

# SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



## COURSE OUTLINE

<b>COURSE TITLE:</b>	Pre Production		
<b>CODE NO. :</b>	FPD116	<b>SEMESTER:</b>	1
<b>PROGRAM:</b>	Digital Film Production		
<b>AUTHOR:</b>	Candice Day		
<b>DATE:</b>	August 2015	<b>PREVIOUS OUTLINE DATED:</b>	July 2014
<b>APPROVED:</b>		"Colin Kirkwood"	July/14
		_____ <b>DEAN</b>	_____ <b>DATE</b>
<b>TOTAL CREDITS:</b>	2		
<b>PREREQUISITE(S):</b>	College and program admission requirements		
<b>HOURS/WEEK:</b>	3hr/week		

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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.

**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 and production planning that will be applied to the student's actual productions.
- Students will learn all of the elements required in the preparation process 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. Communication

Potential Elements of the Performance:

Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils 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 aspect of filmmaking. Students will have to communicate with their peers in order to understand how a crew works together.

7. 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.

8. Information Management

Potential Elements of the Performance:

Locate, select, organize and document information using appropriate technology and information systems and analyze, 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 production reporting. They will also have to manage files and versions of production elements.

9. 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 learn about all of the challenges associated with pre production and some of the strategies to deal with them

10. 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

11. 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. Introduction to Pre Production; presenting yourself as a Producer/Production Company; On set Etiquette
2. Preparing to Make a Short Film; Pitching; Storyboards
3. Crewing – positions, hiring and hierarchy
4. Casting; dealing with Actors
5. Locations Scouting
6. Scheduling
7. Art Department Prep
8. Budgeting
9. Production Planning & Production Meetings
10. Technical Scouts
11. Planning for Post Production and Reshoots
12. Director's Planning and Rehearsals
13. Role of Producer and Production Manager
14. Pre Production Documentation
15. Other Elements of Pre Production; Course overview

**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:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
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.