

# FILM 222: Introduction to Film Production

**Trimester 2 2011**

11 July to 12 November 2011

**20 Points**

## TRIMESTER DATES

Teaching dates:	11 July to 14 October 2011
Mid-trimester break:	22 August to 4 September 2011
Study week:	17 to 21 October 2011

## 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
Andrea Bosshard	<a href="mailto:andrea.bosshard@vuw.ac.nz">andrea.bosshard@vuw.ac.nz</a>	463 6520	85FT107	Mon 12-1
Paul Wolfram	<a href="mailto:paul.wolfram@vuw.ac.nz">paul.wolfram@vuw.ac.nz</a>	463 6823	85FT 105	Mon-Fri 9.30-11.30
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

Monday, Wednesday                      10-12                      77 Fairlie Terrace room 205

## 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 notice board in 85 Fairlie Terrace.

If you are not going to use the Victoria email address set up for you, we strongly encourage you to set a forward from the Victoria email system to the email address you do use.

## **COURSE PRESCRIPTION**

FILM 222 will provide students with the opportunity to develop practical skills in production including directing, camera and lighting, editing and sound.

## **COURSE CONTENT**

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.

## **EXPECTED WORKLOAD**

The expected workload for a 20 point course is 200 hours spread evenly over the 12 week trimester and breaks, or 13 hours per teaching week. 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 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**

There are no required text books.

## **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 drop off 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 notice board in 85 Fairlie Terrace. 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) Stills sequence (7-10 images)	Fri 22 Jul, 2 pm	25%
2) Sound track	Fri 12 August, 2 pm	15%
3) Short film script (5-8 pages)	Fri 9 Sep, 2 pm	25%
4) Film portrait (3-5 minutes)	Fri 7 October, 2 pm	35%

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

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. Do not submit your essay to your course coordinator. 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. Remember to fill in your tutor's name.

## 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. Tutors cannot grant extensions.

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.

## MANDATORY COURSE REQUIREMENTS

To gain a pass in this course you must:

- Submit the written work and technical/story-telling exercises specified for this course, on or by 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. Where handwritten work is required you are expected to write clearly. If this is deemed 'illegible', you will be given a photocopy of the work and asked to transcribe it to an acceptable standard (preferably typed) within a specified time frame.

## 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>

#### WHERE TO FIND MORE DETAILED INFORMATION

Find key dates, explanations of grades and other useful information at [www.victoria.ac.nz/home/study](http://www.victoria.ac.nz/home/study).

Find out how academic progress is monitored and how enrolment can be restricted at

[www.victoria.ac.nz/home/study/academic-progress](http://www.victoria.ac.nz/home/study/academic-progress). Most statutes and policies are available at

[www.victoria.ac.nz/home/about/policy](http://www.victoria.ac.nz/home/about/policy), except qualification statutes, which are available via the *Calendar* webpage at [www.victoria.ac.nz/home/study/calendar.aspx](http://www.victoria.ac.nz/home/study/calendar.aspx) (See Section C).

Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic), at [www.victoria.ac.nz/home/about\\_victoria/avcacademic](http://www.victoria.ac.nz/home/about_victoria/avcacademic).

Week	Monday 10-12	Wednesday 10-12	Assignments
1	11 Jul Introduction Film Form & Aesthetic Choices	13 Jul Film Form & Aesthetic Choices / <i>Lighting workshop (PW)</i>	
2	18 Jul Film Form & Aesthetic Choices	20 Jul (class divided into 2) <i>Final Cut Pro workshop (PW) / Sound recording workshop (BB)</i>	<b>Ass. 1</b> <b>Stills sequence</b> <b>DUE: 2 pm Fri 22 July</b>
3	25 Jul (class divided into 2) <i>Final Cut Pro workshop (PW) / Sound recording workshop (BB)</i>	27 Jul Approaches to Editing & Sound	
4	1 Aug Exhibition & discussion of stills sequences (5 minutes each)	3 Aug Screenwriting	
5	8 Aug Screenwriting	10 Aug Mike Leigh – another way of telling	<b>Ass. 2</b> <b>Sound track to stills sequence</b> <b>DUE: 2pm Fri 12 August</b>
6	15 Aug Screenwriting	17 Aug Screenwriting	

----- **Mid-Trimester Break: Mon 22 Aug - Sun 4 Sep** -----

Week	Monday 2-5	Thursday 2-5	Assignments
7	5 Sep Exhibition & discussion of soundtrack sequence (5 minutes each)	7 Sep <i>Video camera workshop (PW)</i>	<b>Ass.3</b> <b>Short script</b> <b>DUE: 2pm Fri 9 September</b>
8	12 Sep Screen directing	<i>14 Sep</i> Working with actors	
9	19 Sep Music in film	21 Sep Reading & discussion of short screenplays	
10	26 Sep Reading & discussion of short screenplays	28 Sep Analysis of a film (TBC)	
11	3 Oct <i>Working as a team</i>	5 Oct <i>Working as a team</i>	<b>Ass. 4</b> <b>Film Portrait</b> <b>DUE: 2pm Fri 7 October</b>
12	10 Oct Exhibition & discussion of film portraits	12 Oct Exhibition & discussion of film portraits	