

**DC 571 Advanced Pre-Production**  
**Spring Quarter 2019**  
**R 5:45 – 9**  
**14 East Jackson, 207**

**Professor: Shayna Connelly**  
**Email: [sconnelly@cdm.depaul.edu](mailto:sconnelly@cdm.depaul.edu)**  
**Phone: 312-362-8907**

**Office: CDM 504**  
**Office Hours: W 12:30 – 1:30, 4:45 – 5:30**  
**and R 4:30 – 5:45 and 9 – 9:30**

**COURSE DESCRIPTION:**

Advanced concepts and techniques in pre-production for directors, such as: supervising fundraising, budgeting, and scheduling, crew assembly, casting and pre-visualization are taught in lecture and workshop. These concepts and techniques will be applied to the pre-production of MFA thesis films, laying the foundation necessary to begin principal photography.

**LEARNING GOALS:**

Upon successful completion of this course students will be able to:

- Identify sources for production funds, such as grants, crowd sourcing, or “angel” investors
- Assemble production funding within fixed greenlight deadlines
- Break down scripts for scheduling and budgeting, using professional line-producing software
- Create real money budgets and shooting schedules for films that have secured funding
- Use overheads, shot lists, storyboards, or professional pre-visualization software to pre-visualize screenplays for production
- Employ current standards of professional casting directors to run casting sessions
- Make pre-production plans for visual effects, picture editing, sound and finishing

**TEXTBOOKS AND TOOLS:**

Ann Bogart *And Then You Act*  
<http://tinyurl.com/yyv538dk>

**CASTING RESOURCES**

Breakdown Express - This is an interactive on-line casting tool that enables you to send out a casting notice to regional Chicagoland actors and set up/manage audition appointments on-line. See the production office staff for help setting this up.

Production Office – 14 East Jackson Blvd., Lower Level 108  
 Monday – Friday: 10 am - 3 pm  
[production@cdm.depaul.edu](mailto:production@cdm.depaul.edu)

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

**GRADING**

Grades will be given for each assignment. Late work will not be accepted for grading. An assignment worth 10 points (10%) is equal to one full letter grade. In my experience, students who neglect to turn in even one assignment have difficulty passing the class.

**GRADE BREAKDOWN:**

Greenlight from thesis chair	15%
Written assignments	75%
Preparation and Attendance	10%

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.

**IMPORTANT DATES:**

4/5 @11:59	Last date to add classes
4/12 @11:59	Last date to drop classes without penalty
5/17 @11:59	Last day to withdraw from classes

**SYLLABUS****WEEK 1**

**4/4** NO CLASS MEETING – At home: Take the Seed and Spark Tutorial (1:21mins), Read Ann Bogart *And Then, You Act* (in its entirety)

**Assignment:** Written assignment (see assignment sheet)

**WEEK 2**

**4/11** State of the state. Script breakdowns.

**Due:** Written Assignment

**Assignment:** Script breakdown

**WEEK 3**

**4/18** Budgets, fundraising, grant applications.

**Due:** Script breakdown

**Assignment:** Budgets and fundraising

**WEEK 4:**

**4/25** Storyboards, overheads, shooting schedule

**Due @ 11:59 pm:** Budget and fundraising

**Assignment:** Storyboards, overheads, shooting schedule

**WEEK 5:**

**5/2** Pitching. Locations.

**Due @ 11:59 pm:** Storyboards, overheads, shooting schedule

**Assignment:** Write/practice pitches

**WEEK 6:**

**5/9** In-class Pitches. Production Design; Wardrobe; MUH.

**Due @ 11:59 pm:** Pitches

**Assignment:** Prepare questions about directing

**WEEK 7:**

**5/16** Casting. Directing questions from students.

**Due in class:** Questions about directing

**WEEK 8:**

5/23 VFX, editing, sound. Post schedules.

**Due @ 11:59 pm:** Fundraising

**Assignment:** Post aesthetic plans and schedule

**WEEK 9**

5/30 Film Festival Materials. Festival plan.

**Due @ 11:59 pm:** Post aesthetic plans and schedule

**Assignment:** Filmfreeway Page & Festival plan

**WEEK 10**

6/6 State of the state.

**Due @ 11:59 pm:** Filmfreeway Page & Festival plan

**Assignment:** Greenlight to shoot from Thesis Chair

**\*\*\*\*\*DUE JUNE 13<sup>TH</sup> – Greenlight to shoot from Thesis Chair\*\*\*\*\***

**COURSE POLICIES:**

In addition to the DePaul University course policies (see student handbook), the following policies apply to this course:

**DESIRE TO LEARN** – The course uses D2I to post notes and assignments. Please visit <https://d2i.depaul.edu> and use your campus connect ID to enter the site.

**FAQ DISCUSSION BOARD** – Please post any questions you have about assignments, the course, logistics, etc. on the FAQ discussion board. Students are required to subscribe to this board (see d2i for instructions).

**HANDOUT & ASSIGNMENT COPIES** – Handout and assignment copies are available on [d2i.depaul.edu](https://d2i.depaul.edu). Written assignments will be submitted to a dropbox on d2i.

**FILE LABELING** – All files (.mov, mp4, PDF or word) must be labeled last name\_first name\_assignment. Also, write your name on the paper itself.

**READING ASSIGNMENTS** – “The man who does not read has no advantage over the man who cannot read.” – Mark Twain

**STUDENT CLASS PREPARATION** – Students are required to bring paper and writing utensils to every class for note taking and in-class exercises. Students are expected to complete all assigned work listed on the syllabus.

**STUDENT RESPONSIBILITIES** – Each student is responsible for being pro-active, managing their time well and meeting the expectations stated on the syllabus and checklists. The professor will not remind students of assignment deadlines. In the event of an absence it is the student's responsibility to contact the instructor for homework assignments. You are still responsible for getting the assignment details and turning it in on time.

**INTERNET ACCESS AND EMAIL** – Students must have 24-hour internet access and are responsible for reading all communications from the professor via email, news items and discussion boards. Update your email address in campus connect and check your junkmail box regularly.

**DEADLINES** – Late assignments will not be accepted for grading and written feedback will be given at the instructor's discretion. You will not be eligible for an A in the class unless you turn in all assignments on time. Deadlines are listed on the syllabus, assignment sheets and d2l. No emailed work will be accepted. Do not upload to d2l close to the deadline.

**STALLING TACTICS** – Submitting a blank document, incorrect document or corrupted document on d2l are understood as ways to buy more time for an assignment. If I cannot open your assignment, it is the same as not turning it in and it will receive zero credit.

**ACCEPTED FORMATS** – PDF and Word documents only. No JPEG, PNG or Pages files will be accepted. For film work .mov or .m4v files will be accepted. Test your exports on a Mac computer other than the one you created the project on before sending.

**ATTENDANCE** – Attendance and attention in class are mandatory. Any absence (missing more than 15 minutes of class time per session) will impact your grade.

**ILLNESS** – Do not attend class if you are ill (heavy cough, fever, vomiting) or think you might be coming down with something. If you show up visibly sick, you will be sent home. In order to prevent a consequence with the attendance and deadline policies, contact me by email prior to missing a class due to illness. Every situation will be handled according to individual circumstances and at the professor's discretion. All communication regarding illness and its impact on the class must be initiated by the student. Students with illnesses affecting more than 1 week of the quarter should contact the Dean of Students office to inquire about a medical withdrawal. **Absolutely no consideration will be given for those who request special treatment without advanced notice and active participation after the situation is passed.**

**INCOMPLETES** – No incompletes will be given.

**EXTRA CREDIT** – Independent study/extra credit projects will receive no points toward the final class grade. No aspect of the extra credit assignment may be used in place of a required class assignment.

**COMPUTER/SMART PHONE USE** – I can tell the difference between using your laptop to take notes and using it for other purposes. Turn off your phone during class.

**PLAGIARISM** – Plagiarism on assignments or cheating on exams are serious offenses. Students caught plagiarizing earn a failing grade and/or fail the course depending on the egregiousness of the infraction. All cases of plagiarism result in an Academic Integrity Violation. Students are expected to understand what constitutes original research and how to use proper citation methods. All papers are automatically run through anti-plagiarism software turnitin.com.

**INSTRUCTOR AVAILABILITY** – I am available during office hours, listed at the top of the syllabus and online. You may email me at any time. I check my email and d2l several times a day, however I do not keep student hours. If you need specific help with your work, allow 24 hours notice for a reply. If you notice a problem on d2l (incorrect deadline, something locks before it should, etc.) or if you have a general question about an assignment or policy, post in the FAQ discussion board.

**ADDRESSING THE PROFESSOR** – Students call me Shayna (rhymes with Dana). The only time you should address me as ‘Professor Connelly’ is if you are writing an email to multiple professors and are using titles for all addressees.

**STUDENTS WITH DISABILITIES** – Students who feel they may need an accommodation based on the impact of a disability should contact me privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate reasonable 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:

The Center for Students with Disabilities (CSD) at +1 (773) 325-1677, Student Center #370.

**ADDITIONAL ACCOMMODATIONS** – This course includes instructional content delivered via audio and video. If you have any concerns about your ability to access and/or understand this material in its default format, please notify me within the first week of the course so accommodations can be made.

Students who feel they may need an accommodation based on the impact of a disability should contact me privately to discuss their specific needs. All discussions will remain confidential. To ensure that you receive the most appropriate reasonable 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:

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