

FILM 332: FILM PRODUCTION

CRN 6667



Teaching Staff

Course coordinator:

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AV Technician:

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Class times and venue

First trimester. Tues and Thurs, 2.10-5.00pm, Film Room 205, 77 FT.

Course aims, content and objectives

The aims of FILM 332 are to introduce students to creative and technical aspects of production. Areas covered will include scriptwriting, camera and lighting, directing, sound recording and editing. The emphasis is practical and a collaborative work process (as in the film industry) will be expected. Students will be required to write a script for a short film, and will undertake a variety of training using the media of digital video, audio recording and mixing, and digital editing. Those passing the course will have demonstrated creative ability at an introductory level in the field of audiovisual production and a basic mastery of relevant technical skills. They should also have enhanced their analytical skills and gained an understanding of filmmaking as a craft and industrial process.

Expected Workload

This is a 36-point paper with a heavy workload, and the university anticipates that you should be able to devote about 24 hours per week to it. Therefore you should probably expect to spend, on average, about 18 hours per week (apart from class time) in reading and viewing, becoming familiar with equipment, and on course assignments.

Group Work

In keeping with the nature of film production you will be expected to make a Short DV Film in a team that includes four of your classmates. You will be placed in groups according to your role preference. However, this does not mean you will undertake your preferred role. As a group you

will come to a consensus on whose script will get made (you will choose from the work you handed in for Ass 1). You will also need to come to a consensus on who takes what role. This will occur in Week 4.

Readings

There is no required reading for FILM 332. However it is expected that you engage with, and research, your roles intellectually as well as technically. You need to read the books available on production and the filmmaking process in the library. This research and understanding should inform the way you work and be demonstrated in your pre-production folders and your reflective essay.

Materials and equipment

Students will be required to purchase audio and video materials for their own use. Students will also be required to complete pre-production folders that may require artwork like storyboards and other visual materials. Advice on purchases will be given in class, and some items will be available from the School. Digital stills cameras, digital video cameras, digital recorders and audio equipment will be issued on loan. Sound recording/mixing and editing facilities will be made available on a reservation basis. School equipment must be treated with the utmost care, and any malfunction or damage reported immediately to the AV Technician on 04 463 6823. *Due to differences between DV tape and DVD disc formats only approved Mini Digital Video tapes and DVD-Rs may be used with School audio and video equipment.* Bookings must be strictly adhered to and equipment returned on time, or other students will be inconvenienced and possibly disadvantaged.

You are required to read the FAT Book that is on Blackboard and posted on the noticeboard in 85FT. This will help you to understand our rules and regulations about the use of AV resources. It will also let you know what services and facilities are available within the programme.

Assessment Requirements

All assessment will be internal. There will be four required assignments, as follows:

	Due Date	Weighting
(1) Short Film Script (no more than 5 pages long) All scripts must be formatted correctly	27th March, 4pm (Hand in to the Film Admin Office, 85FT)	30%
(2) Pre-Production Folder	2 nd May, 4pm (Hand in to the Film Admin Office, 85FT)	20%
(3) DV Short Film (no more than 5 mins)	29 th May, 2.10pm (NOTE: Cut off for edit suites and sound studio will be on 28th May at 5pm)	30%
(4) Reflective Essay (2,000-2,500 words)	6 th June, 4pm (Hand in to the Film Admin Office, 85FT)	20%

* You will present your film to a panel of Film academic staff members on Thurs 29th May; times will be arranged. This is classed as an examination process so that only in exceptional circumstances (e.g. medical reasons with certificate, or technical calamity out of your groups control) may you miss your specified time slot. Presentation timeslots are final once dates have been confirmed.

70% of your overall mark will be made up from individual marks with 30% from group work.

The short film script exercise will develop your creative and practical skills, as well as improving your understanding of the role of scriptwriting within the filmmaking process. The pre-production folder will demonstrate your understanding of your role in the pre-production process. The short film will allow students to draw together all of the creative, technical and industrial skills acquired during the course. The reflective essay will encourage students to assess their level of knowledge and understanding of film production, as well as their own learning processes. It will also enhance their analytical, critical and expression skills.

More detailed descriptions of the assignments will be given in class, and posted on the course noticeboard. Please note that a professional attitude towards the care and borrowing of equipment is essential. This will constitute an assessment component in all relevant assignments, and penalties will apply for misuse of gear or failure to return it on time.

Aegrotat provisions may apply if you are unable to submit your final assignment. In such a case you should contact the course co-ordinator. There is a university policy on reasonable accommodation with respect to assessment procedures for students with disabilities.

The assignments are designed to help fulfill the aims of the course by giving students the opportunity to experiment in several different creative areas and to acquire a variety of technical skills in audiovisual production.

Penalties

As this is an intensive, 36-point practical course working to a tight timetable, you will be expected to give it high priority. Except in special circumstances (e.g. medical reasons with certificate), written assignments (Film Script (1), Pre-Production Folder (2) and the Reflective Essay (4)) handed in up to five days may lose up to 10% (at a rate of 2% per day). No work will be accepted more than five days after the due date unless specific prior arrangements have been made. You should hand these assignments into the Film Admin Office at 85FT.

Legibility

Students are expected to write clearly. Where work is deemed 'illegible', the options are:

- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) within a specified time frame after which penalties will apply
- the student will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) and lateness penalties apply
- if the student does not transcribe it to an acceptable standard, the work will be accepted as 'received' (so any associated mandatory course requirements are met) but not marked.

Mandatory Course Requirements

To be eligible to pass the course you must have a high standard of attendance (normally at least 75%) and complete all assignments and achieve a 'C' grade overall.

Communication of additional information

Any additional information, or changes to the course, will be announced in class and posted on the course noticeboard in 85FT.

School Facilities

FILM 332 students are encouraged to make full use of the video viewing facilities (housed in 85FT and the Library at 77FT; however, please note that **videos and library materials do not leave the building**). There is a coin-operated photocopy machine on Level 3. The Green Room is also available to students working in the building. You are expected to clean up after yourself, including returning to the Green Room any mugs removed from there. The same rules apply for the kitchen area at 85FT.

Award

The Prize for Film Studies, arising from a fund established by the Wai-te-Ata Press, will be awarded to the best student of film history, criticism or production.

Important Notice

Safety in the premises occupied by the School of English, Film Theatre and Media Studies at 77 and 85 Fairlie Terrace is the responsibility of everyone who uses the facilities. While we make every effort to ensure that our premises are safe and hazard free, we need the cooperation of all students and visitors and hence request the following:

1. Any student or visitor who discovers an actual or potential hazard should report it without delay to a member of staff. Where possible written reports are appreciated.
2. All university equipment must be handled in a careful and appropriate manner in accordance with the specifications and with due regard to safety. Any breakages must be reported as soon as possible.
3. It is the individual responsibility of all students to read the safety notices relating to fire, earthquake etc. and to carry out the provisions as indicated in the notices.

In addition there are certain ground rules regarding conduct within the premises at 77 Fairlie Terrace and 85 Fairlie Terrace.

- Smoking is not permitted.
- Alcoholic drinks are not to be brought onto the premises unless authorised.
- All students are expected to assist with security by making sure that doors are locked, windows closed and heaters switched off before the buildings are vacated.

More details are in *The Fat Book*. We greatly appreciate your help with these matters.

FILM 332 FILM PRODUCTION – TIMETABLE 2008

Phase	Week	Tues 2.10-5pm	Thursday 2.10-5pm	Assignment
SCRIPT DEV & TRAINING PHASE	1	26 th FEB Orientation Generating Ideas Script Development Script Formatting	28 th Pitching Exercise # 1 Developing your idea into a story (beginning/middle/end).	Set Ass. (1) Short Film Script Due 27th March Set Ass. (4) Reflective Essay Due 6th June Set Task: Choose fav Film Clip to discuss in class on 11 th March
	2	4 th MARCH Welcome to the Deep End XL2 Camera Training	6 th Welcome to the Deep End (cont.) XL2 Camera Training Plus an in class exercise	
	3	11 th Finding your Voice Discussion of your Chosen Clip – verbalising sound and vision	13 th GUEST SPEAKER: Catherine Fitzgerald, Producer: “Script to Screen”	
	4	18 th Camera & lighting Fundamentals of lighting your scene for digital filming	20 th Location Sound Training Interaction with camera Groups Formed	Set Ass. (2) Pre-Production Folder Due 2nd May
PRE-PROD PHASE	5	25 th DAY OFF - EASTER	27 th Groups and Key Roles We hear which scripts have been chosen and who is doing what role Pitching Exercise # 2	Book in to see Paul as a group to go over Camera/Lighting/Sound in your groups
	6	1 st APRIL GUEST SPEAKER: Delia Shanly – Film Wellington plus Production Management	3 rd GUEST SPEAKER: Michelle Scullion-Music, sound and your short	Set Ass. (3) DV Short Film Due 29th May (NOTE: Cut off for edit suites and sound studio will be on 28 th May at 5pm)
SHOOTING PHASE	7	8 th Directing Your Vision: Visualising your script	10 th Directing the Camera: Mise-en-scene Camera placement, movement, selective focus	TASK: Book in with Paul for practice with equipment

-----**MID TRIMESTER BREAK**-----

(14th April – 25th April)

Phase	Week	Tues 2.10-5pm	Thursday 2.10-5pm	Assignment
SHOOTING PHASE	8	29 th Getting started with Final Cut Pro: Basic overview, setting up, digitising, organising, saving. (Everyone)	1 st MAY Introduction to editing: <i>Session 1.</i> Editors/Directors – Opening project, basic edit tools, working in timeline, output to tape <i>Session 2.</i> Sound Designers – Sound Studio basics NOTE. Producers can book in to see Lee-Jane about “trouble shooting”	
	9	6 th GUEST SPEAKER Editing Picture/Sound (TBA)	8 th Trouble Shooting Booking in with Lee-Jane if necessary	
POST-PROD PHASE	10	13 th Group Meetings Individual Groups book in to discussion edit with Lee-Jane	15 th Group Meetings Individual Groups book in to discussion edit with Lee-Jane	
	11	20 th Rough Cuts Screening	22 nd Future Prospects GUEST SPEAKER Juliette Veber NZ Film Commission Short Film Sales and Marketing	
	12	27 th MAY Finishing off	29 th SCREENING: DV SHORT FILM PANEL Times to be arranged between 2.10pm - 5.00pm	

NOTE: A separate screening for you and your cast and crew will need to be organized by the group between 2nd June and 13th June.

GENERAL UNIVERSITY STATUTES AND POLICIES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the *Victoria University Calendar* available in hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Student and Staff Conduct
 - Academic Grievances
 - Academic Integrity and Plagiarism
 - Meeting the Needs of Students with Impairments
 - Student Support
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