

Winter 2018| Thursday 1:15 – 4:30 pm | Cinespace Stage 15 & Room 101
Lecture

Instructor: Dana Kupper

Office: CDM 460

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Email: dkupper@depaul.edu

Office hours: Thursday 11:45-1:15pm (before class) or by appointment (best) *It's difficult for most students to meet with me either before or after class because of the shuttle schedule, so I encourage you to schedule meetings with me in my Loop office outside of class time.*

Course Description and Prerequisites

A technical, hands-on class introducing the student to basic motion picture camera technology. Over the course of the class you will become competent in the use of digital cinema cameras and support equipment as a camera assistant and operator. You will also gain a basic understanding of a working film set and on-set protocol. This class also covers aspects of working professionally in the camera department.

Learning Outcomes:

- Students obtaining an A will be certified on DePaul University's Advanced Camera Cage equipment.
- Students obtaining a B will be certified on the cameras tested in the class, additional certifications can be achieved via the standard testing policy at the Camera Vault.
- A complete understanding of the camera department, their role in the filmmaking process, and how to be successful.
- 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.

Add/Drop Deadlines:

01/09/2018 Last day to add (or swap) classes to WQ schedule **(8:00am Deadline)**

Withdraw Deadlines:

01/15/2018 Last day to drop classes with no penalty (100% tuition refund if applicable and no grade on transcript)
01/16/2018 Last day to select pass/fail option
02/08/2018 Begin Spring and Summer Quarter Registration
02/19/2018 Last day to withdraw from AQ classes

Textbooks and printed resources

This course will have multiple readings and texts, the majority of which are covered in “*The Camera Assistant’s Manual*.” The book covers every aspect of camera department, including working in the film industry. I also recommend “The ASC Manual” for any students with an active interest in cinematography. Additional readings will be available in class and on D2L.

Texts:

THE CAMERA ASSISTANT’S MANUAL, 6TH EDITION
David E. Elkins SOC ISBN: 978-0240818689

AMERICAN CINEMATOGRAPHER MANUAL, 10TH EDITION
Michael Goi ISBN: 978-1467568302

Handouts: As assigned on D2L

Software needed to complete assignments:

Word processing program

Grading

In accordance with DePaul University, students must earn a final grade of C or better in order for this class to count towards the Digital Cinema major.

Class Participation & In Class Activities	50%
Quizzes	30%
Final Exam	20%

A = 100-93 A- = 92-90

B+ = 89-88 B = 87-83 B- = 82-80

C+ = 79-78 C = 77-73 C- = 72-70

D+ = 69-68 D = 67-63 D- = 62-60

F = 59-0

Standards for Achievement:

Grade A:

Student performs in an outstanding way. Student exhibits achievement and craftsmanship in all work. Design criteria is exceeded and student challenges him/herself in project design. Student exhibits commitment to expanding ideas, vocabulary and performance.

Grade B:

Student performs beyond the requirement of the project. Student exhibits above average progress and craftsmanship. A design criterion is exceeded. Student exhibits above average interest in expanding idea, vocabulary, and performance.

Grade C:

Criteria of assignment is met, and all requirements are fulfilled. Student shows average quality work and minimum time and effort on projects. Student shows moderate interest.

Grade D:

Student performance is uneven and below average. Requirements for projects are only partially fulfilled. Minimal interest is shown and attendance, participation and involvement are inadequate.

Grade F

Student fails to meet minimum course requirements and shows no interest. Levels of participation and craftsmanship are extremely poor. Student's attendance is inadequate.

Requesting an incomplete grade:

An incomplete grade may only be assigned to a student if the student has experienced an extenuating circumstance near the end of the term, the student is in good standing in the class, and the request is made in advance. This being said it is solely up to the discretion of the instructor to grant an incomplete.

Attendance – Classes will consist of lecture, screenings, discussion, and creative exercises. Attendance is mandatory. An absence is defined as not showing up for class, or arriving more than 15 minutes late, or missing any 15 minute period during class time. I take attendance every class. If you arrive less than 15 minutes late, and do not hear your name called, make sure you let me know you are present so I do not mark you absent. Any absences will result in a reduction of the attendance/participation grade. Anyone who misses 3 classes will automatically drop a letter grade. Anyone who misses 4 classes will automatically fail. However, if you are legitimately sick, please stay home. Please email me at dkupper@depaul.edu if you are going to miss class.

Class Participation— Along with showing up, you are expected to join in class discussions, critique other people's work, and participate in workshops. You'll notice that a portion of your grade are the "in class" exercises. If you miss the class, you get a 0. You can do a make up assignment but it will be out of class, and won't be as much fun than if you just showed up to class.

Assignments and Exercises –Assignments must be handed in on time. Late assignments will be accepted on teacher discretion only. If an assignment is turned in late, it will be reduced by one letter grade per day for the first two days. After that it will receive a failing grade. Do not use class time to finalize your projects. All assignments are due at the beginning of class. If you do not arrive on time with your completed project it will be considered late.

Written Assignments: Must be typed.

Digital Assignments: All assignments handed in digitally must have a visual "slate" with your name and title of assignment, and the file name should contain your name.

Critiques: Due to the large size of our class, and the limited class time, not everyone's work will get a full review during class. If you'd like more feedback, arrange to discuss your work with me during my office hours. We will view and discuss everyone's final project during the last class.

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.

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, posted under Announcements in D2L and sent via email.

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

Students with Disabilities

Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at: csd@depaul.edu.

Lewis Center 1420, 25 East Jackson Blvd.

Phone number: (312)362-8002

Fax: (312)362-6544

TTY: (773)325.7296

Production Handbook – The School of Cinematic Arts has made a fantastic production handbook where you will find answers to your most burning questions. There are copies in the cage, or on the CDM website: <https://www.cdm.depaul.edu/Current%20Students/Pages/Production-Resources.aspx>

Working in Groups – For Production Assignments in this course you will be working in groups. A major component of film production is teamwork. In this course many of you will be working as a creative team for the first time. Most student teams work very well together. But sometimes personality conflicts or creative conflicts can arise. It is your job as a team to work through these conflicts, because if you don't, your project will suffer. If things get really difficult you can come to me as a team and I will help mediate/resolve the situation.

The Stage—Our workshop/Lab time will be held on the production stage. Let's take good care of this fantastic space. 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.

Safety Training—In order to use the stage for productions, safety training is required. This is an industry standardized training course that will be something you can add to your resumes.

We are doing the training in class, so make sure to attend that day.

Many of the advanced classes also require it, and you will have completed it here!

Refer to the DePaul SCA Student Handbook for policies and rules.

Week	Date	Subject	Camera	Quiz
1	1/4	Basics: Camera Department, Tools of the Trade	C300 EF & PL	
3	1/18	Follow Focus, Depth of Field, Pulling Focus, Marking Actors Matte Box, Camera Monitors, Resolution <i>Practical: Focus Pulling Exercise</i>	C300 Mark II	1
5	2/1	Overview: slates, slating techniques, reports. Time code Lens Mounts Oconnor 2065 & 2575, Sachtler FSB8, DV10, 25+, Balancing the Tripod	FS7	2
7	2/15	Camera Tests, Dynamic Range, Aspect Ratios, Resolution	RED Epic	3
9	3/1	Digital Imaging Technician, Digital Loader, Monitors, LUTs Workflows	Arri Alexa/Amira	4
11	3/15	Final Exam (from 2:30 PM to 4:45 PM)		