

Course: DC 210
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DC 210: Production I

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.

Learning Objectives

By the end of the course, students will be able to:

- 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*

DC 220: Editing I

**If you have not fulfilled the prerequisites, you will find this class very challenging. You may not understand what is being asked of you and it will diminish your educational experience. I strongly encourage you to take this class when all prerequisites have been fulfilled.*

Textbooks and Printed Resources

Filmmaking in Action: Your Guide to the Skills and Craft, Leipzig & Weiss. MacMillan Higher Ed.
ISBN 13: 9780312616991

SUGGESTED READINGS:

On Directing Film, David Mamet. Penguin Group USA
ISBN 13: 9780140127225

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

COLTube

<https://coltube.cdm.depaul.edu/>

Netflix

www.netflix.com

Hulu

www.hulu.com

Vimeo

www.vimeo.com

YouTube

www.youtube.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.

Must See Films: A stimulating collection of video essays that helps you see films differently.

Fandor: An informing source for video essays.

Raccord: In-depth video essays on master directors.

Lynda: A useful collection of video tutorials for learning various software programs. All DePaul students have free access to Lynda. 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

Labs	40%
Match Cut Assignment	5%
Sound Map Assignment	5%
“The Activity” Assignment	15%
Pre-Viz Assignment	5%
“The Meeting” Assignment	20%
Participation	10%

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
0-59: F			F is substantially unsatisfactory work

Assignments

Labs: Each week, students must complete a lab focused on elements of Production. These labs are led by Graduate Assistants. Specifics and the grading of these labs are described in detail on the lab syllabus. 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.***

Match Cut Assignment: Individually, students will complete a Match Cut Assignment that demonstrates an understanding of the types of Match Cuts used in continuity editing. This assignment will be graded on composition and match cut representation. Students will take high resolution still photos and use the assignment template to complete the assignment. The completed template with photos and information (notes, arrows, etc.) must be turned in as a **single pdf.**

Sound Map Assignment: Using routes specified in class, students will individually “map” the sounds heard along that path, in detail. Students must describe the type of sound, its qualities, as well as its location. Along with the descriptions, a hand drawn map must be included. The in-depth descriptions and map must be scanned into a **single pdf.**

Introducing a Character Assignment, “THE ACTIVITY”: In groups of 5, students will complete two versions of “THE ACTIVITY” film— an exercise in visual storytelling. This film will portray ONE PERSON, in ONE SPACE, doing ONE THING (brushing teeth, eating an apple, juggling, etc). The activity should be portrayed in its entirety, from start to finish. Students will then rotate positions and create a second film with the same parameters but using a new subject, in a different location, engaged in a completely new activity. Students will then edit the footage together into two assembled scenes. A working, non-private, downloadable Vimeo or Youtube link must be uploaded to D2L before class time with an .h264 file. The class will screen all films.

Pre-Viz Assignment: Individually, each student will need to create a Pre-Visualization packet as a proposal for their group's "THE MEETING" film. This packet must include a logline, mood board, links to comparable examples, storyboards, and a detailed shot list. Based upon the strength of this Pre-Viz packet, each group's film will be chosen by the Instructor.

Scene Construction Assignment, "THE MEETING": In small groups, students will complete "THE MEETING" film— an exercise in scene construction. ONE character, who is introduced to the audience visually through action, is met by a SECOND character. In this ONE space, they have a conversation. Scripts for this meeting will be provided by the instructor and will be the basis for the Pre-Viz Assignment. A rough cut will be screened in class and reshoots will need to be completed for the final film. Students will then edit the footage together into an assembled scene. A working, non-private, Vimeo or Youtube link must be uploaded to D2L before class time with an .h264 file. The class will screen all films.

Schedule

All readings are to be completed before the following class. However, it is **highly recommended that they are completed before that week's upcoming lab session.*

Week 1	(4/2) Introductions and Course Expectations. Production Roles and Hierarchy, The Order of Operations for shooting. Being on set Demo: Shooting a Scene ASSIGNMENT: <i>Online Cinespace Training (before lab on Friday, 4/5)</i> READ: <i>FIA : Chapters 1, 2</i> LAB: <i>Cinespace Safety Training Lab (4/5)</i>
Week 2	(4/9) Camera Intro & Demo: C100. Camera Exercise. READ: <i>FIA : Chapters 6, 7</i> LAB: <i>Camera Test Drive Lab (4/12)</i>
Week 3	(4/16) Pre-Viz: Match Cuts, Storyboards. Scene Construction: Introducing a character through action. "The Activity" Assignment ASSIGNMENT: <i>Match Cut Assignment "The Activity" Assignment</i> READ: <i>Match Cut PDF, FIA : Chapters 3, 4</i> LAB: <i>DIT/ Editing Lab (4/19)</i> NOTE: Due to University Closure on Good Friday, the DIT/ Editing Lab will be a take-home Lab to be completed before next week's Lab.
Week 4	(4/23) Scene Construction Cont'd. READ: <i>FIA : Chapters 11, 12</i> DUE: <i>Match Cut Assignment</i> LAB: <i>Scene Construction Workshop Lab (4/26)</i>

- Week 5** (4/30)
Review & Critique “The Activity”. Dual System Sound recording: shooting a scene with sound. Demo + exercise.
- ASSIGNMENT:** *Sound Map Assignment*
READ: *FIA : Chapter 10*
DUE: *“The Activity” Assignment*
LAB: *Sound Recording Lab (5/3)*
- Week 6** (5/7)
Lighting & Grip Techniques I Demo. Lighting Exercises.
- READ:** *FIA : Chapter 8*
DUE: *Sound Map Assignment*
LAB: *G&E Safety and Test Drive Lab (5/10)*
- Week 7** (5/14)
Lighting & Grip Techniques II Demo. Lighting Exercises.
- READ:** *FIA : Chapter 9*
LAB: *Lighting Lab (5/17)*
- Week 8** (5/21)
Key Components of Pre-production: Creating a schedule, Script Breakdowns, Locations, Order of Op. Scene Construction: “The Meeting”. Pre-Visualization Assignment.
- ASSIGNMENT:** *Pre-Viz Assignment (DUE by 5pm on 5/28!!!)*
“The Meeting” Assignment
READ: *FIA : Chapter 5*
DUE: *Scene Storyboard Assignment*
LAB: *Pre-Production Lab (5/24)*
- Week 9** (5/28)
Scene Construction: “The Meeting” Assignment. Pre-Viz Concepts for “The Meeting” chosen.
- ASSIGNMENT:** *“The Meeting” Assignment Rough Cut*
READ: *FIA : Chapter 14 (optional)*
DUE: *Pre-Viz Assignment (DUE by 5pm on 5/26!!!)*
LAB: *Scene Construction Workshop Lab (5/31)*
- Week 10** (6/4)
Review & Critique “The Meeting”. RESHOOTS assigned.
- ASSIGNMENT:** *“The Meeting” Assignment + Reshoots*
READ: *FIA : Chapter 15 (optional)*
DUE: *“The Meeting” Assignment Rough Cut*
LAB: *Scene Construction Workshop Lab (6/7)*

Week 11 (6/11) FINALS WEEK
Exam date and time: **TUESDAY, JUNE 11TH 8:30 a.m - 10:45 a.m**

DUE: **“The Meeting” Assignment - Final Cut**
Attendance at the scheduled final is mandatory— no exceptions.

Course Policies

Student responsibilities and the Syllabus:

Each student is responsible for their time management and for meeting the 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.

Attendance:

Each weeks class consists of lectures and screenings; attendance is mandatory. All absences will result in a reduction of the final grade. There are NO make ups for labs or class exercises and students are not allowed any unexcused absences. Each unexcused absence will result in a full letter grade deduction from your final grade. Excessive tardiness (more than 10 minutes late, leaving more than 10 minutes early) will also be penalized. 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. Group/Self evaluations are due at the time of the final screening of each project. These evaluations are required and will be HEAVILY factored into your grade for participation. **Failure to submit an evaluation on time will result in an automatic drop of a project letter grade. No exceptions**

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:

NO. Do not surf the web 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 Stage— please leave it outside.

Email Policy:

Please type **DC 210 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.

Assignment & Project Labeling/Format Policy:

Please label all assignments as NAME_ASSIGNMENT. For example, I would label the Match Cut Assignment as: WOLFF_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** along with an **.h264 video file**.

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.

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 and linked to the CDM Production Resources page [here](#).

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 on D2L under SCA Central -> "Info and Resources". Students must watch each Module video and score 100% on the accompanying quiz to pass the O.P.S.S. training. For Production I, this must be completed by all students before the first lab.

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 under "[Equipment](#)" on the Production Resources Website. There will be no use of Prop Firearms allowed in this course.

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.

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.

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.

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