

**Fundamentals of Cinema Production**  
**DC 414-701 Fall Quarter 2015**  
**Wed : 5:45am – 9:00pm**  
**LL106/107, 14 E. Jackson, Loop**  
**D2L & LYNDA.COM**

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Office hours: Wed / Thurs 1:00 – 2:30pm by Appointment.

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**Welcome to DC 414 Fundamentals of Cinema Production.** This class is an opportunity to learn the basics of the art, craft, trade and community of Film (except we're all digital). It's a chance to experiment on things just *because*. It's an intense storm of information and exercises to prepare with a basic foundation in digital cinema.

What do you want this experience to be? It's you who ultimately define this for yourself. So take chances *and* take it seriously. The best way to test these waters is to just dive in. You're not alone, but ultimately your success is up to you.

Good luck and remember to have fun!

**COURSE DESCRIPTION:**

This graduate level course is a beginning workshop in **narrative (fiction and non-fiction) film production**. The course provides an introduction to the fundamentals of cinema, including camera and lens technology, composition, lighting, directing, sound recording, and basic non-linear editing. Through a series of hand-on, practical exercises students will be expected to gain and demonstrate proficiency in the fundamental technical skills of cinematography, lighting, location sound recording, and picture editing.

**COURSE OBJECTIVES:**

- To demonstrate an understanding of the language of cinema and to employ fundamental production and editing techniques to express a story visually in creative projects.
- Demonstrate proficiency in operating digital cameras and non-linear editing programs (Adobe Premiere) through production exercises.
- Demonstrate the ability to produce and pre-visualize a production and to collaborate effectively in small crews to develop creative and compelling cinematic projects.

**TEXTBOOK and Course Materials:**

Handouts will be posted on D2L. It is your responsibility to download these for review.

**Assignments and guidelines are available on D2L.** Please email me asap if you have any problem accessing the D2L class site or the assignments.

**Required:**

Adobe Premiere Pro Tutorials – LYNDA.COM (Free access Via DePaul University. Use your Campus Connect login and password.)

**Recommended:**

*The Filmmaker's Handbook* Ascher and Pincus (latest edition)  
*Adobe Premiere Pro CS6 Book with DVD*

**COURSE MATERIALS TO BE OBTAINED BY THE STUDENT:**

A portable FIREWIRE drive or USB 3.0 drive for editing. You will need this by the end of the first week. Carry your drive with you for class.

**GRADING**

Grades will be given for each assignment. An assignment worth 10 points (10%) is equal to one full letter grade. This class requires a time commitment outside of class hours. Please make a note of production weeks and In-class exercises.

**Late work will not be accepted.**

<b>GRADE BREAKDOWN:</b>		
<b><u>In-Class Exercises</u></b>		<b>15%</b>
· Frame It – Still Photo exercise	5	
· Group lighting exercise (group)	5	
· Shoot to script exercise (Class)	5	
<b><u>Films</u></b>		<b>60%</b>
· Chase Sequence (group):	15	
· <b>Midterm</b> - Film #1 (group):	20	
· <b>Final</b> - Theme Film (individual or group):	25	
<b><u>Quiz/Exams</u></b>		<b>20%</b>
· Quizzes – 3 (Online, equal weight)	10	
· Final Exam (In Class)	10	
<b><u>Other</u></b>		<b>10%</b>
· Attendance & Participation:	10	
<b>TOTAL</b>		<b>100%</b>

\* All production work except for the In-Class Exercises will take place outside of class time.

**GRADING SCALE**

Excellent (exceeds expectations):	A = 100–94	A- = 93–90	
Good/ Above Average (meets expectations):	B+ = 89–88	B = 87–83	B- = 82–80
Satisfactory (acceptable level of growth):	C+ = 79–78	C = 77–73	C- =72–70
Poor (does not meet basis requirements):	D+ = 69–68	D= 67–63	D- =62–60
Failure (inadequate achievement):	F = 59–0		

**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 will be HEAVILY factored into your grade for attendance and participation. They will also affect your midterm and final film grades (worth 15% of your final grade).

## **COURSE POLICIES:**

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

### **CONTENT CHANGES**

This syllabus may be amended as the course proceeds. You will be notified of all changes via email. As the semester progresses, some items may change at the instructor's discretion, but the overall workload will not. Make sure you pace yourself accordingly and ensure that you check the email listed on D2L.

### **STUDENT RESPONSIBILITIES**

Each student is responsible for their time management and meeting the expectations in the syllabus. **The instructor is not responsible for reminding students of assignment deadlines in class.** In the event of an absence it is the student's responsibility to contact the instructor for details of the homework. If an assignment is listed on the syllabus, you are responsible for completing the assignment on time.

### **DEADLINES**

Late assignments will not be accepted. You will not be eligible for an 'A' in the class unless you turn in all assignments on time.

### **ATTENDANCE**

Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes a 'Late' notation. Two 'Late' notes constitute an absence for the student. The overall grade for participation drops one-third after any absence. Three absences for any reason, whether excused or not, may constitute failure for the course.

As long as I am aware of your situation and you take an active role in catching up, absences may be excused and extensions may be granted. Every situation will be handled according to individual circumstance at the instructor's discretion. Absolutely no consideration will be given for those who request special treatment without advanced notice.

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

### **COMPUTER USE**

Using the computer during class time for any reason other than taking notes will have a negative impact on your participation grade. Phones should be in your bag. If you are texting during class, you are not participating. No computer use during film screenings.

### **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](#).

### **PLAGIARISM**

Plagiarism on assignments or cheating on exams are serious offenses and earn the student a failing grade for the class and can lead to 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](#).

### **FINAL FILMS & PRESENTATIONS**

Students who are not prepared to present during the regularly scheduled time will receive a failing grade for the final unless they have contacted the instructor in advance to arrange to present early. Students contacting the instructor after the final presentation will not be allowed to make-up the points for any reason.

### **CLASS DISCUSSION**

Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice when grading papers. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

### **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. I will work with the Dean of Students Office to navigate such student issues.

### **CIVIL DISCOURSE**

DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be [Socially Responsible Leaders](#). It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student's ability to be successful in the course. I will partner with the Dean of Students Office to assist in managing such issues.

### **ACADEMIC INTEGRITY**

Plagiarism on assignments or cheating on exams are serious offenses and earn the student a failing grade for the class. Please read the Academic Integrity Policy (AIP) at: <http://studentaffairs.depaul.edu/handbook/code16.html>. More information can be found at <http://academicintegrity.depaul.edu/>.

## **READING ASSIGNMENTS**

The assigned readings offer an opportunity for independent learning that supplements the lectures. Lectures will introduce material that may not be available in the readings or that may be explored further in the readings. The readings will explore concepts not mentioned in class.

## **HANDOUT & ASSIGNMENT COPIES**

Handout and assignment copies are available on [d2l.depaul.edu](http://d2l.depaul.edu)

## **FILM VIEWING**

Students are required to watch the films in class. Leaving early or sleeping through a film will result in an absence. In the event of illness, assignment or in the event that you are looking for entertainment, films are available on Netflix and at the DePaul Library.

## **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](mailto:csd@depaul.edu).

Lewis Center 1420, 25 East Jackson Blvd.

Phone number: (312)362-8002

Fax: (312)362-6544

TTY: (773)325.7296

## **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: The Center for Students with Disabilities (CSD).

## **INSTRUCTOR AVAILABILITY**

Please email or text if you have a question or concern about the class. During the week, I respond promptly to emails. If you do not hear back from me within 24 hours, it means I did not receive your message so please check the address and contact me again.

If you are emailing with a question the night before an assignment is due, do not expect an extension on the assignment. No late work will be accepted.

## **Withdrawal and Drop Deadlines Fall Quarter 2015:**

September 22, 2015    Last day to drop classes with no penalty  
Last day to select pass/fail option

September 23, 2015    Grades of "W" assigned for FA2015 classes dropped on or after this day

October 27, 2015      Last day to withdraw from FA2015 classes

**ASSIGNMENT CHECKLIST:**  
(All assignments due the night before class)

ASSIGNMENT	POINTS	DUE	Complete?
<b>EXERCISES</b>	<b>15%</b>		
Frame It	5	Week 2	
Lighting Exercise (In Class)	5	Week 5	
Set Etiquette Shoot (In Class)	5	Week 9	
<b>CHASE SEQUENCE:</b>	<b>15%</b>		
Storyboards	15	Week 2	
Shoot Participation	25	Week 2	
Export and Upload	10	Week 4	
Fine Cut	50	Week 4	
<b>MIDTERM – Film #1:</b>	<b>20%</b>		
PITCH	10	Week 3	
Pre-Production Package	20	Week 4	
Rough Cut	20	Week 6	
Fine Cut	40	Week 7	
Group Evaluation	10	Week 7	
<b>FINAL – THEME FILM</b>	<b>25%</b>		
PITCH	10	Week 7	
Preproduction Package & Meeting	25	Week 8	
Rough Cut	20	Week 10	
Fine Cut	50	Week 11	
Self/Group Evaluation	20	Week 11	
<b>EXAM &amp; Quiz</b>	<b>15%</b>		
Quiz Online	75	Various / online. Check D2L	
Final	75	Week 9	
<b>ATTENDANCE &amp; PARTICIPATION</b>	<b>10%</b>		
<b>TOTAL</b>	<b>100%</b>		

**WEEK 1**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
Course Introduction Syllabus, Assignments  The filmmaking process Core production roles.	<b>Assign Groups</b>  <b>Frame It.</b> 8-10 still images from list provided. (Groups)	
Visualizing the film - Shot selection (shot sizes, angles, 180, continuity)  Principles of Cinematography – 180 Axis	Storyboards for Chase Sequence (One per group)  <b>Read</b> Handouts on D2L	

**WEEK 2**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
<b>Upload to Forum: Frame It images. (Screen, if time)</b>  Visualizing on paper – Treatment writing, Visual characters. Story, Plot – Review  Pre-production package	<b>Shoot Chase Sequence</b>  Character Study <u>treatment</u> . 1 page. (Group)	Frame It images. Upload to D2L forum.  Storyboards for Chase Sequence (One per group)
Principles of Cinematography - Lenses / Depth of Field Camera Movement  Camera functions (Set-up, White Balance, Focus, Iris, Depth of Field)	<b>Read / Watch</b> <b>LYNDA.COM – Adobe Premiere Tutorials – links on D2L</b> <a href="http://www.lynda.com/Premiere-Pro-tutorials/Premiere-Pro-CC-Essential-Training-2015/371692-2.html">http://www.lynda.com/Premiere-Pro-tutorials/Premiere-Pro-CC-Essential-Training-2015/371692-2.html</a>  Handouts on D2L	

**WEEK 3**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
Camera Functions – Recording sound on location. Post-production Audio  Adobe Premiere – Questions/Clarifications	Preproduction Package – Film #1	Film #1 <u>treatment</u> . 1 page (Group.)
<b>Pitch Film #1 (Group) – Guidelines on D2L</b>	<b>Read/ Watch</b> <b>LYNDA.COM Tutorials – Links on D2L.</b>	

**WEEK 4**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
<b>SCREEN Chase Sequences.</b>	<b>Shoot Film #1.</b> Rough cuts due week 6.	Chase Sequence final edits. Export and upload to vimeo (free account).
Production Meetings for Film #1 Shoot (In production teams).	Choose 2 images posted on D2L under <i>lighting setups</i> , bring props to next class (Group) <b>Buy Gloves for lighting exercise.</b>	Pre-production package for Film #1

**WEEK 5**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
Lighting aesthetics (Character, environment and mood) and Three point lighting setup	<b>Final Film pitches</b> <b>Read:</b> Handouts on D2L	Props for lighting setup. Bring Gloves.
Three Point Lighting setups.		

**WEEK 6**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
<b>Pitch Final Film</b>		
<b>SCREEN: Film #1 Rough Cuts</b>	Film #1 fine cut Group Evaluations (D2L) 1 Final film treatment	Rough Cuts – Link to Vimeo/D2L upload

**WEEK 7**

<b>TOPICS</b>	<b>ASSIGN</b>	<b>DUE</b> (All assignments due the night before class)
<b>MIDTERM SCREENING– Film #1 Fine Cut</b>	Preproduction Packages – Final Film.	Group Evaluations (D2L)
Prep for In-class shoot	Bring Props week 9	1 Final Film treatment

### WEEK 8

TOPICS	ASSIGN	DUE (All assignments due the night before class)
Pre-production meetings with groups	<b>Shoot Final Film.</b>	Preproduction packages for Final Film

### WEEK 9

TOPICS	ASSIGN	DUE (All assignments due the night before class)
<b>In Class Shoot – Short script. Set etiquette.</b>		<b>Props for shoot.</b>
Exam Review		

### WEEK 10

TOPICS	ASSIGN	DUE (All assignments due the night before class)
<b>Exam (1.5 hrs)</b>	Pickups, if needed.	Rough cuts.
<b>Screen: Rough cuts</b>	Self evaluation & peer review	Rough cuts revisions or Fine Cuts.

### WEEK 11 - FINALS WEEK

#### **FINAL FILM SCREENING**

Due : Self Evaluations

**Screen fine cuts of final films. Attendance is mandatory.  
Missing this class will result in a grade of 'F' for the final film.**

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