



COURSE OUTLINE

FPD0116

Prepared: Candice Day Approved: Sherri Smith

Course Code: Title	FPD0116: INTRODUCTION TO PRE PRODUCTION
Program Number: Name	1120: COMMUNITY INTEGRATN
Department:	C.I.C.E.
Semester/Term:	17F
Course Description:	This course will begin to explore important elements of the creative development process and how a project moves into pre-production. CICE students, with assistance from a learning specialist, will learn how to work in an assistive role to schedule, budget and prepare for a shoot by developing a basic understanding in regard to crewing, casting, location scouting and how to run effective production meetings. CICE students, within their assistive role, will be able to utilize this knowledge in their own work.
Total Credits:	2
Hours/Week:	2
Total Hours:	30
Essential Employability Skills (EES):	#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience. #5. Use a variety of thinking skills to anticipate and solve problems. #7. Analyze, evaluate, and apply relevant information from a variety of sources. #10. Manage the use of time and other resources to complete projects.
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	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 and students who are not present at this time will be considered late/absent for that class. Any student who leaves while there is still 30 minutes or more left in the class will be



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considered late/absent for that class.

Any student who returns 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.

Attendance is mandatory for this course to ensure the course requirements and objectives are met. A total absence of 3 classes for the semester will be tolerated. After 3 absences, penalties will take effect and an additional 10 percent will be deducted from the final grade for this course per class missed and 5 percent deduction for lates.

i.e. 4 classes missed = 10 percent deduction from final grade

4 classes missed and 1 late = 15 percent deduction from final grade

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 may be omitted from the final grade calculation.

Assignments

A project or 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 either in person, via email or 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 percent. The LMS dropbox time stamp will be referred to when determining the submission time.

Late policy for film productions: 25 percent deduction per day after due date

Production Policy Regarding Use of Prop Weapons in Student Productions

The depiction of violent weapons is not permitted in any student film production regardless of how it is being used even if it is simply a part of a costume. In the event that a student, or group of students, films a scene that includes a weapon which was not in the final approved script, it



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Evaluation Process and Grading System:

could result in an automatic failure for the project. A violent weapon is considered to be any type of gun, knife, sword, cross bow, bow and arrows, hatchet, rocket launcher, tank, etc.

Evaluation Type	Evaluation Weight
Projects	50%
Tests	50%

Course Outcomes and Learning Objectives:

Upon successful completion of this course, the CICE student, with the assistance of a Learning Specialist will acquire varying levels of skill development relevant to the following learning outcomes:

Course Outcome 1.

Create independent digital film projects using development, scripting, pre-production, production and post-production techniques.

Learning Objectives 1.

Students will learn about all aspects of pre-production by breaking down their own scripts in preparation for filming. They will also learn about how a film set functions during production.

Course Outcome 2.

Schedule and budget for various types of digital film productions with different scopes.

Learning Objectives 2.

Students will learn how to breakdown scripts for scheduling and budgeting purposes with a focus on production planning, time estimation and planning as well as funding and financing options.

Course Outcome 3.

Research, pitch, produce, package, market and distribute digital film projects using industry and



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new media outlets.

Learning Objectives 3.

Students will learn the basics of Producing and Production Management from Development through to Distribution.

CICE Modifications:

Preparation and Participation

1. A Learning Specialist will attend class with the student(s) to assist with inclusion in the class and to take notes.
2. Students will receive support in and outside of the classroom (i.e. tutoring, assistance with homework and assignments, preparation for exams, tests and quizzes.)
3. Study notes will be geared to test content and style which will match with modified learning outcomes.
4. Although the Learning Specialist may not attend all classes with the student(s), support will always be available. When the Learning Specialist does attend classes he/she will remain as inconspicuous as possible.

A. Further modifications may be required as needed as the semester progresses based on individual student(s) abilities and must be discussed with and agreed upon by the instructor.

B. Tests may be modified in the following ways:

1. Tests, which require essay answers, may be modified to short answers.
2. Short answer questions may be changed to multiple choice or the question may be simplified so the answer will reflect a basic understanding.
3. Tests, which use fill in the blank format, may be modified to include a few choices for each question, or a list of choices for all questions. This will allow the student to match or use visual clues.
4. Tests in the T/F or multiple choice format may be modified by rewording or clarifying statements into layman's or simplified terms. Multiple choice questions may have a reduced number of choices.

C. Tests will be written in CICE office with assistance from a Learning Specialist.

The Learning Specialist may:

1. Read the test question to the student.
2. Paraphrase the test question without revealing any key words or definitions.



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3. Transcribe the student's verbal answer.
4. Test length may be reduced and time allowed to complete test may be increased.

D. Assignments may be modified in the following ways:

1. Assignments may be modified by reducing the amount of information required while maintaining general concepts.
2. Some assignments may be eliminated depending on the number of assignments required in the particular course.

The Learning Specialist may:

1. Use a question/answer format instead of essay/research format
2. Propose a reduction in the number of references required for an assignment
3. Assist with groups to ensure that student comprehends his/her role within the group
4. Require an extension on due dates due to the fact that some students may require additional time to process information
5. Formally summarize articles and assigned readings to isolate main points for the student
6. Use questioning techniques and paraphrasing to assist in student comprehension of an assignment

E. Evaluation:

Is reflective of modified learning outcomes.

NOTE: Due to the possibility of documented medical issues, CICE students may require alternate methods of evaluation to be able to acquire and demonstrate the modified learning outcomes

Date:

Thursday, September 21, 2017

Please refer to the course outline addendum on the Learning Management System for further information.