EXPANDED COURSE DESCRIPTION

FILM AND VIDEO
School of the Arts, Media, Performance and Design
Department of Cinema and Media Arts

FA / FILM 2010 9.0 SECTION A
FILM AND VIDEO PRODUCTION
FALL 2018 / WINTER 2019

Last Modified Date: 09/24/2018

COURSE CALENDAR DESCRIPTION

Offers an intensive exploration of the techniques basic to film and electronic production. The emphasis is on producing several short subjects in both media for the widest possible experience and exploration of different forms in both media. Five hours. Prerequisites: FA/FILM 1020 3.00 and permission of the Department of Film. Previously offered as: FA/FILM 2010 6.00.

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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>Sanguedolce, Steve</td>
<td>Sec. A / STDO / Y</td>
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<td>Kazimi, Ali</td>
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<td>Radwanski, Kazik</td>
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SPECIAL FEATURES

FA/FILM 2010 9.0 Film & Video Production examines the basics of 16mm film production and High Definition digital production and serves as an introduction to the three project courses offered in the senior years of the program: documentary, alternative and fiction project workshops.

Through intensive practical projects and exercises, the course offers insight into the aesthetics of film and video production and provides hands-on instruction on the technical processes required to successfully produce short films and videos. Filmmaking is a collaborative process and students are encouraged to explore different crew roles (directing, cinematography, sound recording, editing and post sound) over the three projects and exercises that will be assigned in the course.

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

(1) Statement of Purpose

The objective of the course is to provide an overview and comparison of film (photo-chemical) and video (digital) production processes and techniques, with a critical examination of form and content.

The production process will be explored from concept, development and treatment through the various stages of shooting, rushes, rough cut, post sound and final screening. Production sound will be dealt with concurrently with cinematography, providing an introduction to microphones, sync sound shooting, booming techniques and fundamentals of field sound recording.
The Fall term will be organized into lectures and studio sections working simultaneously with experimental projects in film and documentary projects in digital video, crossing over later in the term. Documentary and experimental projects will be assigned during the first term and completed in the second term. During the winter term, students will also produce fiction projects from scripts written in the screenwriting program.

Class sessions will consist of a mix of lectures on technical theory, production techniques, conceptual aspects and aesthetics of filmmaking genres and processes, workshops, demonstrations, representative screenings and critical analysis of student work.

Post-production lectures and demonstrations will provide an overview of picture and sound editing techniques and non-linear post-production processes in audio and video (Pro Tools and Final Cut Pro), music and sound effects lay-up, sound design (voice, music and effects editing) and final mixing.

The course will introduce students to traditional film-originated processes and provide an overview of digital workflow from camera to master while providing step-by-step practical experience in the creative and technical aspects of picture and sound editing.

There will be an exam at the end of the Fall term, with the date to be announced.

**Specific Learning Objectives**

The specific objectives of the course are that students will:
1. Learn how to cooperate and interact as a crew/production unit.
2. Gain first-hand knowledge and experience of the different crew roles and an understanding of set protocols and safety.
3. Explore approaches to documentary, experimental/alternative and fiction filmmaking which will set the foundation for their choices of project courses for their senior years in the program (Year 3 and 4).
4. Explore film and digital video as creative production media.
5. Learn the basic overall technical theory of film and video production.
6. Develop a basic understanding of the digital workflow from camera to master.

**GRADED ASSESSMENT**

**Camera Manuals**

Download camera manuals from www.yorku.ca/film411. The user name and password is film411. This website also provides valuable information on the Film Department Studio, with links to useful websites and filmmaking resources. Readings will be assigned each week from the text which will be available at the York Bookstore and from Indigo or Amazon.ca. Any additional required readings will be assigned in class.

**Required Reading:**

**Fall Term and Winter Term**

Sonja Schenk – THE DIGITAL FILMMAKING HANDBOOK, 6th edition


Other reading materials-TBA

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

Other reading materials-TBA
Rea, Peter W. and Irving, David K., *Producing and Directing the Short Film and Video*, Newton, MA, Focal Press, 2010
Canadian Cinematographer Magazine
American Cinematographer Magazine

**Evaluation:**

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Documentary Project</td>
<td>15%</td>
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<tr>
<td>Alternative/Experimental Project</td>
<td>15%</td>
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<td>Fiction Project</td>
<td>15%</td>
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<tr>
<td>Sound Design Assignment</td>
<td>15%</td>
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<tr>
<td>Journals (1 per project)</td>
<td>10%</td>
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<tr>
<td>exam (Fall term)</td>
<td>15%</td>
</tr>
<tr>
<td>Attendance/Participation/Professionalism</td>
<td>15%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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Last date to enroll without permission of course instructor: Sept. 18, 2018
Last date to enroll with permission of course instructor: Oct. 23, 2018
Last day to withdraw from the course without receiving a grade: Feb. 8, 2019

*NB: A schedule and deadlines for all assignments will be circulated in class.*

**Grading, Assignment Submission, Lateness Penalties and Missed Tests:**

**Grading**
The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York (e.g., A+ = 9, A = 8, B+ = 7, C+ = 5, etc.). 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 to 79, etc.)

**Project Grades**
Project grades will include evaluation at various stages of the project, (rushes, rough cut, fine cut etc.) successful realization of the proposed production, creative merit, technical competency, presentation, and required paperwork. Your ability to work cooperatively with other crew members and staff in the Department of Film as well as your individual contribution to the production will be taken into account. * Not exceeding the maximum specified length will be part of grade determination.
Grades on all productions will be based on the overall project mark and your individual work on the project. Final project grades will represent a compilation of all these considerations for each student. Incomplete duties will result in a failing grade.

* Please note that, while documentary, experimental and fiction projects will receive an overall group grade, individual students will receive a deduction in the event of lack of equal participation, effort or results. Projects that are submitted late or run over length will receive a grade deduction.

NB: Projects that exceed the maximum length (including credits) will not be shown at the annual Finish Line screening.

Assignment Submission

In accordance with professional practice, proper academic performance depends on students doing their work not only well, but also on time and collaboratively. Accordingly, assignments for this course must be received on the due date specified for the assignment. Assignments are to be presented in class on the deadline date ready for projection before the beginning of class as a QuickTime movie file.

Deadlines and Lateness Penalty:

All deadlines will be announced in class and on the class website. There will be intermediate stage deadlines for rushes and rough cuts and final deadlines for fine cuts for all projects. 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. No assignments will be accepted three weeks after their due date. Exceptions to the lateness penalties for valid reasons such as illness, or on compassionate grounds will require supporting documentation (e.g. a doctor’s note).

Missed Exam

There will be a written exam at the end of the Fall term on materials covered in class and from the readings. Students with a documented reason for missing the exam, such as illness, compassionate grounds, etc., which is confirmed by supporting documentation (e.g., doctor’s letter), may request accommodation from the course director(s) and will be allowed to write a make-up exam within two weeks of the exam date. Further extensions or accommodation will require students to submit a formal petition to the Faculty.

Email Policy

Assignments will not be accepted via email. Reserve e-mailing for making appointments and for asking brief questions. Substantive discussion about course material and assignments should occur during office hours. We will endeavour to answer e-mails as promptly as possible but please allow one week for a response. There is a no cell phone or computer use policy imposed during class time.

Attendance and Participation

Attendance and participation in classes are essential for the successful completion of the course requirements. Much goes on in class that cannot be repeated and that requires your participation. Staying away to work on your film or on an upper-year project is not a valid excuse for missing class and you will be marked as absent. Any missed workshops will result in additional work and limited access to equipment.

Please note that any student who misses three or more classes per term will receive a failing grade in the participation and professionalism component of the grade. Exceptions to this penalty will be considered only for valid reasons such as illness or on compassionate grounds and will require supporting documentation (e.g., a doctor’s letter).
When working in collaboration with other students, it is essential that students fully participate in pre-production meetings, on shooting dates, and in post-production responsibilities. All students must perform a major role (director, camera, sound or editor) on each of the three projects to successfully complete the course. Students will be required to screen and discuss their works-in-progress in class. The attendance/participation/professionalism grade includes: attitude and effort on project crew work, during workshops and in-class discussions, plus cooperation with other students and department and studio staff.

**Journals**

For each project, each student must keep a journal or personal diary/log book showing times and dates, and describing all production activities and crew roles. Your journal should include what you learned on the project and comments on how the production could be improved. Journals must be between 4 - 8 pages double spaced and must be handed in as a hard copy. You will be asked to answer specific questions given on the project assignment sheet. Point form is acceptable but all questions must be answered. The journals will be submitted as part of each completed assignment and will be graded individually and separately from the project.

**Proficiency Tests**

All students must take and pass the required equipment proficiency tests within the times made available. No equipment will be signed out until the entire crew has completed all required tests. These tests are pass/fail and although not part of the grading scheme, are required for the successful completion of the course.

**ADDITIONAL INFORMATION**

**Production Material Costs**

Production equipment, including digital video cameras, 16mm cameras, tripods, microphones, lighting kits and computer editing facilities are provided by the department. Students are responsible for all other costs incurred in their productions. Each student crew will be required to purchase their project production materials and lab services. These costs include 16mm film stock and processing/transfer, mini DV tapes, and gaffer tape, gels etc. Costs will vary according to your production decisions, but students should budget about $600.00 - $700.00 each towards project costs for the year. Please note that the department collects $25.00 from each 2010 student to pay for equipment and maintenance.

**Equipment Borrowing Privileges, Insurance and Crewing Rules**

Students should read the sections on equipment policy and studio procedures online at http://www.yorku.ca/film411. 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 $5,000.00 deductible for use on campus and provides no coverage off campus. Students will be responsible for the repair or replacement cost of equipment damaged or lost while in their care.

All projects will be produced in small crews made up of class members in the key roles of director, cinematographer, lighting/sound and editing. While we encourage the use of first-year York Film students as Production Assistants, ensuring that these students do not miss classes or assignment deadlines, no professionals, friends, or students outside the course should be employed in any of the 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.

**Retention of Course Work**

Students are advised to retain all course work for one academic year for their own protection. This will ensure that should there be any discrepancies regarding grades or any academic honesty issues you will be able to provide copies of your work.
Department Credit
All films and videos produced by the students of the Department of Film 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
(Year of completion)

ADDITIONAL INFORMATION

Please note that this information is subject to periodic update.

All students are expected to familiarize themselves with the following information:

Academic Honesty and Integrity
York students are required to maintain high standards of academic integrity and are subject to the Senate Policy on Academic Honesty at http://www.yorku.ca/univsec/policies/document.php?document=69.

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.

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:


Note for faculty:
There is a Faculty Resource Guide for Teaching Students with Disabilities, designed to assist faculty and TAs in supporting students with disabilities in their courses, available online at http://www.yorku.ca/facultyawareness.

Identifying and Responding to Students in Crisis: A Guide for Faculty and Staff is available at http://www.yorku.ca/vpstdnts/initiatives/pdf/Students_in_Crisis_Folder.pdf.


**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.

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

Moodle @ York University