EXPANDED COURSE DESCRIPTION

FILM AND VIDEO

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

FA / FILM 3175 3.0 SECTION A
PRODUCTION PLANNING & MANAGEMENT I
FALL 2019 / WINTER 2020

COURSE CALENDAR DESCRIPTION

Offers a practical course in film production planning including script breakdown, scheduling, budgeting, financing, legal issues, collective agreements and administrative procedures. Examines the creative and financial role of the production team, including the Production Manager, Assistant Directors and the Location Manager in detail. Students will apply these skills on a senior Fiction, Documentary or Alternative project during the course. Open to non-production majors by permission of the Film Department. Prerequisites: FA/FILM 2010 9.00 and permission of the Department of Film.

INSTRUCTOR(S)

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<thead>
<tr>
<th>Name</th>
<th>Section / Format / Term</th>
<th>Contact Email</th>
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<tr>
<td>Veninger, Ingrid</td>
<td>Sec. A / STDO / Y</td>
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SPECIAL FEATURES

Course Description:
Offers a practical course in film production planning including script breakdown, scheduling, budgeting, financing, legal issues and administrative procedures. Examines the creative and financial role of the production team, including the Production Manager and Assistant Directors in detail. Students will apply these skills on a senior Fiction, Documentary or Alternative project during the course.

Expanded Course Description:
A hands-on course exploring the art and skills of the independent filmmaker in Canada. The course will examine issues and problems involved in producing independent short films, and will focus on production management and assistant directing in relation to film production. Through in-class exercises, practical assignments, case studies, readings, screenings, guest visits and field trips, the students will learn the practical skills relevant to the production of short dramatic films. Classwork and assignments will examine recent independent productions and will be applied to the actual work of Production Managing and 1st AD’ing the winter term Fiction I shoots, as well as working in support positions as Production Coordinators and 2/3rd AD’s the fall term Fiction II shoots. In particular, the course will stress that there is no single ‘right’ way to do anything, and will explore varied solutions, based on the variables of time, budget, and vision of story.
TOPICS AND CONCEPTS

Organization of the Course:
Class time will be spent studying current independent production in Canada with an emphasis on local Toronto productions. This will include funding and production models, with a specific focus on the tasks of Production Managers and Assistant Directors. Hands-on exercises will allow for the application of learned skills. These will focus in particular on: budgeting for student films, running the set, working with ACTRA, production planning, crewing, and trouble-shooting in relation to securing actors, equipment, locations, art department, and transportation. Weekly readings, lectures, screenings and discussions will lay groundwork, provide resources, and teach specific skills.

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

Course Learning Objectives:
By studying the varied skills of Production Management and Assistant Directing, and by applying these to the Fiction 1 & II films, this course will create a basic working method for Production Managers and ADs who wish to continue working in these roles. The class will also give students an insight into the function of a producer in the Canadian film industry. In addition, this is an essential course for writers and directors who wish to understand the mechanics of actual production, and explore alternative approaches to solving production challenges.

Course Text / Reference Readings:
Making Short Films-2nd edition, Clifford Thurlow
What They Don't Teach You At Film School, Camille Landau and Tiare White
Film Production Management 101-2nd edition: Management & Coordination in a Digital Age, Deborah Patz
A Killer Life, Christine Vachon
Additional reading to be assigned and/or recommended during the course and distributed via Moodle or as handouts.
Additional resources will be accessed from Film 411 website, York's how-to resource for independent production.

Assignments:
• Attendance/Class Participation: Beyond class attendance and participation, each student will complete a detailed questionnaire based on their experience over the fall and winter film productions.
• Participation in Fiction 1 and Fiction II Productions as PM or AD and PC (Production Coordinator): Each student will be expected to perform the role of Production Manager AND the role of AD and/or PC. Participation will prioritize Fiction 1 and II films, and in special cases larger Alt. and Doc. films that involve actors and crewing.
• Case Study: An Assignment Sheet will be provided outlining 12 Case Study Topics to be covered by watching a recently completed Short Film, involving in-depth research, and an in-person interview with the Film’s Producer.
• In-class assignments include, but are not limited to: Individual project presentations, reviewing course textbooks, practical skills assignments (i.e. scheduling, call sheets, budgets), and tests over the course of the term.

GRADED ASSESSMENT

Evaluation:
Evaluation of materials will be based on the student’s comprehension of specific elements involved in doing the job of a Production Manager and AD as well as Production Planning. The grading of each assignment will consider the degree to which the submitted work satisfies the stated objectives of the exercise, the degree...
of understanding, presentation and formatting. Throughout the course, evaluation criteria for each assignment will be clearly communicated. The overarching guidelines are as follows: execution of deliverables, strength of presentation, clear articulation and communication of ideas, involvement and collaboration in class, illustrating knowledge in class questionnaires and tests. Students are expected to fully participate in class. Marks will be deducted for poor presentation, spelling, grammatical errors, and lateness.

**EVALUATION/GRADING:**

- **In-Class Participation** 15%

  **Breakdown:**
  - Attendance – 10%
  - Participation – 5%

**Participation in FICTION II / 4th Year Fall Term Productions**

  in supporting role as 2nd/3rd AD or PC (Production Coordinator) 20%

  **Breakdown:**
  - Project In-Class Presentations 5%
  - Video Diary Prep/Prod/Post Blogs 15%

  **Short Film Case-Study project** 15%

  **Breakdown:**
  - Preparation, Research and Filmmaker Interview – 10%
  - In-Class Presentation – 5%

  **Participation in FICTION 1 / 3rd Year Winter Term Production**

  in leadership role as Production Manager or 1st AD * 35%

  **Breakdown:**
  - Project In-Class Presentations - 5%
  - Daily Production Deliverables (Call Sheets/DPRs) - 10%
  - Final Delivery Binders 20%

**Tests / Assignment** 15%

  **Breakdown:**
  - Review Test: ACTRA Rules and Student Agreement - 10%
  - Review Assignment: Scheduling and Budgeting – 5%

* Note: PMs and 1st ADs are expected to participate in the financing of Fiction 1 productions. There is a recommended % to be detailed in the first class; however, it is up to each production to negotiate the financing plan individually.

**ADDITIONAL INFORMATION**

**ADDITIONAL INFORMATION:**
Attendance: Classes start at 6:30pm sharp. Success in this course requires active engagement. Students are expected to be punctual, prepared, and attentive for classes. At the start of each class, there will be an in-class assignment worth 1% of the participation mark. Students arriving late forfeit the mark. Each full class absence will equal a 2% deduction from the final participation mark, except for legitimate absences, given advance notification to Instructor via email and/or receipt of a medical certificate. Students may not miss class for production reasons -- It's on Tuesday nights purposely to work around production schedules.

Email Policy: Instructor will aim to answer emails within 48 hours of receipt between September 4 and April 15, pending unforeseen circumstances. If you have a time-dependent matter to discuss, please make an appointment to see Instructor in person during office hours.

Cell Phones: Cell phones are to be turned off for class, unless it’s break-time. Students who text during class or receive calls (pending emergencies) will be asked to leave the class.

Laptops: Unless otherwise specified, laptops are for note taking, sharing assignments, class readings. Anyone found using their laptop for email, unauthorized browsing, etc. will have their privilege revoked.

Assignment Delivery: Unless otherwise specified, all assignments are to be submitted as a hard copy, in person at the start of class on the due date. Email submissions will only be accepted if specified. Your work is not considered received until it is in the Instructor’s hands, delivered in person, or with a date-stamp. No responsibility is assumed by the course director, or the department, for work submitted via any other fashion. Please remember to BACK UP YOUR WORK at every stage. Don’t lose your assignment because there was no back up. A cover sheet should clearly indicate the student's name, course name and number, and assignment title.

Assignment Due Dates: Any late assignments may be dropped off in the black Drop Box right beside Yukari Hayakawa’s office (CFT223) BEFORE 4pm. Papers delivered to another office, or slid under the Instructor’s door will NOT be accepted. And, any assignments dropped in the Black Box after 4 pm will be date stamped on the next day.

Students must put the following on the title page of their assignments:
1. Full name
2. Student number
3. Course director name: Ingrid Veninger
4. Course code: FILM 3175

Lateness Penalty: Assignments received later than the due date will be penalized 50% of mark (up to 2 days late). Following 2 late days, overdue Assignments will receive 0%. Exceptions to the lateness penalty for valid reasons such as illness, compassionate grounds, etc., may be entertained by the Course Instructor but will require supporting documentation (e.g., a doctor’s letter).

Drop Day:

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<th>Last date to drop courses without receiving a grade</th>
<th>Term Fall (F)</th>
<th>Term Winter (W)</th>
<th>Full Year (Y)</th>
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<tr>
<td>Nov. 8, 2019</td>
<td>Mar. 23, 2020</td>
<td>Feb. 3, 2020</td>
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For other important dates refer to: https://registrar.yorku.ca/enrol/dates/fw19
Grading Scheme:
The grading scheme for the course conforms to the 9-point grading system used in undergraduate programs at York University (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.)

(For a full description of York grading system see the York University Undergraduate Calendar - http://calendars.registrar.yorku.ca/pdfs/ug2004cal/calug04_5_acadinfo.pdf)

**Final course grades may be adjusted to conform to program or Faculty grades distribution profiles.**

IMPORTANT COURSE INFORMATION FOR STUDENTS

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

- Academic Integrity Website http://www.yorku.ca/academicintegrity.
- Accessibility/Disability Services: course requirement accommodation for students with disabilities, including physical, medical, learning and psychiatric disabilities yorku.ca/cds.

IMPORTANT COURSE INFORMATION FOR STUDENTS

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: 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:


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