

Fall 23 | Wednesday 1:30 – 4:45 pm | Daley 507  
Lecture

**Instructor:** Dana Kupper (she/her)

**Office:** CDM 460

**Phone:** (C) 773-297-6272 (O) 312-362-1304

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

**Office hours:** Wednesday 11:45 am - 1:00 pm (before class) or by appointment (best)

## Course Overview and Learning Goals

**Course Website** D2L

**Course Overview:** This introductory course will explore documentary styles and techniques using a variety of modes and formats. You will create two short pieces along with writing and pitching your ideas to the class. Also, we should anticipate that changes may need to be made as the quarter unfolds. Those changes will be communicated as timely as possible, and I ask that we all stay flexible and responsive.

### **Learning Goals:**

By the end of this course, students will be able to:

- verbally pitch a compelling idea
- develop skills in conceptualizing, directing, and editing short documentary pieces.
- understand and incorporate interview techniques, visualizing and shooting observational footage, and construct narratives through the integration of sound and images.

- PREREQUISITES: FILM 110 OR FILM 111 OR FILM 102 or equivalent.

### **Required Textbook**

Our textbook for the quarter is: Introduction to Documentary, Third Edition by: Bill Nichols

It is available online through the DePaul library.

**Permalink:** <https://i-share->

[dpu.primo.exlibrisgroup.com/permalink/01CARLI\\_DPU/8tvalj/cdi\\_askewsholts\\_vlebooks\\_9780253026903](https://i-share-dpu.primo.exlibrisgroup.com/permalink/01CARLI_DPU/8tvalj/cdi_askewsholts_vlebooks_9780253026903)

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

Monday September 4, 2023	Labor Day - University officially closed
Wednesday September 6, 2023	Begin Autumn Quarter 2023 All Classes
Tuesday September 12, 2023	11:59 PM Deadline to add classes to AQ2023 schedule
Tuesday September 19, 2023	Last Day to drop AQ2023 classes with no penalty (100% refund of tuition if applicable and no grade on transcript)
Wednesday September 20, 2023	Grades of "W" assigned for AQ2023 classes dropped on or after this day
Thursday September 21, 2023	Last day to select pass/fail option for AQ2023 classes
Tuesday September 26, 2023	Last day to select auditor status for AQ2023 classes
Sunday October 1, 2023	Last day to apply for Autumn degree conferral
Wednesday October 4, 2023	Begin AQ2023 optional mid-term exam week
Tuesday October 10, 2023	End AQ2023 optional mid-term exam week
Tuesday October 24, 2023	Last day to withdraw from AQ2023 classes
Tuesday November 14, 2023	End AQ2023 Day & Evening Classes
Wednesday November 15, 2023	Begin AQ2023 Day & Evening Final Exams
Tuesday November 21, 2023	End AQ2023 Day & Evening Final Exams
Tuesday November 21, 2023	End of Autumn Quarter 2023
Thursday November 23, 2023	Thanksgiving Holiday - University officially closed
Friday November 24, 2023	Thanksgiving Holiday - University officially closed
Saturday November 25, 2023	Thanksgiving Holiday - University officially closed
Sunday November 26, 2023	Thanksgiving Holiday - University officially closed
Thursday November 30, 2023	Grades Due: Autumn Quarter 2023

**Software needed to complete assignments:**

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

Quicktime

Word processing program

**Grading**

PROJECT	TOTAL POINTS
#1 Day in the Life	30
<i>Pitch</i>	10
<i>Pre-production Package</i>	10
<i>Fine Cut</i>	10
#2 Archival	30
<i>Pitch</i>	10
<i>Pre-production Package</i>	10
<i>Fine Cut</i>	10
#3 Doc to Watch Presentation	10
#4 Participation	30
<i>Attendance</i>	10
<i>In Class Assignments</i>	15
<i>Self and Group Evaluations</i>	5
<b>Total Points</b>	<b>100</b>

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 (all assignments are graded excellent and submitted on time), B indicates good work, C indicates satisfactory work, D indicates unsatisfactory work, and F is a failure to demonstrate an understanding of course concepts

**Requesting an incomplete grade:**

An incomplete grade may only be assigned to a student if the student has experienced an extenuating circumstance near the end of the term, the student is in good standing in the class, and the request is made in advance. This being said it is solely up to the discretion of the instructor to grant an incomplete

**Attendance:** Come to class – we do lots of in class activities that are fun and educational. There is no need to email me to let me know if you can't make it, everything will be posted on D2L. If you have questions about the material, please DO contact me though.

**Content/Trigger Warning:** This class will examine issues of social justice and media representation and so some of our course discussions and media examples will deal with the legacy of sexism, racism, and other forms of social violence. Content warnings for particularly difficult videos will be marked, and I will do my best to foster a classroom in which we can relate courageously, compassionately, and contemplatively with difficult and important content when needed. Also, it is not up to you to educate me but if something in the class needs a trigger/content warning and I fail to give one, I would appreciate a heads up for future classes, if you can.

**Class Participation**— Along with showing up, you are expected to join in class discussions, critique other people's work, and participate in workshops. You'll notice that a portion of your grade are the "in class" exercises. If you miss the class, you get a 0. You can do a make-up assignment, but it will be out of class, and won't be as much fun than if you just showed up to class.

**Respect for Diversity and Inclusion at DePaul University as aligned with our Vincentian Values**

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.

### **ANNUAL MANDATORY SAFETY TRAINING**

Each SCA student must go through SCA Production Training before having access to reserve production equipment from any of our equipment centers. This online training is accessible through SCA Central on D2L to do at your own pace. You can find it by clicking on "SCA Production Training" in the blue box at the top of SCA Central.

**Written Assignments:** Must be typed.

**Digital Assignments:** All assignments handed in digitally must have a slate with your name and title of assignment.

**Critiques:** Due to the large size of our class, and the limited class time, not everyone's work will get a full review during class. If you'd like more feedback, arrange to discuss your work with me during my office hours. We will view and discuss everyone's final project during the last class.

**Emergency Plan.** An emergency can occur at any time, suddenly and without warning. Proper planning is essential to minimize the impact of any emergency on the university community, operations and facilities. The following link provides detailed information on Emergency Evacuation and Fire Alarm safety: <https://resources.depaul.edu/emergency-plan/emergency-evacuation/Pages/Evacuation.aspx>. The University will use the DPU Alert to announce school closing or other emergencies. In the event of an emergency evacuation, the primary outdoor assembly area for CDM will be Grant Park (Southeast corner of Jackson and Michigan Ave).

**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: <http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx>

**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

**Equipment-** You may use any equipment to shoot the assignments. The Canon XF205 and Sony FX6 cameras will be used for in class assignments. To complete out of class assignments, the students will have access to the Canon XF205 camera packages and the Sony FX6 camera, or you may use any camera of your choosing. Reserve your equipment really far in advance. There is a high demand for the equipment at this school, and you do not want to be left shooting with your second-choice camera.

**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>

**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).

**SCA Production Office:** The Production office, located in LL Daley Building and at [production@cdm.depaul.edu](mailto: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](#).

**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](mailto: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.

Refer to the [DePaul SCA Student Handbook](#) for policies and rules.

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Changes to Syllabus

This syllabus is subject to change as necessary during the quarter.

Depending on time factors and guest artist opportunities, the assignments projected for the term may require slight alteration or rescheduling.

If a change occurs, it will be addressed during class or posted under Announcements in D2L.

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## Course Calendar Fall 2023\_24 – Documentary Production 1

Week	Date	Subject	Assign	In Class	Watch	To Read in Textbook	Due
1	09/06	Introduction to the course and each other Crew Roles	3 Docs to Watch time slot		“Amar (all great achievements require time)”	<b>Chapter 1</b> “How Can We Define Documentary Film?”	
2	09/13	Types of Docs - Storytelling through the documentary form Assignment 1 Teams / Brainstorm ideas in small groups Pitching Ideas/ Creating a Pitch Deck	A#1 - “DITL” project			<b>Chapter 6</b> “How Can We Differentiate Among Documentary Models and Modes?”	
3	09/20	Sound Assignment 1 <i>Part 1</i> : Give Pitch Presentations to class		Work with sound kits		<b>Chapter 7</b> “How Can We Describe the Observational, Participatory, and Performative Modes?”	(3) Docs to watch*  Pitch presentation for A#1 and Pre Pro Package
4	09/27	Interview tips Assignment 1 <i>Part 2_</i> Written and Verbal update		Demo interview		<b>Chapter 4</b> “What Makes Documentary Filmmaking Engaging and Persuasive?”	(3) Docs to watch* Assignment 1  <i>Part 2_</i> Written and Verbal update
5	10/04	How to shoot a scene – Verité B roll – Camera Assignment 1 <i>Part 3</i> - Watch “DITL”	Assignment 2 <i>Part 1</i> Archival+ Voice Pitch	Shooting Verité	“DITL” final edits	<b>Chapter 10</b> “I Want to Make a Documentary, Where Do I Start?”	(3) Docs to watch*  “DITL” final edit due Group Eval due
6	10/11	Working with Archival  Presentations for A#2		Present Pitch for Assignment 2	“I Am Another You” Part 1	<b>Chapter 3</b> “What Gives Documentaries a Voice of Their Own?”	(3) Docs to watch*  Present Pitch for Assignment 2
7	10/18	Break down the structure of a short doc Organizing footage, transcription and logging Editing the doc		Break down the structure of a short doc	“I Am Another You” Part 2	<b>Chapter 8</b> “How Have Documentaries Addressed Social and Political Issues?”	(3) Docs to watch*
8	10/25	A#2 Check in Documentary Ethics Emotional cost of Doc Filmmaking			“I Am Another You” Part 3	<b>Chapter 2</b> “Why Are Ethical Issues Central to Documentary Filmmaking?”	(3) Docs to watch*
9	11/01	Special Guests A#2 Check in					
10	11/08	Screen Archival films (A#2)			Archival Films		Final Films A#2 – Archival Group Eval
11	11/15	NO CLASS					