

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**SAULT STE. MARIE, ONTARIO**



**COURSE OUTLINE**

**COURSE TITLE:** Intro to Post Production

**CODE NO. :** FPD117 **SEMESTER:** 1

**PROGRAM:** Digital Film Production

**AUTHOR:** Candice Day and David Patterson

**DATE:** Aug 2015 **PREVIOUS OUTLINE DATED:** May 2013

**APPROVED:**

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**CHAIR**

\_\_\_\_\_  
**DATE**

**TOTAL CREDITS:** 2

**PREREQUISITE(S):** College and program admission requirements.

**HOURS/WEEK:** 5

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**I. COURSE DESCRIPTION:**

This course will begin to explore important elements of the creative development process and how a project moves into pre-production. Students will learn how to schedule, budget and prepare for a shoot by understanding crewing, casting, location scouting and how to run effective production meetings. Students will be able to utilize this knowledge in their own work. It will also cover the concepts of nonlinear, digital picture editing and post production sound. It will give students the skills to complete their own projects as well as prepare them for their specialized second year post production classes.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

- 1. Create independent film projects using development, scripting, pre-production, production and post production techniques;**

Potential Elements of the Performance:

- Assignments will include explorations into the development and preproduction phases and how they translate into production and post.
- Students will learn about the components involved in filmmaking from start to finish.

**2. Develop a portfolio of at least 3 short films and 1 television pilot to show creative and professional skills and abilities in digital filmmaking;**

Potential Elements of the Performance:

- Assignments will include budgeting, scheduling, production planning, editing and sound exercises that will be applied to the student's actual productions.
- Students will learn all of the elements required in the preparation process and post phase to make a short film.

**3. Schedule and budget for various types of productions with different scopes;**

Potential Elements of the Performance:

- Assignments include budgeting and scheduling exercises.
- Students will demonstrate this knowledge through the translation of the exercises into their real productions.

**4. Research, pitch, produce, package, market and distribute projects using industry and new media outlets;**

Potential Elements of the Performance:

- Students will learn the basics of these phases of production.
- Students will demonstrate this knowledge through in class discussions and their production projects.

**5. Work within a production team in various industry capacities and roles on short projects.**

Potential Elements of the Performance:

- Students will demonstrate this knowledge through their group projects and assessments.

**6. Edit digital video on non linear, industry standard software and equipment;**

## **COMMUNICATION**

### Potential Elements of the Performance:

- communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
- Students will learn the importance of written and spoken communication in the coordination and post aspect of filmmaking. Students will have to communicate with their peers in order to understand how a crew works together.

## **NUMERACY**

### Potential Elements of the Performance:

- execute mathematical operations accurately
- Students will learn the importance of budgeting and how it impacts a production. They will also learn about some of the elements involved in funding and financing. Students will also learn about time code and sync issues in post.

## **INFORMATION MANAGEMENT**

### Potential Elements of the Performance:

- locate, select, organize, and document information using appropriate technology and information systems AND analyse, evaluate, and apply relevant information from a variety of sources
- Students will display the ability to organize all of the elements required for a film production including pre and post production reporting. They will also have to manage files and versions of production elements.

## **CRITICAL THINKING & PROBLEM SOLVING**

Potential Elements of the Performance:

- apply a systematic approach to solve problems use a variety of thinking skills to anticipate and solve problems
- Students will learn about all of the challenges associated with pre and post production and some of the strategies to deal with them.

**INTER-PERSONAL**Potential Elements of the Performance:

- show respect for the diverse opinions, values, belief systems, and contributions of others
- Students will participate in class discussions and begin working in groups to prepare for their productions as well as complete them.

**PERSONAL**Potential Elements of the Performance:

- manage the use of time and other resources to complete projects take responsibility for one's own actions, decisions and consequences
- Students will be evaluated on assignments and participation in class and group sessions.

**III. TOPICS:**

1. Intro to Post Production; Technical info for labs and drives; Quick look at Avid Media Composer
2. Post workflow; Basic editing concepts; Avid Media Composer - Intro to basic usage (components, tools, loading media)
3. Performing basic edits, 3-point edits

4. Editing segments, editing with trim tool, adding transitions
5. Adjusting Audio, adding text (titles, credits); Project #1 post supervision
6. Output methods; Project #1 feedback
7. Technical basics in post
8. TV/film format norms; Avid MC - Retiming
9. Refining the edit
10. Capturing from tape; outputting to tape
11. Multi camera editing; editing from multiple audio sources; sync issues
  
12. Intro to Audio and Video effects
13. Basic keying and mattes; incorporating other software (photoshop, AE, etc.)
  
14. Intro to colour correction; Advanced output methods
15. Course overview; Final project feedback

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

Handouts will be provided.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

All assignments = 100% of the grade.

Students must complete all assignments to achieve credit for the course.

There will be six assignments for a total of 100% of the final grade.

The following semester grades will be assigned to students:

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	

NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

## VI. SPECIAL NOTES:

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

### Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

### Communication:

The College considers D2L as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the D2L communication tool.



Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations. Announcements, news, the academic calendar of events, class cancellations, D2L, and much more are also accessible through the student portal. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. *<Optional: It is the departmental policy that once the classroom door has been enclosed, the learning process has begun. Late arrivers will not be granted admission to the room.>*

**Tuition Default:**

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of <choose November, March, or June> will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.

**Professionalism Grade**

Attendance, punctuality and attitude are key determinants of success in any work environment. As such, this course's marking scheme includes a "Professionalism" mark, which takes all these factors into consideration in a combined grade item.

This grade is determined by the following factors:

1. **Attendance:** Class attendance is taken at the beginning of each class. Students are given ONE "free" class absence, after which each class missed will result in a 10% deduction from the Professionalism mark. If the student has a legitimate reason for being absent, they will not be penalized. These include:
  - Out-of-class related work, which has been agreed upon ahead of time with the instructor (such as work placements). Note: this does not include work that is being completed for this or any other class.
  - Illness, which can be legitimately accounted for (such as a medical professional's note).
  - Family/personal crisis, which can be legitimately accounted for.
2. **Lates:** Tardiness will be noted and will affect the final grade. This includes not only late arrivals to class, but also failure to return from designated breaks on time, and leaving class before teaching is complete. Any two of these will be counted as equivalent to one absence (see above). Ex. 2 lates = 10% deduction from Professionalism mark.
3. **Distractions:** If a student's actions distract the class or impede other student's ability to concentrate on the lesson in any way, it will be noted and will negatively affect the offending student's Professionalism mark.

4. **Inattentiveness:** Class time is intended for the student to listen to and/or participate in the lesson and other related class activities. If a student fails to make the effort to participate as such, it will be noted and will negatively affect their Professionalism mark. Examples of inattentiveness include (but are not limited to): Using the class or personal computers, or mobile electronic devices for other-than-class activities (such as social media, games, etc.), and doing work for other classes.

***Tests/Quizzes***

- All tests/quizzes will be taken in class at a predetermined time
- There will be no retake opportunities for in class tests and quizzes
- The quiz with the lowest grade will be omitted from the final grade calculation

***Assignments/Projects***

- Unless otherwise specified, all assignments/projects will be due at the beginning of class on the date they are due
- All class assignments will be submitted through a pre-determined LMS dropbox, specific to the project and class in question. All submissions are thereby time-stamped by the school's system clock upon upload
- Late assignment submissions will incur a 5% per day mark deduction, up to a maximum of 35% deduction