



**I. COURSE DESCRIPTION:**

This entry-level course will introduce students to the film industry and all aspects of a film set/production. Students will get hands on experience with equipment including lights, lenses, camera and grip equipment. The content and skills attained in this course will be a prerequisite for future courses in the program.

The course includes 1 Independent Study hour which is a reflection of the time the students will spend on experiential learning opportunities outside of class time.

**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 short productions that will be developed, executed and assessed during labs and through homework sessions.
- Students will learn about the components involved in filmmaking from start to finish with a focus on physical production.

**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:

- Students will create 2 - 3 short projects in order to learn the skills required to become an independent filmmaker. They will also create 1 – 2 projects as part of their work placement.

**3. Schedule and budget for various types of productions with different scopes;**Potential Elements of the Performance:

- Students will demonstrate this knowledge through the completion of their short projects which will require them to stay on budget and schedule.

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

Potential Elements of the Performance:

- Students will participate in pitching and producing their short productions as well as research and packaging for their work placement 'films'.
- Students will demonstrate this knowledge through in-class discussions and the completion of 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 through their group projects, work placement sessions and assessments.

**6. Capture professional quality moving images using the appropriate camera/lighting equipment and techniques;**

Potential Elements of the Performance:

- Students will take part in workshops that will cover photography, camera work, lighting, shooting styles and techniques.
- Students will demonstrate this knowledge by participating in hands on/lab demos, quizzes and submitted projects.

**7. Record and Mix multi-track sound in a digital format using industry standard equipment and software;**

Potential Elements of the Performance:

- Students will learn the basics of sound recording.

- Students will demonstrate this knowledge when creating and completing their productions.

## **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 have to pitch their ideas to instructors, communicate effectively with their teams, tell a 'story' through their films and complete written production assessments

## **NUMERACY**

### Potential Elements of the Performance:

- execute mathematical operations accurately
- Students will create schedules and budgets for their productions

## **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 have to organize and plan for their productions and manage their digital files through post

## **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 complete post assessments of their productions to describe issues that presented themselves and how they solved them

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

- show respect for the diverse opinions, values, belief systems, and contributions of others
- Students will have to successfully complete short productions by working with a team

**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 expected to complete all projects and defend their work.

**III. TOPICS:**

1. Camera basics, photography concepts, set/gear safety
2. Introduction to Lighting and Sound Recording, film set/crew fundamentals
3. Framing/Composition/Basic Camera Movement/Coverage/Continuity and Project #1 (commercial/psa) intro

4. Project #1 Pitch and Prep
5. Project #1 Shoot
6. Project #1 Screening and Feedback
7. Lenses and Project #2 (silent 1 – 3 minute short film) intro
8. Moving Camera Shots and Project #2 prep
9. Project #2 Shoot
10. Advanced Lighting Concepts and Project #2 Screening & Feedback
11. Advanced Camera Movement , Project #3 pitch
12. Introduction to TV Production, Project #3 prep
13. Project #3 Shoot
14. Project #3 Screening, feedback and revision notes
15. Course overview/Final Test and Screening

**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 5 assignments worth 20% each.  
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:**

### ***Attendance & Lates***

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.

- Attendance will be taken 5 minutes after every class begins; students who are not present at this time will be considered late/absent for that class
- Any student(s) who leave while there is still 30 minutes or more left in the class will be considered late/absent for that class
- Any student(s) who return late from class breaks will be considered late/absent for that class. The typical duration for a class break will be 10 minutes, unless otherwise specified by the instructor.
- Absenteeism/tardiness will be considered of equal value when mark demerits are calculated
- All students will be given **TWO** “free” passes for absents or lates. After that, they will be deducted 1% from their class “Professionalism” grade, which is worth 10% of the final class mark.

### ***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***

- A project/assignment will be considered “submitted” only if it meets all the requirements specified in the project outline, which is to be made available to students when the project is assigned
- All class assignments/projects 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
- Unless otherwise specified, all assignments/projects will be due at the end of the day (11:59pm) on the date they are due
- Zero-tolerance late policy for all written assignments: Any assignment handed in after the predetermined date and time will automatically receive a grade of 0%. The LMS dropbox time-stamp will be referred to determine the submission time
- Late policy for film productions: 25% deduction per day after due date



## COURSE OUTLINE ADDENDUM

1. 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.
2. 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.
3. 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.

4. Accessibility 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 Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.
5. Communication:  
The College considers ***Desire2Learn (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 this Learning Management System (LMS) communication tool.
6. Academic Dishonesty:  
Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

7. 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 November (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.

8. 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, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

9. Recording 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.