

Course: DC 210
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DC 210: Production I - LAB SECTION*

This syllabus is for the Lab Section Component of the DC 210: Production I course. Some sections below are duplicated from the Course Syllabus. The sections that are not duplicated 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.

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

Cinespace Safety Training Lab	2.5%
Camera Test Drive Lab	15%
DIT Lab	15%
The Activity Workshop Lab	2.5%
Sound Recording Lab	15%
G&E Safety Lab	15%
Lighting Lab	15%
Pre-Production Lab	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	B indicates good work
77-79: C +	73-76: 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 DC 210 Production I 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 were 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) Camera Test Drive Lab - C100 LAB: Camera Test Drive Lab
Week 3	(4/19) UNIVERSITY CLOSED - GOOD FRIDAY DIT Lab - Take Home Lab, due before next Lab ASSIGNMENT: DIT Take-Home Lab LAB: DIT Take-Home Lab
Week 4	(4/26)*** SPECIAL SCHEDULE - See Below The Activity - Scene Construction Workshop Lab LAB: The Activity - Scene Construction Workshop Lab MONDAY CLASS: 8:30am - 10:30am TUESDAY CLASS: 10:30am - 12:30pm WEDNESDAY CLASS: 12:30pm - 2:30pm THURSDAY CLASS 2:30pm - 4:30pm

Week 5 (5/3)*** **SPECIAL SCHEDULE - See Below**
Sound Recording Lab - Mix Pre3 Sound Kit

LAB: Sound Recording Lab
MONDAY CLASS: 8:30am - 10:30am
TUESDAY CLASS: 10:30am - 12:30pm
WEDNESDAY CLASS: 12:30pm - 2:30pm
THURSDAY CLASS 2:30pm - 4:30pm

Week 6 (5/10)
G&E Safety and Test Drive Lab

LAB: G&E Safety and Test Drive Lab

Week 7 (5/17)
Lighting Lab

LAB: Lighting Lab

Week 8 (5/24)
Pre-Production Lab

LAB: Pre-Production Lab

Week 9 (5/31)*** **SPECIAL SCHEDULE - See Below**
The Meeting - Scene Construction Workshop Lab I

LAB: Scene Construction Workshop Lab I
MONDAY CLASS: 8:30am - 10:30am
TUESDAY CLASS: 10:30am - 12:30pm
WEDNESDAY CLASS: 12:30pm - 2:30pm
THURSDAY CLASS 2:30pm - 4:30pm

Week 10 (6/7)*** **SPECIAL SCHEDULE - See Below**
The Meeting - Scene Construction Workshop Lab II

LAB: Scene Construction Workshop Lab II
MONDAY CLASS: 8:30am - 10:30am
TUESDAY CLASS: 10:30am - 12:30pm
WEDNESDAY CLASS: 12:30pm - 2:30pm
THURSDAY CLASS 2:30pm - 4:30pm

Week 11 **FINALS WEEK - NO LAB SCHEDULED**
Consult your course Syllabus and University Final Exam Schedule for your class section's scheduled Final.

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 Lab will consist of exercises and workshops; attendance is mandatory. All absences will result in a reduction of the final grade. There are NO make ups for lab 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 lab 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.

Lab & Project Labeling/Format Policy:

Please label all assignments as NAME_LAB_ASSIGNMENT. For example, I would label the Camera Test Drive Lab as: WOLFF_LAB_CAMERA.pdf).

Lab 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**.

Labs 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 are no Prop Firearms permitted in this class.

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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