

# FILM 222 Introduction to Film Production

## Trimester 2 2010

Monday 12 July to Saturday 13 November 2010

20 Points



### TRIMESTER DATES

Teaching dates: Monday 12 July 2010 to Friday 15 October 2010

Mid-trimester break: Monday 23 August to Sunday 5 September 2010

### WITHDRAWAL DATES

Information on withdrawals and refunds may be found at

<http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>

### NAMES AND CONTACT DETAILS

Staff	Email	Phone	Room	Office Hours
Russell Campbell	<a href="mailto:russell.campbell@vuw.ac.nz">russell.campbell@vuw.ac.nz</a>	463 6824	83FT 311	Mon 1-2, Wed 9-10
Paul Wolfram	<a href="mailto:paul.wolfram@vuw.ac.nz">paul.wolfram@vuw.ac.nz</a>	463 6823	85FT 105	Mon 10-12
Bernard Blackburn	<a href="mailto:bernard.blackburn@vuw.ac.nz">bernard.blackburn@vuw.ac.nz</a>	463 9498	85FT 106	tba

### CLASS TIMES AND LOCATIONS

Mon, Thurs 2-4 pm. Film Room (Room 205, 77 Fairlie Tce).

**COURSE DELIVERY**

Course delivery will comprise a mixture of lectures, technical workshops, and discussions of student work (in which you will be expected to take an active part).

**COMMUNICATION OF ADDITIONAL INFORMATION**

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

**COURSE CONTENT**

FILM 222 will provide students with the opportunity to develop practical skills in production including directing, camera and lighting, editing and sound. Students will undertake a range of short, individual exercises in areas such as cinematography, screenwriting, sound design, and editing, as well as undertaking a variety of training using the media of digital video, audio recording and mixing, and digital editing.

**LEARNING OBJECTIVES**

FILM 222 is aimed at fostering creative and critical thinking around the processes of filmmaking. Students 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 improved their analytical skills and gained an enhanced understanding of filmmaking as a craft and industrial activity.

**EXPECTED WORKLOAD**

For a 20-point course you are expected to devote a total of around 200 hours to course work. For FILM 222 this commitment will be spread over the 12 weeks of teaching and the 2 week mid-trimester break. For a typical teaching week you should expect to spend about 15 hours on the course (4 hours in classes, 3 hours reading and reviewing, and 8 hours on assignments), and in the break 10 hours per week. Creative film work is however labour-intensive and for some projects you may feel you need to devote more time on them than this allocation.

**GROUP WORK**

Any group work undertaken in the course will not be for assessment purposes.

**READINGS**

**Essential texts:**

There are no required text books. There will be set readings for each week which will be available for purchase as course notes (cost \$17.20).

For the first two weeks of trimester all undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two all undergraduate textbooks will be sold from vicbooks and student notes from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

Customers can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto:enquiries@vicbooks.co.nz). Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Customers will be contacted when they are available. Opening hours are 8.00 am – 6.00 pm, Monday – Friday during term time (closing at 5.00 pm in the holidays). Phone: 463 5515.

**MATERIALS AND EQUIPMENT**

Students will be required to purchase audio and video materials for their own use (approx. \$50.00 total). Advice on purchases will be given in class, and some items will be available from the School. Digital still cameras, digital video cameras, audio recorders and lights will be issued on loan. *Pickup and dropoff times are Mon-Fri 9:30-11:30. Equipment must be borrowed and returned during those hours.* Editing and sound recording/mixing 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 Technicians. *Due to differences between DV tape formats only approved Mini Digital Video tapes may be used with School 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*, Film and Theatre’s protocol handbook, which is available on Blackboard and on the noticeboard in 85 Fairlie Tce. This will enable you to understand our rules and regulations as well as help you know what services and facilities are available within the School.

**ASSESSMENT REQUIREMENTS**

All assessment will be internal. Details of each assignment will be given in class.

	<b>Due Date</b>	<b>Weighting</b>
1) Location stills sequence (10-20 images)	Fri 23 Jul, 2 pm	20%
2) Autobiographical video (3-5 mins)	Fri 13 Aug, 2 pm	20%
3) Short film script (8-10 pages)	Fri 10 Sep, 2 pm	20%
4) Editing exercise (3 mins)	Fri 24 Sep, 2 pm	20%
5) Soundtrack exercise (approx 3-5 mins)	Fri 8 Oct, 2 pm	20%

Except when otherwise advised assignments should be placed in the drop slot at the Film, Theatre and Media Studies administration reception area in 83 Fairlie Terrace.

It is your responsibility to keep a copy of your work. If circumstances arise which may prevent you from completing your assignment on the due date, please inform the course coordinator. 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 coordinator.

The assignments are designed to help fulfil 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. Writing and directing skills are fostered in the short film script and autobiographical video exercises, photographic and visual logic skills in the location stills exercise, and editing and audio skills in the editing and soundtrack exercises. The assessment criteria will be firstly artistic achievement and secondly degree of technical competence displayed.

**Handing in Assignments:**

Assignments should be placed in the drop slot at the Film, Theatre and Media Studies administration reception area in 83 Fairlie Terrace. Do not submit your essay to your tutor. You must keep a copy of your assignment before submitting it.

## ASSIGNMENT COVER SHEETS

Assignment cover sheets and extension forms can be found on Blackboard or outside the Programme office.

## EXTENSIONS AND PENALTIES

Extensions will be granted only in exceptional and unforeseen circumstances. Issues of workload do not constitute exceptional and unforeseen circumstances. 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. Work that is submitted late without an extension is subject to penalties:

Work submitted after the deadline will be penalised by a 2.5 percent deduction from your total mark per work day. Late work also receives only minimal comments from your marker. *No work will be accepted more than two weeks after the due date unless specific prior arrangements have been made.*

## MANDATORY COURSE REQUIREMENTS

To be eligible to pass this course you must:

- Submit all the required assignments, on or before the specified dates (subject to such provisions as are stated for late submission of work)
- Attend at least 18 of the scheduled 24 classes.

## CLASS REPRESENTATIVES

A class representative will be elected in the first class, and that person's name and contact details will be available to VUWSA, the Course Coordinator and the class. The class representative provides a communication channel to liaise with the Course Coordinator on behalf of students.

## STATEMENT ON LEGIBILITY

You are expected to present work that meets appropriate standards. Work submitted during the course (i. e. work that is internally assessed) should be typed or prepared on a computer.

## 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 UNIVERSITY POLICIES AND STATUTES**

You 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 or go to the Academic Policy and Student Policy sections on: <http://www.victoria.ac.nz/home/about/policy>

The AVC (Academic) website also provides information in a number of areas including Academic Grievances, Student and Staff conduct, Meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

[http://www.victoria.ac.nz/home/about\\_victoria/avcacademic/Publications.aspx](http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx)

**COURSE PROGRAMME**

<b>Week</b>	<b>Monday 2-4</b>	<b>Thursday 2-4</b>	<b>Assignments</b>	<b>Readings</b>
<b>1</b>	12 Jul Introduction	15 Jul Still photography Cinematography	Ass.(1) Location stills sequence <b>DUE: 23 July, 2pm</b>	The creative process
<b>2</b>	19 Jul Producing Production mgmt	22 Jul <i>Video camera workshop [PW]</i>		Cinematography
<b>3</b>	26 Jul Exhibition/discussion: Location stills sequence	29 Jul Exhibition/discussion: Location stills sequence	Ass.(2) Autobiographical video <b>DUE: 13 Aug, 2pm</b>	
<b>4</b>	2 Aug <i>Lighting workshop [PW] [93 Kelburn Pde]</i>	5 Aug Editing		Mise-en-scene
<b>5</b>	9 Aug Mise-en-scene Production design	12 Aug Screenwriting		Design
<b>6</b>	16 Aug Exhibition/discussion: Autobiographical video	19 Aug Exhibition/discussion: Autobiographical video	Ass.(3) Short film script <b>DUE: 10 Sep, 2pm</b>	Scripting

----- **Mid-Trimester Break: Mon 23 Aug - Sun 5 Sep** -----

<b>Week</b>	<b>Monday 2-5</b>	<b>Thursday 2-5</b>	<b>Assignments</b>	<b>Readings</b>
<b>7</b>	6 Sep <i>Final Cut Pro workshop [PW]</i>	9 Sep <i>Final Cut Pro workshop [PW]</i>	Ass.(4) Editing exercise <b>DUE: 24 Sep, 2pm</b>	Editing
<b>8</b>	13 Sep Discussion: Short film scripts	16 Sep Discussion: Short film scripts		
<b>9</b>	20 Sep <i>Sound recording workshop [BB]</i>	23 Sep <i>Sound tracklaying and mixing workshop [BB]</i>	Ass.(5) Soundtrack exercise <b>DUE: 8 Oct, 2pm</b>	Sound
<b>10</b>	27 Sep Exhibition/discussion: Editing exercise	30 Sep Exhibition/discussion: Editing exercise		
<b>11</b>	4 Oct The soundtrack	7 Oct <i>Performance workshop [Andrea Bosshard]</i>		Performance
<b>12</b>	11 Oct Exhibition/discussion: Soundtrack exercise	14 Oct Exhibition/discussion: Soundtrack exercise		