

Spring 2022 | Wednesday 6:00pm – 9:15pm | Cinespace

Lecture

Instructor: Dana Kupper (she/her)

Office: CDM 460

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Email: dkupper@depaul.edu (If urgent text me ^ - otherwise emails will be answered by the next day.)

Office hours: Wednesday 4:30pm - 6:00 pm (before class @ Cinespace) or by appointment (best).

Course Description and Prerequisites: This course is an advanced camera workshop covering the specific jobs of 1st and 2nd Assistants, DIT and data manager in a narrative film environment. Students will learn how to build, maintain and utilize advanced camera equipment, follow set protocols, apply industry standard processes to safely record, download, protect and transcode media for editorial workflows.

FILM 250 is a prerequisite for this class.

Learning Outcomes:

- 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.

Academic Calendar <https://academics.depaul.edu/calendar/Pages/default.aspx>

Friday April 1, 2022	11:59 PM Deadline to add classes to SQ2022 schedule
Friday April 8, 2022	Last day to drop SQ2022 classes with no penalty (100% refund of tuition if applicable and no grade on transcript)
Saturday April 9, 2022	Grades of "W" assigned for SQ2022 classes dropped on or after this day
Monday April 11, 2022	Last day to select pass/fail option for SQ 2022 classes
Friday April 15, 2022	Good Friday - University officially closed
Saturday April 16, 2022	Easter Holiday - University officially closed
Sunday April 17, 2022	Easter Holiday - University officially closed
Saturday April 23, 2022	Begin SQ2022 optional mid-term exam week
Friday April 29, 2022	End SQ2022 optional mid-term exam week
Friday May 13, 2022	Last day to withdraw from SQ2022 classes
Monday May 30, 2022	Memorial Day - University officially closed
Friday June 3, 2022	End SQ2022 Day & Evening Classes
Saturday June 4, 2022	Begin SQ2022 Day & Evening Final Exams
Friday June 10, 2022	End Spring Quarter 2022
Friday June 10, 2022	End SQ2022 Day & Evening Final Exams
Friday June 17, 2022	"IN" grades issued Autumn 2021 lapse to "F"
Friday June 17, 2022	"IN" grades issued Spring/Summer 2021 lapse to "F"
Friday June 17, 2022	"R" grades issued Spring 2021 lapse to "F"
Friday June 17, 2022	Grades Due: Spring 2022

Textbooks and printed resources:

Handouts and videos: As assigned on D2L

Web Resources:

<https://www.theblackandblue.com/>

<https://www.fdtimes.com/>

<https://www.focuspulleratwork.com/podcast-1>

<https://teamdeakins.libsyn.com/>

<https://sites.google.com/view/webresource/home?authuser=0>

Software needed to complete assignments:

Editing platform-Final Cut Pro, Premiere Pro, or Avid

Quicktime

Word processing program

Grading

Class Participation & In Class Activities	45%
Quizzes	25%
Final Exam	10%
Final Assignment – Test and presentation	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

Requesting an incomplete grade:

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. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval.

Information about the Incomplete Grades policy can be found at

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

COVID considerations -- Keeping our DePaul community safe is of utmost importance in the pandemic.

Students, faculty and staff are expected to (1) wear a mask as required at all times while indoors on campus; (2) refrain from eating and drinking in classrooms; (3) keep current with their COVID-19 vaccinations or exemptions; (4) stay home if sick; (5) participate in any required COVID-19 testing; (6) complete the online Health and Safety Guidelines for Returning to Campus training; and (7) abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, Together. The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not complying with any requirements should register with DePaul's Center for Student with Disabilities (CSD).

Attendance – Classes will consist of lecture, discussion, and hands on exercises. Since we do most of the work in class, attendance is recommended to get the full value of the class.

Safety Training

The Safety class went online last year through each student's D2L homepage. The class can be accessed by clicking the "SCA Central" tab and then clicking "Info and Resources." The Orientation to Production and Set Safety (O.P.S.S.) modules will be in the left hand column of the page. All students should take the three video presentations and accompanying quizzes preferably before coming to Cinespace or at least within the first week of classes. Any students who have not taken and passed O.P.S.S. will not be able to make reservations for space or equipment until they have done so.

Class Participation— Along with showing up, you are expected to join in class discussions and participate in activities. You'll notice that a portion of your grade are the "in class" exercises. If you miss the class, you get a 0.

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.

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. Please see <https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx> for additional information.

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 seeking disability-related accommodations are required to register with DePaul’s Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

- Loop Campus – Lewis Center #1420 – (312) 362-8002
- Lincoln Park Campus – Student Center #370 – (773) 325-1677

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gergory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain confidential to the extent possible.

Please see <https://offices.depaul.edu/student-affairs/about/departments/Pages/csd.aspx> for Services and Contact Information.

Working in Groups – For the final assignment in this course you will be working in groups. A major component of film production is teamwork. It is your job as a team to work through 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—Some 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.

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in University related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at <http://policies.depaul.edu/policy/policy.aspx?pid=332>

SCA Production Office:

The Production office, located in LL Daley Building and at production@cdm.depaul.edu is an invaluable resource to all DePaul student filmmakers. The office can answer general questions about navigating filming inside or outside of DePaul, SCA facilities and equipment, and provide resources for casting, insurance, crew calls, etc. Office hours are listed on the CDM Production Resources page [here](#).

SCA Central:

Run by The Production Office, SCA Central is our online information hub, filled with resources including the SCA Production Handbook, pre-production templates, waivers/contracts, job listings, SCA events, local production community news & events, internship opportunities, etc. [Find it on D2L and make it your home page.](#)

SCA Production Handbook:

Required reading for all SCA Students prior to equipment/stage/studio reservations, The SCA Production Handbook is an invaluable resource to all DePaul student filmmakers. Guidelines, policies, and procedures for filming at DePaul; using SCA facilities and equipment; and answers to questions regarding SCA resources and building contacts, are found inside. The handbook is updated regularly on [SCA Central](#) and also linked to the CDM Production Resources page [here](#).

Talent Waivers:

Talent waivers must be signed by any outside talent (non-DePaul students) and submitted to The Production Office *prior* to camera rolling for any projects. Waivers and other commonly used forms can be found on [SCA Central](#) under "Info & Forms".

DePaul Production Insurance:

DePaul production insurance **does not cover** the use of fire (including pyrotechnics and fireplaces), use of vehicles for shooting (moving or stationary), or animals of any kind and is therefore not permitted for SCA projects unless proof of personal production insurance is provided.

Read more about DePaul's requirements via the SCA Production Handbook. Any questions about DePaul's insurance should be directed to The Production Office *well before* shooting begins (production@cdm.depaul.edu).

Use of Prop Weapons:

Rules and regulations **MUST** be followed when using prop weapons, including firearms. The instructor must approve the appearance of a prop weapon in any student film, including class syllabus assignments. An approved/signed Prop Weapon Request Form must be submitted to the Production Office prior to filming (find it on [SCA Central](#) under "Info & Forms"). For safety purposes, The Production Office may also review the filmmaker's plan for transportation of prop firearms prior to receiving approval for use.

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 faculty if you're unsure about anything regarding your shoot, in or out of class.

Spring 2022 Schedule for FILM 358/458 Advanced Camera Technologies

Week	Date	Subject			Due
1	03/30	Intro to class	Support equipment – Camera crew duties and roles		
2	04/06	Canon C300 Canon C300 Mark II	Camera Prep Camera and Lens safety Organizing gear		Quiz #1
3	04/13	Canon C300 Canon C300 Mark II	On The Set Procedures - Slating		Quiz #2
4	04/20	Arri Alexa Arri Amira Sony FX9	Codecs & Tech Specs		Quiz #3
5	04/27	Arri Alexa Arri Amira Sony FX9	Pulling Focus		Quiz #4
6	05/04	RED Epic RED Epic-W RED Komodo	Time Code		Quiz #5
7	05/11	RED Epic RED Epic-W RED Komodo	Camera Reports Ditty Bags		Quiz #6
8	05/18	Plan shoots for next week	How to shoot tests - Data Wrangling / DIT		Quiz #7
9	05/25	Shoot tests in class			Quiz #8
10	06/01	Watch tests and presentations	The freelance life – how to set yourself up to win		Presentation
11	06/08	NO CLASS			Final Exam

** Read Handouts as assigned. Watch videos as assigned. Check D2L for handouts and video links*