if

evaluations are negative, the grades of the group member's in question will be docked. These evaluations will be **HEAVILY** factored into your grade for your Activity and Meeting Assignments.

Deadlines:

Video production requires strict adherence to deadlines, therefore late assignments will not be accepted for grading without prior consent of the Instructor. To be clear, this prior consent is not only rare, it is only given days in advance of the due date, not hours. You will not be eligible for an A in the class unless you turn in all assignments on time.

Phones, Texting, Facebook, Email, Chatting:

Do not become distracted by electronic devices during class or lab. You will be asked to leave and considered absent. If you must use a cell phone or electronic device for any reason, leave the classroom.

Food Policy:

No food or beverages are allowed on the Stages— please leave it outside.

Email Policy:

Please type **FILM 110 PRODUCTION I** in the subject of all e-mails to the instructor or Graduate Assistant about this class to ensure that they are responded to in a timely fashion.

Lab & Project Labeling/Format Policy:

Please label all assignments as NAME_ASSIGNMENT. For example, I would label the Match Cut Assignment as: PSATHAS_MATCH_CUT.pdf).

Assignment Submission Policy:

All documents must be submitted as a **single pdf file**. All films should be submitted with a **working Vimeo link** that enables the **video to be downloaded**. In case of internet issues, you should also bring an **.h264 video file** of your assignment to class.

Projects not submitted in the proper format or properly labeled WILL NOT BE ACCEPTED. Do not submit the wrong file, an incomplete file, a corrupted file, etc. Submit the correct project file or document through D2L by each deadline. **Do not leave this until the last second.** You should upload several hours before the deadline to be safe. No late work will be accepted.

Cinespace Campus:

Please make sure you arrive on time for the transportation bus from the Loop Campus. The bus leaves 30 minutes before class starts. The Cinespace Shuttle Schedule is available [here](#). When on the Cinespace Chicago Film Studios Campus, make sure you have your DePaul ID. When on the Cinespace campus, please respect the production facility as well as those working around

and within. Guidelines for travel to and from Cinespace, reserving equipment, shooting on the stage and contact info can be found on the Production Resources Website [here](#).

Equipment Checkout Policies:

Students are expected to follow all equipment policies when checking out gear from the Cage, Stage or Cinespace. All of these policies can be found under "[Equipment](#)" on the Production Resources Website.

REQUIRED Cinespace Orientation to Production and Set Safety Training:

Students who have not shot at Cinespace before MUST complete the Cinespace Orientation to Production and Set Safety Training (O.P.S.S.) before being allowed to do so. The three O.P.S.S. Modules and Quizzes are available in SCA Central [here](#). Students must watch each Module video and score 100% on the accompanying quiz to pass the O.P.S.S. training. Please complete this by our 2nd class meeting.

SCA Production Handbook:

The School of Cinematic Arts [Production Handbook](#) is an invaluable resource to all DePaul student filmmakers. The answers to most questions regarding contacts, resources, contracts, rules, and guidelines can be found inside. It is updated annually on [SCA Central](#) and linked to the [CDM Production Resources](#) page.

Talent Waivers:

Talent waivers must be signed by any outside talent (non-DePaul students) prior to camera rolling for any projects. These waivers must be signed and submitted to the Production Office before shooting. Waivers and other commonly used forms can be found on SCA Central under "[Filmmaking Paperwork](#)".

DePaul Production Insurance:

DePaul production insurance does not cover the use of fire (including pyrotechnics and fireplaces), vehicles, or animals of any kind. Insurance is required for location agreements, film permits, and any equipment rental agreements. Any questions about DePaul's production insurance should be directed to the Production Office well before shooting begins (production@cdm.depaul.edu).

Use of Prop Firearms:

Rules and regulations MUST be followed when using prop firearms. The instructor must approve the appearance of a prop gun in any student film. An approved/signed Prop Firearm Request Form must be submitted to the Production Office prior to filming. It can be found on SCA Central under "[Filmmaking Paperwork](#)".

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 me if you're unsure about anything regarding your shoot, in or out of class.

Original Work:

All work submitted for this class should be original and made specifically for this class. If you are found to be submitting work you have made for another class you will receive zero credit for that particular assignment.

Academic Integrity Violations:

Plagiarism or cheating on assignments or tests are serious offenses and earn the student a failing grade for the class. There are no exceptions to this rule. If you are in doubt about the definitions of plagiarism or cheating, consult your student handbook and the University's Academic Integrity Policy. All students will be held to the Code of Student Responsibility.

Content Changes:

Depending on time factors, the assignments projected for the term may require alteration or rescheduling. You will be notified of all changes. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L, and/or sent via email. As the quarter progresses, some items may change at the instructors discretion, but the overall workload will not. Make sure you pace yourself accordingly.

Respect for Diversity and Inclusion:

Respect for Diversity and Inclusion at DePaul University is 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 creators, 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.

Classroom Decorum and the Student Handbook:

All policies as specified in the student handbook will be adhered to in this class. Please be respectful of your fellow students and their work.

University Policies

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. Students complete the evaluation online in [CampusConnect](#).

Academic Integrity and Plagiarism:

This course will be subject to the university's academic integrity policy. More information can be found at <http://academicintegrity.depaul.edu/>. If you have any questions be sure to consult with your professor.

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: cdm.depaul.edu/enrollment.

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 [here](#)

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:

- Loop Campus (312) 362-8002
- Lincoln Park Campus (773) 325-1677
- 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 [this website](#) for Services and Contact Information.