

I. COURSE DESCRIPTION:

Students will consult with a teacher mentor, pitch ideas and work with groups to complete short film projects. Students will be encouraged to direct or produce a project and crew on other projects.

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 2 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 short projects in order to learn the skills required to become an independent filmmaker.

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 films. Students will be encouraged to begin sending these projects to film

festivals for additional exposure.

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 and assessments.

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

Potential Elements of the Performance:

Students will be evaluated on the visual aspects of their projects and their contribution to these components.

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

Potential Elements of the Performance:

Students will demonstrate this knowledge when creating and completing their productions

8. 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 the mentor, communicate effectively with their teams, tell a 'story' through their films and complete written production assessments

9. Numeracy

Potential Elements of the Performance:

Execute mathematical operations accurately

Students will create schedules and budgets for their productions

10. 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

11. Critical Thinking and 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 be expected to provide a Production Plan stating potential issues and how they will deal with them. Students will also complete post assessments of their productions to describe the problems that presented themselves and how they solved them

12. 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

13. 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. Course Introduction/Development Process/Creating your own

- Production Company
2. Short Film Project #1 - Pitches
 3. Project #1 – Pre Production
 4. Project #1 – Production Begins
 5. Project #1 – Production
 6. Project #1 – WIP Screening & Revision Notes
 7. Project #1 - Final Screening
 8. Project #2 - Pitches
 9. Project #2 – Pre Production
 10. Project #2 – Production Begins
 11. Project #2 – Production
 12. Project #2 – Production
 13. Project #2 - WIP Screening & Revision Notes
 14. Project #2 – Screenings & Revision Notes
 15. Project #2 – Final Screenings

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 2 assignments worth a total of 50% each.

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
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:

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.

Deductions – Lates and fails

Lates:

An assignment is considered late if it is not submitted at the time and date specified by the instructor.

A late assignment will be penalized by 20% immediately after the due date. A 10% deduction for each week that it is late after the original due date. The total late penalty will be deducted from the final grade. Eg: 3 weeks late = 30% deduction from final grade of assignment.

Maximum grade for a late assignment is "C".

A late assignment which is not executed to a minimum D (satisfactory) level will be assigned a fail grade with additional penalties outlined below.

Fail:

A fail grade (F) is assessed to an assignment, which has not been executed to a minimum satisfactory "D" grade level or in which the directions have not been followed correctly.

A failed assignment must be entirely redone or corrected according to the instructor's specific instructions and resubmitted within one week.

Maximum grade for a failed assignment is "C".

Resubmission Policy:

Any assignment completed during this course may be submitted for re-evaluation if the following criteria are met by the student:

- An assignment that was initially submitted past the initial assigned deadline will not be eligible for re-evaluation
- An assignment that initially achieved a fail grade must be resubmitted to achieve minimum project standards and will receive a maximum C grade as indicated under the Lates and Fails section in this outline.
- The resubmitted project must be accompanied by the original project and the original evaluation sheet (with written indication of grade breakdown) provided by the instructor.
- Assignments may be resubmitted at any time during the semester. The final date for last resubmissions will be announced by the professor during class and usually are no later than two weeks prior to the end of the semester.
- Resubmitted assignments must identify the project and class, and be clearly marked "RESUBMISSION" when submitted.
- It must be understood that resubmitted assignments are usually marked with greater scrutiny than first submissions to take into consideration the learning experiences, practice and longer timeframe available.
- When comparing the original submission grade the student will receive benefit of the higher grade.

VII. 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. Plagiarism:

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 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. 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.

Amendment to Course Outline

Program: Digital Film Production
 Course: FPD123 – Short Film I
 Term: Winter 2014
 Instructor: Candice Day
 Date of issue: Jan 26, 2014

NOTE: These updates replace the corresponding elements in the original Course Outline (example: the late policy in this document overrides the late policy in the original outline). This course outline amendment may be updated at any time at the instructor's discretion, with the provision that all students are to be made aware of any resulting policy changes.

Section I: Course Policies

Attendance & Lates

- 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 **THREE** “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

Office Hours

- Office hours will be posted on our office door
- Drop-in visits are welcome, but we recommend emailing us to secure an appointment. Preference will be given to students with set meeting times
- Appointments will be 20 minutes long unless additional time is specifically requested

- If office blinds are down, please respect that we are either working, in a meeting or on a conference call

Equipment Booking

- Equipment Booking is an extremely important and sensitive part of this program. Our gear is very expensive and productions will be negatively impacted if gear is not returned on time:
 1. There are 5 camera packages and some specialized equipment that can be signed out. There will be a limit of one camera package and one piece of specialized gear per group, unless negotiated with the instructors
 2. All bookings will be done through our Google Calendar system
 3. There are two sign-out/return periods unless pre-negotiated with Instructors. They are:
 - a. Thursdays 2–2:30pm until Mondays 2–2:30pm
 - b. Tuesdays 2–2:30pm until Thursdays 2–2:30pm
 4. Equipment can only be signed out for class projects. Any personal or practice projects will be at the discretion of the Instructors.
 5. Any late returns will incur a 10% per day project-specific mark deduction for the entire group
 6. Any equipment found unattended in a public space will incur a 10% project specific mark deduction for the entire group

Section II: List of topics, Assignments and Due Dates

Note:

- In the case of any dispute between a student and the instructor regarding the due date/time for a particular assignment or project, the dates provided on the following list will be honoured
- The list of topics by week is for reference purposes only and are subject to change at any time, at the instructor's discretion

WEEK	DATE	TOPIC
1	January 9	Course Overview
2	January 16	Short Film #1 - Pitches
3	January 23	Pre-Production Meeting I
4	January 30	Pre-Production Meeting II
5	February 6	Pre-Production/Production Meeting I/III
6	February 13	Production Meeting I/II
7	February 20	Rough Cut Screenings
8	February 27	Short Film #1 Screening & Pitches: Short Film #2
9	March 6	Pre-Production Meeting I
10	March 13	Winter Study Break

11	March 20	Pre-Production Meeting II
12	March 27	Pre-Production/Production Meeting I/III
13	April 3	Production Meeting
14	April 10	Production Meeting
15	April 17	Rough Cut Screening
16	April 24	Final Screening and Course Review

Section III: Revised Marking Scheme

10% Professionalism (attitude & attendance & bonus)

30% Short Film #1 (must fulfill a major crew role)

30% Short Film #2 (must fulfill a major crew role)

15% Production Assignments #1 (3 x 5% each)

15% Production Assignments #2 (3 x 5% each – these will be a combination of prep work for production meetings, production/post documentation and post mortem reports)