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 2020 / WINTER 2021

Last Modified Date: 09/02/2020

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.

SPECIAL FEATURES

Technical requirements for taking the course: In order to fully participate in this course, students will be required to take part in video conferencing via Zoom and will also appear on video (e.g., discussions, group work, presentations, etc.). In addition to stable, higher-speed Internet connection, students will need access to a computer with webcam and microphone. Additionally, students will need to acquire screenwriting software (e.g. Adobe Premiere, Pro Tools, etc.) the Department of Cinema & Media Studies will only be able to provide equipment to students in person. If you plan to attend only on-line you will need access to your own DSLR camera and audio recorder.

A way to determine Internet connection and speed: there are online tests, such as Speedtest, https://www.speedtest.net/ that can be run.

Useful links describing computing information, resources and help for students:
Computing for Students Website https://student.computing.yorku.ca/
Student Guide to eLearning at York University http://elearning-guide.apps01.yorku.ca/
Learning Skills Services https://lss.info.yorku.ca/online-learning/

Information about the delivery and organization of the course
Location: Please note that this is a course that depends on remote teaching and learning.

Organization of the course: This course will be taught synchronously and/or asynchronously. Lectures, Studio Classes and Workshops will take place at various times on Mondays from 9:30am to 7:30pm during the Fall and Winter Terms. A detailed schedule will be circulated at the beginning of the term and on the class moodle, where any updates will be noted.

Registrar’s Office’s website https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.

TOPICS AND CONCEPTS

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.

Recommended Text

Additional Texts

LIST OF LEARNING OUTCOMES AND EXAMPLES OF

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), music and sound effects lay-up, sound design (voice, music and effects editing) and final mixing.

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

The specific objectives of the course are that students will:
1. Learn how to cooperate and interact as a production unit.
2. Gain first-hand knowledge and experience of the different crew roles and an understanding of 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**

<table>
<thead>
<tr>
<th>Project</th>
<th>Percentage</th>
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<tbody>
<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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<tr>
<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>
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<tr>
<td>Attendance/Participation/Professionalism</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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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.

Projects that exceed the maximum length (including credits) will not be shown at the annual Finish Line screening while all other films produced in the course are required to be screened. Any films not presented at the Finish Line will result in half a grade being deducted from all crew members.

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 screening and uploaded before the beginning of class.

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.

Attendance and Participation

Attendance and participation in classes are essential for the successful completion of the course requirements. 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 with the class. The participation/professionalism grade includes: attitude and effort on project crew work, during workshops and 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. 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. Journals must be between 4 - 8 pages double spaced and must be emailed to your respective instructors as a PDF with the subject heading “Film Journal”. All journals are due by the Friday following the Monday screening deadline.

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 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 $500.00 - $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)

Once you have completed the fields, please send this template to your department administrator or program assistant to be uploaded by them making the course content available to students.

NOTE: The Course Outline will be official as of the first day of classes in the term. Prior to then, changes to the outline can be made. ARMS will automatically indicate each change by date.

ALL course outlines will also include the following information:

Last date to drop a fall term (F) course without receiving a grade: November 6, 2020
Last date to drop a winter term (W) course without receiving a grade: March 12, 2021
Last date to drop a full year (Y) course without receiving a grade: February 5, 2021

Academic Policies / Information

The Senate Academic Standards, Curriculum and Pedagogy Committee (ASCP) provides a Student Information Sheet that includes:

York's Academic Honesty Policy and Procedures / Academic Integrity Web site
• Access/Disability
• Ethics Review Process for Research Involving Human Participants
• Religious Observance Accommodation
• Student Code of Conduct

Additional information:
• Academic Accommodation for Students with Disabilities
• Grading Scheme and Feedback Policy

The Senate Grading Scheme and Feedback Policy stipulates that (a) the grading scheme (i.e. kinds and weights of assignments, essays, exams, etc.) be announced, and be available in writing, within the first two weeks of class, and that, (b) under normal circumstances, graded feedback worth at least 15% of the final grade for Fall, Winter or Summer Term, and 30% for ‘full year’ courses offered in the Fall/Winter Term be received by students in all courses prior to the final withdrawal date from a course without receiving a grade.

• Important University Sessional Dates (you will find classes and exams start/end dates, reading/co-curricular week, add/drop deadlines, holidays, University closings and more.
http://www.registrar.yorku.ca/enrol/dates/index.htm
• Manage my Academic record
http://myacademicrecord.students.yorku.ca/

• "20% Rule”

No examinations or tests collectively worth more than 20% of the final grade in a course will be given during the final 14 calendar days of classes in a term. The exceptions to the rule are classes which regularly meet Friday evenings or on Saturday and/or Sunday at any time, and courses offered in the compressed summer terms.

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

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