

FILM 332 FILM PRODUCTION

Trimester 1 2009
(Monday March 2 – Friday June 5 2009)

36 points
CRN 6667



STAFF

Course coordinator:

Lee-Jane Bennion-Nixon, Room 103, 85 Fairlie Terrace, 04 463 5641,
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Office Hours: These will be posted

AV Technician:

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Assistant AV Technician:

Bernard Blackburn, Room 104/105, 85 Fairlie Terrace, 04 463 9498
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CLASS TIMES AND ROOMS

Workshops

Tuesday & Friday, 10-12.50, Film Room 205, 77FT

COURSE CONTENT

The aim of FILM 332 is to develop students' knowledge of the creative and technical aspects of film production. The course will cover areas such as 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 used. Students will be required to write a script for a short film. They will undertake training in a variety of media tools, such as 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.

LEARNING OBJECTIVES

- To develop students' creativity
- To enhance students' technical skills in various aspects of film production
- To give the students the opportunity to improve their artistic abilities in one of the following areas: film direction, scripting, cinematography, sound, editing or production
- To develop students' organizational skills
- To improve students' ability to work collaboratively
- To enhance students' oral communication skills

COURSE DELIVERY

This course will consist of two three hours workshops per week. The workshop will normally involve discussions on key production areas which will feed into the production process. The course is separated in to four main phases, script development & training, pre-production, shooting & post-production. There will be some guest speakers and some training sessions with technical staff.

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

Students will undertake a range of formal and informal group work activities during the course. They will produce a DV film short for Assignment Three in a team. The collaborative nature of this project follows film industry practice. The members of each group will also work together to make an in class presentation or pitch for the purposes of Assignment Three. There will also be a number of pair and small group activities during workshops. These will be assessed as part of Assignment One.

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 pitch/presentation for Assignment Two.

MATERIALS AND EQUIPMENT

Students will be required to purchase audio and video materials for their own use. 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 Film programme.

ASSESSMENT

All assessment will be internal. There will be five assignments:

	Due Date	Weighting
(1) 10%	Class Participation	
(2) than 5 pages long) All scripts must be formatted correctly	Short Film Script (no more than 5 pages long) All scripts must be formatted correctly (Hand in to the Film drop box, 85FT)	3rd April, 4pm 20%
(2) In class Pitching & Storyboard Presentation	28 th April	20%
(3) DV Short Film	2nd June	

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(no more than 5 mins)	(NOTE: Cut off for edit suites and sound studio will be on 1st June at 5pm)	30%
(4) Reflective Interview (approx. 15 minutes)	5th June	20%

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

Assignment One: Class Participation

This assignment will assess your contribution to the scheduled classes. You will be expected to prepare for classes, to engage actively in the weekly topics, and to work collaboratively with other students. This assignment will improve your oral communication skills and your ability to work with others. Further details will be provided early in the course.

Assignment Two: Short Film Script

You will write a short film script. This must be no longer than five pages, and must be formatted correctly. Your script may be chosen to form the basis of a short film project. This assignment will develop your creativity and it will enhance your ability as a scriptwriter. Further details will be available early in the course.

Assignment Three: Pitch and Storyboard Presentation

In the first half of the semester you and four other students will form a filmmaking team that will produce a five minute DV short for Assignment Four. Each member of the group will be assigned one of the key creative roles: director, producer, DOP, editor, or sound person. In order to prepare you for your film project, your group will make a creative pitch to the class. The group must formulate a stylistic vision for their film. Each member of the group must outline how their role will specifically contribute to the realization of that vision. This will involve researching the nature of a particular role. As part of this assignment, your group will present a storyboard of a number of shots from one sequence from the film. This will help prepare you for your actual shoot. This assignment will develop your creativity, enhance your understanding of key creative roles in filmmaking, improve your ability to work as part of a team, and develop your organizational and oral communication skills. Further details will be available early in the course.

Assignment Four: DV Short Film

You and the other four members of your group will shoot and edit a five minute short film in the second half of semester. The short film will allow you to draw together all of the creative, technical and industrial skills acquired during the course. It will enhance your creativity, improve your artistic ability in one of the key creative roles, enhance your technical skills, and develop your teamwork, communication and organizational skills. Further details will become available during the course.

You will present your film to a panel of Film academic staff members on Tues 2nd June; 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 time slots are final once dates have been confirmed.

Assignment Five: Reflective Interview

This assignment will involve a short, one-on-one interview the course coordinator at the end of the subject. The reflective interview will encourage you to assess your level of knowledge and understanding of film production, as well as your own learning processes. It will be structured around a series of questions that will be given in advance. You are strongly encouraged to keep a record of your experiences in the class to help you prepare for this assignment. This assignment will improve your communication skills.

ASSIGNMENT COVER SHEETS

Assignment cover sheets and extension forms can be found on Blackboard or outside the Programme office. Remember to fill in your tutor's name.

PENALTIES AND EXTENSIONS

Work submitted late without an extension will be penalised two percent per working day. Except under exceptional circumstances, no work will be accepted more than two weeks after the due date unless specific prior arrangements have been made.

Extensions

If you require an extension, you must complete an extension request form (available on your course Blackboard site) prior to the assignment due date. This must be accompanied by relevant documentation (e.g. a doctor's certificate) where appropriate. Extension requests must be submitted to the Course Co-ordinator. Tutors cannot grant extensions.

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.

ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- Material from books, journals or any other printed source
- The work of other students or staff
- Information from the internet
- Software programs and other electronic material
- Designs and ideas
- The organisation or structuring of any such MATERIAL.

Find out more about plagiarism, how to avoid it and penalties, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

GENERAL ADVICE

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.

School Facilities

FILM 332 students are encouraged to make full use of the video viewing facilities (housed in 83FT) 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 of 77FT. The Green Room in 77FT 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.

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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.

GENERAL UNIVERSITY STATUTES AND POLICIES

A copy of the General University Statutes and Policies can be found on Blackboard.

COURSE PROGRAMME

Phase	Week	Tues 10am-12.50pm	Fri 10am-12.50pm	Assignment
SCRIPT DEV & TRAINING PHASE	1	3 rd MAR What to Expect Generating Ideas Script Development	6 th MAR Key Roles Pitching Exercise # 1	Set Ass. (1) Class Participation Set Ass. (2) Short Film Script Due: 3 rd April Set Ass. (5) Reflective Interview Due: 5 th June
	2	10 th Pitching Exercise # 2	13 th Camera Training	Task: Email Lee-Jane your 3 role preferences by the end of week 2
	3	17 th GUEST SPEAKER: DoP Aline Tran Cinematography	20 th Camera Training GROUPS FORMED	Set Ass. (3) Pitching & Storyboard Due 28 th APR
	4	24 th GUEST SPEAKER: Producer Catherine Fitzgerald "Script to Screen"	27 th Camera & lighting Fundamentals of lighting your scene for digital filming	Note: Script due in next week on the 3rd April
PRE-PROD PHASE	5	31 st Directing Your Vision: Visualising your script	3 rd APR Location Sound Training Interaction with camera	Note: This week we hear which scripts have been chosen and who is doing what role. Task: Book in to see Lee-Jane

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6	7 th Production Management GUEST SPEAKER: Manager Delia Shanly, Film Wellington: Permits and paperwork	10 th Good Friday (Uni closed)	Set Ass. (4) DV Short Film Due 2 nd June Note: <i>The equipment is available for practicing.</i>
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-----MID TRIMESTER BREAK-----
(10th April – 24th April)

Phase	Week	Tues 10am-12.50pm	Fri 10am-12.50pm	Assignment
SHOOTING PHASE	7	28 th APR Ass (3) Group pitching & Storyboard presentations	1 st MAY GUEST SPEAKER: Composer/Musician Michelle Scullion: Music, sound and your short film	
	8	5 th Getting started with Final Cut Pro: Basic overview, setting up, digitising, organising, saving. (Everyone)	8 th Introduction to editing: Session 1. Editors/Directors – Opening project, basic edit tools, working in timeline, output to tape Session 2. Sound Designers – Sound Studio basics	Note: Producers can book in to see Lee- Jane about “trouble shooting” this week
	9	12 th Future Prospects GUEST SPEAKER Juliette Veber NZ Film Commission Short Film Sales and Marketing	15 th GUEST SPEAKER Editing Picture/Sound (tba)	
POST-PROD PHASE	10	19 th Group Meetings Individual Groups book in to discuss edit	22 nd Group Meetings Individual Groups book in to discuss edit	
	11	26 th Rough Cuts Screening	29 th Finishing off	
	12	2 nd JUN Ass (4) DV SHORT FILM PANEL Times to be arranged	5 th Ass (5) Reflective Interviews	

NOTE: A separate screening for you and your cast and crew will need to be organized by the group between 8th June and 19th June.