

# CP340/440 :: Fundamentals of Pre Production

## COURSE SYLLABUS - FALL 2023

REV 1

**INSTRUCTOR:**  
**E-MAIL:**  
**OFFICE HOURS:**  
**CLASSROOM:**  
**CLASS TIME:**  
**FINAL EXAM:**  
**COURSE CREDITS:**

**CASSIE LLANAS**  
**CLLANAS1@DEPAUL.EDU**  
**MONDAYS 1:00P-3:00P**  
**CDM ROOM 226**  
**WEDNESDAYS 1:30P-4:45P**  
**DATE & TIME TBD IN RM 226**  
**4 CREDITS**

E-mail is the best way to reach me. I'll do my best to respond within 48 hours. I'll also aim to give you feedback within a week and if that changes, I'll let you know.

Office hours are held on Zoom by appointment only. Make an appointment on BlueStar.

**THIS SYLLABUS IS SUBJECT TO CHANGE AS NECESSARY DURING THIS  
QUARTER IF CHANGES OCCUR, IT WILL BE ADDRESSED IN CLASS &  
ANNOUNCED/POSTED ON D2L**

**IT IS YOUR RESPONSIBILITY TO READ THIS SYLLABUS THOROUGHLY  
AND KNOW WHAT IS EXPECTED OF YOU IN THIS COURSE**

### **Content Trigger Warning**

***Some of the materials we may be covering in class & at home might be triggering for some people. I will do my best to warn the class ahead of time. Please be aware that some of the movies & shows we will watch may contain mature themes & situations.***

### **So...What Is This Course?**

This course is designed to guide you through the process of producing a feature film with a focus on pre-production. Students will fill the role of a production office and utilize the skills necessary to take a script, break it down, and prepare for a multi-month film production with plans for post-production.

*"This course focuses on the key steps of pre-production for a feature film. Students will learn how to prep a film with a focus on cast and crew deals, location agreements, clearance, insurance, and working with the major unions." -- DePaul's Course Catalog*

### **Learning Outcomes**

*Throughout this course, students will:*

- Identify and properly execute production paperwork including (but not limited to): One Liners, Day Out of Days, Exhibit G's, Shooting Schedules, Production Reports, Crew Lists, etc.
- Grasp the significance of proper On-Set Safety through examining real-world examples of on-set accidents
- Learn the how and why behind Tone Meetings, Concept Meetings, Production Meetings, Logistic Meetings
- Observe proper digital production file organization on both DropBox & Scenechronize

### **Required Course Materials**

- The Complete Film Production Handbook (4th Edition), By Eve Light Honthaner
  - ISBN: 978-0-240-81150-5

- Please bring an internet enabled device such as a laptop, tablet, or smartphone
  - Throughout the quarter there will be class time allocated to working on group projects that will necessitate access to the internet

## **GRADING SCALE & PROJECT BREAKDOWN**

*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*

### **CP340 (UNDERGRAD)**

#### **TOTAL POINTS - 900 PTS**

- **ATTENDANCE** -200 PTS
- **SCRIPT PREFERENCE SUBMISSION** - 50 PTS
- **FINAL PROJECT - 500 PTS TOTAL**
  - **CONCEPT MEETING PRESENTATION** - 250PTS
  - **PRODUCTION MEETING/PRODUCTION BINDER PRESENTATION** - 250 PTS
- **DISCUSSION POSTS & RESPONSES** - 150 PTS TOTAL (15 POINTS EACH)

### **CP440 (GRAD)**

#### **TOTAL POINTS - 1000 PTS**

- **ATTENDANCE** -200 PTS
- **SCRIPT PREFERENCE SUBMISSION** - 50 PTS
- **FINAL PROJECT - 500 PTS TOTAL**
  - **CONCEPT MEETING PRESENTATION** - 250PTS
  - **PRODUCTION MEETING/PRODUCTION BINDER PRESENTATION** - 250 PTS
- **DISCUSSION POSTS & RESPONSES** - 150 PTS TOTAL (15 POINTS EACH)
- **QUIZ 1** - 50 PTS
- **QUIZ 2** - 50 PTS

## **SUBMISSION FORMATTING**

### *VIDEO*

All projects must be exported from Premiere Pro as an .H264 and uploaded to Vimeo or YouTube. Copy and Paste the link onto D2L and submit.

**\*\*Make sure your links are either public or viewable by anyone who has the link!**

### *PAPERS*

All papers **MUST** be submitted as a PDF File

- Word Docs, Google Docs, Pages, Etc will **NOT** be accepted

## **FILE LABELLING**

All assignments & class projects **MUST** be labelled as such:

- **CP340\_ASSIGNMENT NAME\_YOUR LAST NAME (Or Group Name)**
  - EXAMPLE) Assignment is: Totally Cool Film Project 1, Student Name: Hermioninny Featherbottom
    - **File Label:** CP340\_TOTALLY COOL FILM PROJECT 1\_ FEATHERBOTTOM
  - EXAMPLE) Assignment is: Totally Cool Film Project 2, Student Name: Brady Thompson, Group Name: Moldy Voldy Productions
    - **File Label:** CP340\_TOTALLY COOL FILM PROJECT 2\_MOLDY VOLDY PRODUCTIONS

## **WEEKLY DISCUSSION POSTS**

Every week we will have required at-home screenings of feature films.

### **CP340 (Undergrad)**

You will be required to:

- Write a 300 word response on your thoughts, comments, and questions to the screenings & readings.
- Respond to two other discussion entries - if one post has been responded to already, respond to one that hasn't been responded to yet. 250 words.

*JOURNAL ENTRIES DUE: Every Week, Sunday Night by 8:30P*

*2 SEPARATE JOURNAL RESPONSES DUE: Monday Night by 8:30P*

**CP440 (Grad)**

You will be required to:

- Write a 500 word response on your thoughts, comments, and questions to the screenings & readings.
- Respond to two other discussion entries - if one post has been responded to already, respond to one that hasn't been responded to yet. 300 words.

*JOURNAL ENTRIES DUE: Every Week, Sunday Night by 8:30P*

*2 SEPARATE JOURNAL RESPONSES DUE: Monday Night by 8:30P*

**DESIRE 2 LEARN (D2L)**

D2L will be used to:

- Submit all assignments
- Find course documents, announcements, updates, lecture slides, helpful video essays, and links for at-home-screenings

**EXTENSIONS & ATTENDANCE****ASSIGNMENT & PROJECT EXTENSIONS**

If you need an extension on a project or homework assignment:

- It is your responsibility to discuss this with me in a timely manner.
  - If you e-mail me two days, one day, or day of an assignment being due asking for an extension, that is unacceptable. Manage your time wisely!

**LATE SUBMISSIONS**

Late submissions of homework will result in the dock of a FULL LETTER GRADE for two subsequent days.

**MEANING:** Any unexcused late submission of a project once the submission deadline has passed (ex: Due Date 12/31/23 @ 11:59P | Time Submitted: 01/01/24 @ 12:01A) will be docked one full letter grade each day the assignment is late.

*If your assignment would have received an A, it will be reduced to a B. If the deadline is missed by two days, your grade will be reduced to a C. If the deadline is missed by three or more days, you will receive a 0 for the assignment.*

**ATTENDANCE****ATTENDANCE POLICY**

Just to reiterate the post-its above:

- ATTENDANCE IS MANDATORY FOR ALL CLASS PERIODS
  - Two unexcused absences will drop you a full letter grade (A to B)
  - Three unexcused absences will drop you two letter grades (A to C)
  - Anyone who misses Four or more classes unexcused (That is more than 1/3 of the entire class) will automatically fail the course
- Obviously emergencies and illnesses happen, but it is on you to communicate with me if you're going to be absent.
- MISSING A CLASS DOES NOT EXCUSE DEADLINES. What does this mean?
  - Just because you were absent for class doesn't mean you get an automatic extension on the homework deadlines.

**CLASS ENGAGEMENT****STUDENT PARTICIPATION**

Student participation in class discussions will be measured in two ways.

- Students are highly encouraged to ask questions & offer comments relevant to the day's topic. I want to hear your voice!
- Students will be expected to demonstrate comprehension of the assignments and to keep up with the readings and screenings in order to participate with the class discussions.

# COURSE SCHEDULE

## WEEK 1: 09/06/2023

### WHAT ARE WE DOING?

- **CLASS INTRO & SYLLABUS REVIEW**
- **DISCUSSION**
  - *What is Production?*
  - *Who does What?*
  - *Steps of Pre-Production*
- **FINAL CLASS PROJECT INTRO**

### HOMEWORK

- **READ** - Final Project Screenplays
  - Link on D2L
  - SUBMIT SCRIPT PREFERENCES BY MONDAY 09/11 @ 5:30P on D2L
- **READ** - Textbook Chapters
  - Chapter 2 - The Production Office
  - Chapter 4 - Pre-Production
  - Chapter 6 - From Script to Schedule
- **WATCH & DISCUSS**
  - Clerks

## WEEK 2: 09/13/2023

### WHAT ARE WE DOING?

- **DISCUSSION**
  - *Clerks*
  - *Breaking Down a Script*
  - *Production Office 101*
  - *Budget P1*
- **GROUP WORK**
  - *Final Project Groups Announced*
  - *Confirm Group Roles*

### HOMEWORK

- **READ** - Textbook Chapters
  - Chapter 24 - Specifically Television
  - Chapter 25 - Independent Filmmaking
  - Chapter 26 - Practical Low Budget Filmmaking
  - Chapter 27 - New Media
- **BEGIN PRE-PRODUCTION ON YOUR SCRIPTS**
- **WATCH & DISCUSS**
  - Supergirl - Season 2 Episode 11 :: The Martian Chronicles
  - TBD - Private Practice Season 6 Episode 9 :: I'm Fine

## WEEK 3: 09/20/2023

### WHAT ARE WE DOING?

- **GUEST SPEAKER** :: Gabe Llanas
  - *Co-Executive Producer*
    - *National Treasure, Supergirl, Party of Five, Grey's Anatomy, Private Practice*
- **DISCUSSION**
  - *Casting Paperwork - P1*
  - *Deal Memos*
  - *Meetings Meetings & ALL THE MEETINGS*
- **GROUP WORK**

### HOMEWORK

- **READ** - Textbook Chapters
  - Chapter 10 - Deal Memos
  - Chapter 11 - Unions/Guilds
  - Chapter 6 - During the Shoot
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - VICE (2018)

## WEEK 4: 09/27/2023

### WHAT ARE WE DOING?

- **GUEST SPEAKER** :: Monica Timmerman
  - *2nd Assistant Director*
    - *Transformers Rise of the Beasts, Stranger Things, Ford V Ferrari, Big Little Lies, VICE*
- **DISCUSSION**
  - *Call Sheets*
  - *Day Files*
  - *Production Reports*
- **GROUP WORK**

### HOMEWORK

- **READ - Textbook Chapters**
  - Chapter 12 - Principal Talent
  - Chapter 14 - Background Talent
  - Chapter 23 - There's an Animal in My Film
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
  - *Groups 1, 3, 5 - presenting next week*
- **WATCH & DISCUSS**
  - John Wick 3
- **QUIZ 1 (FOR GRAD STUDENTS)**
  - DUE 10/13/2023

## **WEEK 5: 10/04/2023**

### **WHAT ARE WE DOING?**

- **CONCEPT MEETINGS**
  - *Group Presentations*
    - *Groups 1, 3, 5 PRELIM PRODUCTION BINDER*
      - *DUE ON BLACKBOARD 10/04/2023 @ 1:00P*
- **DISCUSSION**
  - *Casting Paperwork Part 2*
  - *File Execution*

#### **HOMEWORK**

- **READ** - Textbook Chapters
  - Chapter 17 - Safety
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - TBD (Either Y Tu Mama Tambien or Titane)

## **WEEK 6: 10/11/2023**

### **WHAT ARE WE DOING?**

- **CONCEPT MEETINGS**
  - *Group Presentations*
    - *Groups 2, 4, 6 PRELIM PRODUCTION BINDER*
      - *DUE ON BLACKBOARD 10/11/2023 @ 1:00P*
- **DISCUSSION**
  - *At-Home-Screening*
  - *Safety on Set*

#### **HOMEWORK**

- **READ - Textbook Chapters**
  - Chapter 3 - Basic Accounting
  - Chapter 18 - Locations
  - Chapter 21 - Travel and Housing
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - District 9

## **WEEK 7: 10/18/2023**

### **WHAT ARE WE DOING?**

- **DISCUSSION**
  - *At-Home-Screening*
  - *Travel Coordinating*
  - *Vendors*
  - *Locations*
  - *Scouts*
- **GUEST SPEAKER :: TBD**
- **GROUP WORK**

#### **HOMEWORK**

- **READ - Textbook Chapters**
  - Chapter 15 - Clearances & Releases
  - Chapter 16 - Guide to Music Clearance
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - X

## **WEEK 8: 10/25/2023**

### **WHAT ARE WE DOING?**

- **DISCUSSION**
  - *At-Home-Screening*
  - *The Budget Part 2*
  - *Nearing the End*
- **GUEST SPEAKER :: TBD**
- **GROUP WORK**

#### **HOMEWORK**

- **READ** - Textbook Chapters
  - Chapter 23 - Effects
  - Chapter 29 - Wrap
  - Chapter 30 - Post Production
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - The Blair Witch Project

## **WEEK 9: 11/01/2023**

### **WHAT ARE WE DOING?**

- **DISCUSSION**
  - *Wrapping Production*
  - *Marketing*
- **GROUP WORK**

### **HOMEWORK**

- **READ - Textbook Chapters**
  - Chapter 32 - Industry Survival Tips
- **CONTINUE WORKING ON FINAL PROJECT PRE-PRODUCTION**
- **WATCH & DISCUSS**
  - Pariah
- **QUIZ 2 (FOR GRAD STUDENTS)**
  - DUE 11/14/2023 @ 11:59P

## **WEEK 10: 11/08/2023**

### **WHAT ARE WE DOING?**

- **PRODUCTION & LOGISTICS MEETINGS**
  - Groups 1, 3, 5 FINAL DIGITAL PRODUCTION BINDER
    - DUE ON D2L 11/08/2023

## **WEEK 11: 11/15/2023**

### **WHAT ARE WE DOING?**

- **PRODUCTION & LOGISTICS MEETINGS**
  - Groups 2, 4, 6 FINAL DIGITAL PRODUCTION BINDER
    - DUE ON D2L 11/15/2023



## **UNIVERSITY POLICIES & RESOURCES**

### **ACADEMIC INTEGRITY**

DePaul University is a learning community that fosters the pursuit of knowledge and the transmission of ideas within a context that emphasizes a sense of responsibility for oneself, for others and for society at large. Violations of academic integrity, in any of their forms, are, therefore, detrimental to the values of DePaul, to the students' own development as responsible members of society, and to the pursuit of knowledge and the transmission of ideas. Violations include but are not limited to the following categories: cheating; plagiarism; fabrication; falsification or sabotage of research data; destruction or misuse of the university's academic resources; alteration or falsification of academic records; and academic misconduct. Conduct that is punishable under the Academic Integrity Policy could result in additional disciplinary actions by other university officials and possible civil or criminal prosecution. Please refer to your Student Handbook or visit Academic Integrity at DePaul University (<http://academicintegrity.depaul.edu>) for further details.

## **ENROLLMENTS & WITHDRAWALS**

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and dropping classes as indicated in the Academic Calendar. Review DePaul's registration policies if you have not already done so.

Students who withdraw from the course do so by using the Campus Connection system ([campusconnect.depaul.edu](https://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 an academic as well as financial penalty.

Administrative Withdrawal Appeals are submitted to and processed by the Dean of Students Office, and allow students to be retroactively withdrawn from classes for medical, mental health or personal crises even after the term has ended.

## **LIBRARY RESOURCES**

The DePaul University Library (<https://library.depaul.edu>) provides access to authoritative information sources, such as scholarly articles, journals, and books, primary sources, and research databases. Research help is available daily in-person and via chat, email, phone, or text. You may also make an appointment (in-person, phone, or Zoom) with a librarian to discuss your research projects.

## **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.

## **RESPECT FOR DIVERSITY AND INCLUSION**

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions, and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives. If at any time the classroom experience does not live up to this expectation, please feel free to contact me via email or during office hours.

## **COVID-19 HEALTH AND SAFETY PRECAUTIONS**

Keeping our DePaul community safe is of utmost importance in the pandemic. DePaul's COVID-19 response plans are based on the latest guidance from the Centers for Disease Control and Prevention, the Chicago Department of Public Health and the university's medical advisor from AMITA Health.

For the latest news and resources, please visit [DePaul's response to COVID-19 page](#).

## **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>

## **INCOMPLETE GRADES**

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>

## **NAME & PRONOUNS**

I will gladly address you by the name and pronouns that you indicate. Please advise me of your name and/or your pronouns early in the quarter so that I may make appropriate notes in my records. Please also note that students may choose to identify within the University community with a first name that differs from their legal name, and they may also update their gender and gender pronouns. If a new name is identified, it will display as a “preferred name” in University-related systems and documents except where the use of the legal name is necessitated or required by University business or legal necessity. For more information and instructions on how to make these updates, please see the LGBTQIA Resource Center’s Personal Information Change resources and the Student Preferred Name and Gender Policy at [policies.depaul.edu](http://policies.depaul.edu).

## **CENTER FOR STUDENTS WITH DISABILITIES**

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

- Loop Campus - Lewis Center #1420 - (312) 362-8002
- Lincoln Park Campus - Student Center #370 - (773) 325-1677
- Students can also email the office at [csd@depaul.edu](mailto:csd@depaul.edu).

Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.

## **BASIC NEEDS**

Access to nutritious food and reliable housing are factors that influence many students’ ability to succeed in the classroom and beyond. However, students facing food or housing insecurities may be hesitant to call attention to their ongoing struggles. DePaul University is committed to and cares about all students. To help you manage personal challenges and basic needs security, the university offers several resources.

- Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, is urged to contact the Dean of Students Office for support: by calling (773) 325-7290 or emailing [deanofstudents@depaul.edu](mailto:deanofstudents@depaul.edu).

- You can also contact Elizabeth Ann Seton Food Pantry and Sandwich Kitchen and the Dax Program (Chicago - DePaul; email: emily.edwards@depaulusa.org; phone: (312) 362-7931 for support.
- The Center for Access and Attainment has also created a guide for Food and Housing Resources that you can review.

If you are comfortable doing so, please also let me know about these challenges, so that I can help you access resources.

### **UNIVERSITY COUNSELING & PSYCHOLOGICAL SERVICES**

University Counseling & Psychological Services (UCAPS) helps remove barriers to learning and support academic success by providing free, goal-focused, collaborative, short-term, confidential, individual, and group counseling services for DePaul's students. UCAPS has a diverse multi-disciplinary staff that includes licensed mental health professionals in psychology, counseling, and social work.

Students\* can talk to a therapist or schedule a brief screening and consultation appointment in the following ways:

- To speak directly to a therapist 24 hours a day, 7 days a week, students should call 773-325-CARE (2273) and Press "1" when prompted.
- To schedule a brief screening and consultation (BSC) appointment, students should call 773-325-CARE (2273) during regular business hours and Press "2" when prompted.
- Students can visit [go.depaul.edu/ucaps](http://go.depaul.edu/ucaps) and click the 'Schedule a Consultation' button to use online scheduling for a Brief Screening & Consultation (BSC) appointment. Online scheduling is available Monday through Friday from 8:00 am to 4:30 pm. All BSCs scheduled online are for phone appointments. To schedule an in-person or telehealth BSC, please call 773-325-CARE (2273) and Press "2" when prompted.

\*Services are provided based on student eligibility. For full eligibility details please visit [go.depaul.edu/ucaps](http://go.depaul.edu/ucaps).

### **SEXUAL & RELATIONSHIP VIOLENCE**

As a DePaul community, we share a commitment to take care of one another. Classroom relationships are based on trust and communication. Sometimes, material raised in class may bring up issues for students related to sexual and relationship violence. In other instances, students may reach out to faculty as a source of help and support.

It is important for students to know that faculty are required to report information reported to them about experiences with sexual or relationship violence to DePaul's Title IX Coordinator. Students should also know that disclosing experiences with sexual or relationship violence in course assignments or discussion does not constitute a formal report to the University and may not begin the process of DePaul providing a response.

- Students seeking to report an incident of sexual or relationship violence to DePaul should contact Public Safety (Lincoln Park: 773-325-7777; Loop: 312-362-8400) and/or the Title IX Coordinator (Lincoln Park: 312-362-8970 or [titleixcoordinator@depaul.edu](mailto:titleixcoordinator@depaul.edu)).
- Students seeking to speak confidentially about issues related to sexual and relationship violence should contact a Survivor Support Advocate in the Office of Health Promotion & Wellness for information and resources (773-325-7129 or [hpw@depaul.edu](mailto:hpw@depaul.edu)).

More information is available at <http://studentaffairs.depaul.edu/hpw/shvp.html>. Students are encouraged to take advantage of these services and to seek help around sexual and relationship violence for themselves as well as their peers who may be in need of support.