EXPANDED COURSE DESCRIPTION
FILM AND VIDEO
School of the Arts, Media, Performance and Design
Department of Cinema and Media Arts
FA / FILM 2170 3.0 SECTION A
PRODUCTION PLANNING
FALL 2017 / WINTER 2018

COURSE CALENDAR DESCRIPTION

A practical course in film video production planning including: script breakdown, scheduling, budgeting, financing, legal issues, collective agreements and administrative procedures. Three hours. Additional fee required. Co-requisite: Film Video foundation program. Course credit exclusion: FA/FILM 3170 3.0

INSTRUCTOR(S)

<table>
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<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
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<tr>
<td>McBride, Carol Anna</td>
<td>Sec. A / STDO / F</td>
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SPECIAL FEATURES

School of the Arts, Media, Performance & Design
Department of Cinema & Media Arts

FA/FILM 2170 3.0     PRODUCTION PLANNING & MANAGEMENT
Date: Fall 2016

Date: Thursday 9:30-12:30                            Room: DB008
Director: Carol McBride, M.A., M.Ed.
Tel: *Please use EMAIL only
Virtual Office Hours: Emails will be answered within 48 hours
York Office: tba
Office hrs: Thursday 12:30– 1:30 by appt. only
SKYPE/Face-time Office hrs. available – by appt.
E-mail: carolmebrideonline@gmail.com

TOPICS AND CONCEPTS

REQUIRED TEXTS:
1. Course Handouts*, plus Videos/Youtube + Vimeo
2. Additional resources will be accessed from Film 411 website, York's how-to resource for independent production:

www.yorku.ca/film411 user: film411 password: film411

RECOMMENDED:
- What They Don't Teach You In Film School, C. Landau and T. White (2000) *USED on ca or INDIGO/CHAPTERS used

FILM 2170 3.0 provides a pragmatic and comprehensive overview of the major elements involved in the creation, planning and management of short film production. Emphasis will be placed on adapting the methods and practices of independent filmmakers in Ontario to low-budget short student projects. Course content will focus on developing mindful communication and creative problem-solving skills through practical assignments.

Through guest speakers, screenings, short film case study (York Alumni), course readings and assignments, students will be introduced to all phases of planning the short project (doc, fiction, alternative) including the budgeting process, scheduling, locations, Casting and ACTRA I.P.A./York Student Agreement, interview and research issues, legal issues; contracts and clearances, music and other rights. The readings and assignments for this course are designed to help students prepare for future projects and to learn to work as collaborators.

Students will be introduced to the process of script breakdown and scheduling dramatic films as well as learning the role of the student Assistant Directing team in prep. and on set; and to the key elements of a short film grant proposal. Samples of all Production Paperwork will be provided throughout the course. *Copy Costs TBA.

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

Course Learning Objectives:

Brief Statement of Purpose: The purpose of this course is to teach students the “best principles”, including all elements of professional producing planning and management of the short student film.

Brief List of Specific Learning Objectives in this course:
- Demonstrate working knowledge of preproduction steps in short student projects
- Introduce “best practices” in safety: turnaround hours and care/feeding of crew+ cast during production
- Develop a professional working attitude towards peers + collaboration in teams
- Demonstrate ability to create call sheet, one line schedule and detailed budget for a student short dramatic film
- Demonstrate a working knowledge of the principles of pre-production and the role of the P.M. + A.D. team on a film production
- Demonstrate problem solving skills with peers
- Develop Mindful stress-management skills

EXTENSIONS: THERE ARE NO EXTENSIONS IN THIS COURSE.
Classes and speakers are subject to change*** Students are expected to attend ALL CLASSES punctually and to complete all reading and assignments on deadline, as per professional production practices.

LAST DATE TO DROP 2170: Fall term *see York Important Dates 2017 Fall

Grading, Assignment Submission, Lateness Penalties and Missed Tests:

Grading: The grading scheme for the course confirms to the 9-point grading system used in undergraduate programs at York. Assignments and tests* will bear either a letter grade designation or a corresponding number grade (e.g. A+ = 90 to 100, A = 80 to 90, B+ = 75-79).

For a full description of York grading system see the York University Undergraduate Calendar – http://calendars.registrar.yorku.ca/2015-2016/academic/grades/.

GRADED ASSESSMENT

GRADING BREAKDOWN:

PARTICIPATION AND ATTENDANCE: 15%

*Attendance required for all classes + 3 in-class reflections 5%

EVALUATION/TERM WORK

- Script Breakdown - fully marked up script/IMMACULATE 10%
- One-Line Schedule 10%
- Call Sheet: *NOT last day 15%
- 3 Quizzes 10% each 30%

FINAL TERM TEST - in class

Week 12 * Final Quiz /in-class 20%

ADDITIONAL INFORMATION

Please read the following course expectations carefully:

- EXTENSIONS: In keeping with professional production practices, there will be NO EX- TENSIONS on due dates for any production materials or assignments without prior per- mission of the Course Director.

- PARTICIPATION and PREPARATION: Students are expected to have read all assigned materials BEFORE each class, and should be prepared to participate actively in each class. *3 short in-class reflection papers

- ACADEMIC HONESTY: Fine arts work covered by rules regarding academic honesty includes papers, research, tests, examinations and all forms of studio/production work as practiced within the Faculty. Breaches of academic honesty would include plagiarism and other misappropriation of work, falsification or forgery of documents, failure to give appropriate credit to collaborators, or the listing of others as collaborators.
• Please refer to the following page for FULL DETAILS on Procedures and Guidelines for dealing with offences.


• ETHICS REMINDER: If you are carrying out any course-related projects involving human participants please familiarize yourself with the York policy at:


Many courses utilize Moodle, York University’s course website system. If your course is using Moodle, click here to access it.

Moodle @ York University