

# DC 398 Digital Cinema Capstone

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**When:** Monday, Tuesday, Wednesday · 1:00pm - 4:45pm  
**Where:** 14 EAS 209 Loop Campus

**Instructor:** Matt Quinn · [mquinn@cdm.depaul.edu](mailto:mquinn@cdm.depaul.edu) · 312-362-5807 · CDM 509  
**Office hours:** Monday 11:15am – 1:15pm, Tuesday 11:15am – 1:15pm, Wednesday 11:15am – 1:15pm

## Summary of Course

This course provides a Digital Cinema-specific capstone experience for the student. Students must have completed at least one of the three Topics in Production courses before they enroll in this course. The capstone course will connect the students' Digital Cinema course work with the University courses s/he has taken through three components: student-generated production packages, class/instructor discussions, and the actual creation/production of the student's proposed project. The production piece is the primary focus of this course.

## Learning Domain Description

This course is designed to allow students to reflect on the learning derived from their undergraduate education (liberal studies, major and minor) in order to reach theory-based conclusions about self-identity, social relationships, liberal education, and future directions. They will also gather all production pieces and create a portfolio of their work (production reel or professional website).

## Learning Outcomes

Students completing a Capstone course should be able to:

- Apply one or more theories or concepts from courses within their major to an analysis of a particular issue relevant to the major.
- Identify an idea, method, or concept from a discipline outside their major field of study and be able to apply it within the context of their major field of study.
- Examine how their previous coursework, including Liberal Studies courses, has contributed to their intellectual development and/or their post-graduation plans.

## Writing Expectations

Students will be expected to complete a minimum of ten pages of writing for this course.

## Prerequisites

None

## Grading

|                            |     |
|----------------------------|-----|
| Attendance & Participation | 10% |
| Past Work Reflection       | 20% |
| Career Plan Portfolio      | 20% |
| Industry Research Project  | 20% |
| Capstone Project           | 30% |

*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. A indicates excellence, B indicates good work, C indicates satisfactory work, D work is unsatisfactory in some respect, F is substantially unsatisfactory work.*

## Attendance

Attendance and participation are mandatory. An absence, which is defined as not showing up to class, arriving more than 10 minutes late to class or departing before class is formally dismissed will constitute a reduction in your overall grade. Absent students will be required to participate in a D2L lecture discussion forum where they will respond to a specific topic posted by the instructor.

## D2L

You will be using D2L extensively in this course. To log on, go to:  
<https://login.depaul.edu/ldap/login?service=https%3a%2f%2fd2l.depaul.edu%2fd2l%2fcustom%2fcas>  
 and enter using your campus connect logon and password. Once you are logged on, click on the course number link and you will find links to the syllabus, course outline, video lectures, discussion forums, weekly assignments, etc.

## Course Outline

### Class 1 – November 26<sup>th</sup>

Lecture: Course Overview, Class Introductions, Past Reflection  
 Assignment: Past Work Reflection / Capstone Pitch

### Class 2 – November 27<sup>th</sup>

Lecture: Resumes, Cover Letters, and Interviews  
 Assignment: Past Work Reflection / Capstone Pitch

### Class 3 – November 28<sup>th</sup>

Lecture: Past Work Reflection / Capstone Pitch Presentations  
 Assignment: Industry Research Project

### Class 4 – December 3<sup>rd</sup>

Lecture: Pitching, Reels, and Websites  
 Assignment: Industry Research Project

### Class 5 – December 4<sup>th</sup>

Lecture: Los Angeles, Chicago Production Scene, Graduate School  
*Assignments: Industry Research Project*

### **Class 6 – December 5<sup>th</sup>**

Industry Research Project Presentations  
*Assignments: Career Plan Portfolio, Capstone Project*

### **Class 7 – December 10<sup>th</sup>**

No Class – Individual Meetings w/Instructor  
*Assignments: Capstone Project*

### **Class 8 – December 11<sup>th</sup>**

No Class – Individual Meetings w/Instructor  
*Assignments: Capstone Project*

### **Class 9 – December 12<sup>th</sup>**

Capstone Project Presentations

## **Assignments**

### **Past Work Reflection (20% of Final Grade)**

There are two components to the Past Work Reflection outlined below.

- In-class presentation – You will present a 10-minute presentation focused on an excerpt from a project you completed while at DePaul. Be prepared to describe your role, receive feedback, and explain how it relates to your career aspirations in the field. You will not be “re-graded” on your past work, but evaluated on how the presentation showcases your unique voice as a filmmaker. You must be prepared to present the Past Work Reflection in-class on Wednesday, November 28<sup>th</sup>.

*Online students will upload a video presentation of their Past Work Reflection to an assigned D2L Discussion Group Forum in lieu of attending class. Project must be submitted on or before 1:30pm on Wednesday, November 28<sup>th</sup>. No need to submit this assignment to the corresponding D2L Submission link.*

- Past Work Reflection Paper – You must write a 3-page reflection paper about how this project demonstrates your unique creative voice and/or future ambitions. The document must be saved as a PDF file and submitted to the corresponding D2L Submission link on or before 1:30pm on Wednesday, November 28<sup>th</sup>.

### **Industry Research Project (20% of Final Grade)**

You will present a 10-minute discussion on a topic of interest in the film and television industry (Ex: New technological developments, business strategies, festivals, storytelling method, producing, distribution, representation, etc.). Draw upon your previous coursework, including Liberal Studies courses, and identify an idea, method, or concept from a discipline outside your

major field of study to help formulate your position on your chosen topic. How can your chosen topic be implemented/utilized and what is the potential societal/cultural impact? The presentation will be presented in-class on Wednesday, December 5<sup>th</sup>.

*Online students will submit a link for a video presentation of their Industry Research Project to an assigned D2L Discussion Group Forum in lieu of attending class. Project must be submitted on or before 1:30pm on Wednesday, December 5<sup>th</sup>. No need to submit this assignment to the corresponding D2L Submission link.*

### **Career Plan Portfolio (20% of Final Grade)**

There are two components to the Career Plan Portfolio outlined below. All documents should be saved as PDF files in a zip folder to the corresponding D2L Submission link by 11:59pm on Sunday, December 9<sup>th</sup>. You are required to sign-up for a meeting with the instructor to be conducted in-person or by phone on Monday, December 10<sup>th</sup> or Tuesday, December 11<sup>th</sup> to discuss the contents of this portfolio.

- Statement of Purpose – This document must clearly express your long-term goals in the film and television industry and the steps you plan to take in the next one to two years to accomplish these objectives. The paper must be a minimum of 5 pages.
- Resume – This document should outline your most important experience, training, and accomplishments to date in the film and television industry. The resume must be a minimum of one page.

### **Capstone Project (30% of Final Grade)**

Capstone Projects in Digital Cinema usually consist of assembling, preparing, and/or designing a selected presentation of the best work you have done with the intent of showcasing your unique voice and opening professional opportunities in your chosen field. For most students, this will take one of the following forms:

- A Demo Reel: Create a reel that showcases the best work you have done. Reels are essential for many filmmaking specialties. Most reels should run between 2 – 3 minutes.
- Professional Website: If you already have a reel and/or if you have a wide variety of audio/visual materials to showcase, you will need a professional website to host the media and present yourself as a professional. accomplish these objectives.
- Pitch Package: For screenwriters, you will create a 15-minute story pitch for an original feature film or original television series. As part of this pitch, the student will submit a treatment for feature projects or a series bible for television projects.
- Standalone Option: If the appropriate options above have already been completed, the student will need to propose a standalone project that can be produced in the allotted time frame and that will somehow advance or extend the student's goals. If your professional goals do not fit into the options above you may also propose a relevant project. Instructor approval required.

There are two parts to the Capstone Project Rough Draft outlined below:

- Capstone Project Proposal – You will submit a one-page paper that clearly outline what you plan to present for your Capstone Project and how this project will be used to help your career moving forward. The document must be saved as a PDF file and submitted to the corresponding D2L Submission link on or before 1:30pm on Wednesday, November 28<sup>th</sup>.
- Capstone Project Presentation – You will present a 10-minute presentation of the Capstone Project in-class on Wednesday, December 12<sup>th</sup>.

*Online students will submit a link for a 10-minute video presentation of their Capstone Final Draft to an assigned D2L Discussion Group Forum in lieu of attending class. Project must be submitted on or before 1:30pm on Wednesday, December 12<sup>th</sup>. Aside from any written material (treatments/series bibles), there is no need to submit this assignment to the corresponding D2L Submission link.*

### Attitude

A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

### Civil Discourse

A professional and academic attitude is expected throughout this course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise a student may be asked to leave the classroom. The professor will work with the Dean of Students Office to navigate such student issues.

### Changes to the 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

Instructor and course evaluations provide valuable feedback that can improve teaching and learning. The greater the level of participation, the more useful the results. As students, you are in the unique position to view the instructor over time. Your comments about what works and what doesn't can help faculty build on the elements of the course that are strong and improve those that are weak. Isolated comments from students and instructors' peers may also be helpful,

but evaluation results based on high response rates may be statistically reliable (believable). As you experience this course and material, think about how your learning is impacted. Your honest opinions about your experience in and commitment to the course and your learning may help improve some components of the course for the next group of students. Positive comments also show the department chairs and college deans the commitment of instructors to the university and teaching evaluation results are one component used in annual performance reviews (including salary raises and promotion/tenure). The evaluation of the instructor and course provides you an opportunity to make your voice heard on an important issue – the quality of teaching at DePaul.

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### **Academic Integrity and Plagiarism**

This course will be subject to the academic integrity policy passed by faculty. More information can be found at <http://academicintegrity.depaul.edu/>.

The university and school policy on plagiarism can be summarized as follows: Students in this course should be aware of the strong sanctions that can be imposed against someone guilty of plagiarism. If proven, a charge of plagiarism could result in an automatic F in the course and possible expulsion. The strongest of sanctions will be imposed on anyone who submits as his/her own work any assignment which has been prepared by someone else. If you have any questions or doubts about what plagiarism entails or how to properly acknowledge source materials be sure to consult the instructor.

### **Withdrawal**

Students who withdraw from the course do so by using the Campus Connection system (<http://campusconnect.depaul.edu>). Withdrawals processed via this system are effective the day on which they are made. Simply ceasing to attend, or notifying the instructor, or nonpayment of tuition, does not constitute an official withdrawal from class and will result in academic as well as financial penalty.

### **Retroactive Withdrawal**

This policy exists to assist students for whom extenuating circumstances prevented them from meeting the withdrawal deadline. During their college career students may be allowed one medical/personal administrative withdrawal and one college office administrative withdrawal, each for one or more courses in a single term. Repeated requests will not be considered. Submitting an appeal for retroactive withdrawal does not guarantee approval.

College office appeals for CDM students must be submitted online via MyCDM. The deadlines for submitting appeals are as follows:

Autumn Quarter: Last day of the last final exam of the subsequent winter quarter  
 Winter Quarter: Last day of the last final exam of the subsequent spring quarter  
 Spring Quarter: Last day of the last final exam of the subsequent autumn quarter  
 Summer Terms: Last day of the last final exam of the subsequent autumn quarter

### Excused Absence

In order to petition for an excused absence, students who miss class due to illness or significant personal circumstances should complete the Absence Notification process through the Dean of Students office. The form can be accessed at <http://studentaffairs.depaul.edu/dos/forms.html>.

Students must submit supporting documentation alongside the form. The professor reserves the sole right whether to offer an excused absence and/or academic accommodations for an excused absence.

### Incomplete

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. CDM policy

requires the student to initiate the request for incomplete grade before the end of the term in which the course is taken. Prior to submitting the incomplete request, the student must discuss the circumstances with the instructor. Students may initiate the incomplete request process in [MyCDM](#).

- All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.
- If approved, students are required to complete all remaining course requirement independently in consultation with the instructor by the deadline indicated on the incomplete request form.
- By default, an incomplete grade will automatically change to a grade of F after two quarters have elapsed (excluding summer) unless another grade is recorded by the instructor.
- An incomplete grade does NOT grant the student permission to attend the same course in a future quarter.

### 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:

Student Center, LPC, Suite #370  
Phone number: (773)325.1677  
Fax: (773)325.3720  
TTY: (773)325.7296