EXPANDED COURSE DESCRIPTION
FILM AND VIDEO
School of the Arts, Media, Performance and Design
Department of Cinema and Media Arts
FA / FILM 1020 3.0 SECTION M
INTRODUCTION TO FILMMAKING II
FALL 2018 / WINTER 2019

Last Modified Date: 01/09/2019

COURSE CALENDAR DESCRIPTION

Offers instruction in the fundamental concepts, procedures and techniques of visual and audio production as an idea is taken from the script to the screen. Course work includes the production of several short projects in various formats. Students are required to purchase production materials. Prerequisite FA/FILM 1120 3.00. Note: Required of all first-year BFA film majors specializing in production. Enrolment is limited to BFA film majors.

COURSE DESCRIPTION

FILM1020 3.0 is one of the foundation courses for the BFA production stream, and can also fulfill degree requirements for the BFA Screenwriting stream. The course objective is to provide an introduction to the creative means, conceptual and practical, involved in film production. An introduction to the basics of film language and an overview of the techniques and processes of film production form core concerns of the course. Classes include equipment demonstrations, theoretical discussions, practical workshops, screenings, and the presentation and critique of course assignments. Assigned readings from the course text and class handouts will complement the lecture topics.

TOPICS AND CONCEPTS

Course Objectives/Requirements

The purpose of the course is to introduce students to the principles of motion picture cinematography, directing, editing and sound. Students will gain experience in pre-visualization, production planning, directing, shooting, editing and post-production sound. Students must satisfactorily complete a five-minute short film emphasizing visual storytelling by the prescribed deadlines in order to pass the course, as well as the other assignments.

Required Course Text:

SPECIAL FEATURES

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Required Course Text:
Some additional readings will be given as handouts in class.

https://www.pdfdrive.com/the-filmmakers-handbook-d33510600.html

**Recommended Texts (not required for purchase):**


**Bolex Camera Manual**

Camera manuals can be downloaded from www.yorku.ca/film411. (Username and PW are both ‘film411’). This website also provides valuable information on the Department’s studio, with links to useful websites and filmmaking resources, for example, editing room access cards. The Black Magic Pocket manual will be made available.

**GRADED ASSESSMENT**

**Evaluation/Grading**

The final grade for the course will be based on the following items weighted as indicated:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Film #1 – Exploration of a Place and/or Process</td>
<td>20%</td>
</tr>
<tr>
<td>Film #2 – Five Minute Visual Storytelling Short Film</td>
<td>40%</td>
</tr>
<tr>
<td>Participation, attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Professionalism &amp; attitude</td>
<td>15%</td>
</tr>
<tr>
<td>Exam</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
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**EXAM + Proficiency Test:**

The written exam will be held in the Winter Exam period during April, 2019.

Students who miss the exam for illness or on compassionate grounds etc. must have supporting documentation and will have to write a make-up exam.

All students must pass both Bolex and Black Magic Pocket Camera (BMPC) proficiency tests before booking out equipment. In the case of group work, no equipment will be issued until the entire crew has passed the proficiency test. The proficiency test is pass/fail and, although not part of the grading, it is required for the successful completion of the course.

N.B. Last day to withdraw without receiving a grade is March 8, 2019.

**Attendance and Participation**

Attendance and participation in classes are essential for the successful completion of the course requirements. If you miss a class, it is the student’s responsibility to contact the course instructor to explain the circumstance, and to ensure that you receive the information given in that class (or attend another section, that week). Students who are absent for reasons of illness or family matters should inform the course instructor to avoid grade penalty. Students who miss more than 3 classes will lose their entire participation grade, unless absence is due to legitimate reasons like family matters or illness (confirmed by a doctor’s
note). Class absence to work on your film or an upper year project is not a legitimate excuse. When working in collaboration with other students on film projects, it is essential that students fully participate in pre-production meetings, on shooting dates, and in post-production. The attendance and participation grade includes attitude and effort during in-class screenings and workshops, plus cooperation with other students and studio staff. Students will be required to screen and discuss their works-in-progress in class.

**Film Project Grading**

Film projects are evaluated on the basis of originality, narrative clarity, structural coherence, technical proficiency, and the individual’s ability to work well with other students (in the case of the group project). Project grades will include evaluation at various stages of the project, (script, rushes, rough cut, fine cut etc.). Not exceeding the maximum specified length will also be taken into account in film grade determination.

Grades on the two films will be based on the overall project mark and your individual work on the project. Letter grade designations follow the 9-point scale used at York. (A+=90 to 100, A=80 to 90, B+=75 to 79, B=70 to 74, C+=65 to 69, C=60 to 64 etc.)

**Deadlines/Lateness Penalties**

All deadlines will be announced in class and given in writing on project assignment sheets. There will be intermediate stage deadlines and final deadlines for each assignment. Deadlines should be considered as absolute, and grade penalties will apply for lateness. Normally deductions are a half grade for missing an intermediate deadline, (e.g. B+ to B) and a full grade per week (e.g. B+ to C+) for missing a completed project deadline. Exceptions to the lateness penalties for valid reasons such as illness, compassionate grounds etc. must be approved by the Course Instructor and require supporting documentation (e.g. a medical certificate).

**Project Schedule**

Film # 1 will be produced in pairs or trios with each student equally sharing co-director, co-cinematographer and co-editor roles. For Film # 2, due at the end of the course, a maximum number of scripts will be chosen for production, so some students may choose to pair up, while others may choose to work solo. In both cases, scripts must be approved by the course director before going into production. Specific details of each project will be handed out on individual assignment sheets in class.

**Film #1 – Exploration of a Place and/or Process**
- Proposals and trios: week of January 14 - 18
- Shooting and editing: weeks from January 21 through Feb 8
- Rushes or rough cuts in class Film #1: week of February 4 - 8
- Film # 1 Project Due (edited with sound): week of February 12- 13

**Film #2 – Five Minute Visual Storytelling Short Film**
- Submit FILM 1120 Scripts: start early January until end of February
- Shooting and editing starts: Feb. 18 Reading Week and following
- First Rushes screened in class: weeks from February 25 ff
- First Rough Cut deadline: week of March 19/20
- Fine Cuts (picture lock): week of March 26/27
- Project Due with finished soundtrack: week of April 2/3
Production Costs

Cameras, prime lens kits, tripods, lighting kits, Sekonic light meters (if needed), editing and audio post facilities are provided by the course. Students will be required to purchase project production materials and in some cases, lab services. These costs may include 16mm film stock, processing and transfers. Costs will vary according to your production decisions, but each student should be prepared to shoulder some production budget costs.

Department Credit

All films produced by the students of the Department of Cinema and Media Arts are owned by the students but must bear a stand-alone screen credit at the end of the tail credits as follows:

Produced at
York University
Department of Cinema and Media Arts
2019

Equipment Borrowing Privileges and Insurance

Students should read the section on “Equipment Policy and Procedures” online at www.yorku.ca/film411 under “York Equipment + Studios.” The user name and password is film411. Take particular note of the sections on equipment borrowing privileges and insurance. University equipment may be borrowed for the production of approved course projects only. Equipment must be returned on time or students may lose their borrowing privileges. The University insurance policy has a high deductible for use on campus and provides no coverage off campus for locations. Students will be responsible for the repair or replacement cost of equipment damaged or lost while in their care.

E-mail Policy

Reserve e-mailing for making appointments and for asking brief questions of information. Substantive discussion about course material and assignments should occur during office hours or by appointment with your professor.

IMPORTANT COURSE INFORMATION FOR STUDENTS
Please note that this information is subject to periodic update.

ADDITIONAL INFORMATION

Academic Honesty and Integrity

Academic dishonesty and plagiarism are serous offences. You will be prosecuted to the fullest extent that university regulations allow. Fine Arts student work covered by rules regarding academic honesty includes papers, research, tests, examinations and all forms of studio and production work as practiced within the Faculty. Please consult the Senate Policy on Academic Honesty at:
There is also an academic integrity website with complete information about academic honesty. Students are expected to review the materials on the Academic Integrity website at http://www.yorku.ca/academicintegrity

On the first film project, students will work in pairs. On the second project students in the course are expected to execute the key roles of directing, shooting, lighting, sound track creation and editing. No professionals, friends, or students outside the course should be employed in any of these key crew roles. To do so without permission of the Course Director will be considered an act of academic dishonesty as you are effectively submitting work that was not produced by the students being evaluated on the project.

**Accessibility/Disability Services**

York provides services for students with disabilities (including learning, mental health, physical, sensory and medical disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Students in need of these services are asked to register with disability services in Counselling & Disability Services as early as possible to ensure sufficient advance notice so that appropriate academic accommodation can be provided. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Please note that registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

Additional information is available at www.yorku.ca/cds or by contacting the offices of the disability service providers:


**Ethics Review Process**

York students are subject to the York University Policy for the Ethics Review Process for Research Involving Human Participants at http://www.yorku.ca/secretariat/policies/document.php?document=94. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an Application for Ethical Approval of Research Involving Human Participants at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.

**Religious Observance Accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course Director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf. Further information on religious observance is available at https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs.
**Student Conduct**

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect and to refrain from actions disruptive to such a relationship. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. A statement of the policy and procedures involving disruptive and/or harassing behaviour by students in academic situations is available on the York website [http://www.yorku.ca/univsec/policies/document.php?document=82](http://www.yorku.ca/univsec/policies/document.php?document=82).

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

*Moodle @ York University*