

# FILM 210 Introduction to Film Production

**Trimester 2 2015**

13 July to 15 November 2015

**20 Points**



*Koyaanisqatsi* (1982) Directed by Godfrey Reggio

## IMPORTANT DATES

Teaching dates: 13 July to 16 October 2015

Mid-Trimester break: 24 August to 6 September 2015

Last assessment item due: 14 October 2015

Withdrawal dates:

Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds). If you cannot complete an assignment or sit a test or examination, refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats).

## CLASS TIMES AND LOCATIONS

Lectures on Thursdays are held in 77 Fairlie Tce Room 306. Workshop and practical classes on Fridays are held in either 83 Fairlie Tce or the Mac Lab in Murphy building Room 211. Further information about where classes are held will be given in class. From week two onwards the Friday class will be broken into two groups. The arrangement for these groups will be decided in week one.

Thursday classes: 13.10 – 15.00 77 Fairlie Tce Room 306

Friday classes: 13.10 – 15.00 83 Fairlie Tce Room 102 or Mac Lab Murphy Building Room 211

Friday classes: 15.10 – 17.00 83 Fairlie Tce Room 102 or Mac Lab Murphy Building Room 211

We will be using the Mac Lab in MY211 on the following dates:

21 August

11 and 25 September

2, 8 and 9 October

### Workshops

Workshops begin in WEEK 2. Please register for workshop via the FILM 210 site on Blackboard: go to “Workshop Sign Up” and then follow the instructions. Please read the instructions carefully.

### NAMES AND CONTACT DETAILS

Robin Greenberg [robin.greenberg@vuw.ac.nz](mailto:robin.greenberg@vuw.ac.nz) 463 6824 Room 311 83 Fairlie Terrace

Office Hours: Thursday 11am – 12pm

Bernard Blackburn [bernard.blackburn@vuw.ac.nz](mailto:bernard.blackburn@vuw.ac.nz) 463 9760 Room 106 85 Fairlie Terrace

Office hours: Monday – Friday 9.30 – 11.30am

Jesse Gonzales [jesse.gonzales@vuw.ac.nz](mailto:jesse.gonzales@vuw.ac.nz) Tutors Room 83 Fairlie Terrace

### 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.

### PRESCRIPTION

This course provides students with the opportunity to develop practical skills in production including directing, cinematography, editing and sound. It involves both individual and collaborative production exercises as well as script development assignments.

### COURSE CONTENT

Students will undertake a range of short, individual and group exercises in areas such as screenwriting, sound design, cinematography, and editing, as well as undertaking a variety of training using the media of digital video, audio recording and mixing, and digital editing.

**COURSE LEARNING OBJECTIVES (CLOS)**

Students who pass this course should be able to:

1	Demonstrate knowledge of specific film production techniques and processes.
2	Demonstrate technical proficiency and creative ability with audio-visual equipment and editing facilities at an introductory level.
3	Demonstrate an understanding of film narrative structure and script writing.
4	Express their creativity and critical thinking about filmmaking in a range of media.
5	Develop their ability to work in a team.

**TEACHING FORMAT**

Course delivery will comprise a mixture of lectures, technical workshops, practical exercises and discussions of student work. You are expected to take an active part in all practical work and discussion.

**MANDATORY COURSE REQUIREMENTS**

In addition to achieving an overall pass mark of 50%, students must:

- Submit all assignments, on or by the specified dates (subject to such provisions as are stated for late submission of work) in order to demonstrate the achievement of all the CLOs of the course.
- Attend a minimum of 11 lectures and 11 workshop/practical sessions

**WORKLOAD**

The expected workload for a 20-point course is 200 hours over the trimester or 13 hours per teaching week. For FILM 210 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.

**ASSESSMENT**

Assessment items and workload per item		%	CLO(s)	Due date
1	Film analysis (1000 words)	10%	1, 3, 4	29 July 5pm
2	Short film script (5 pages)	25%	1, 3, 4	19 Aug 5pm

3	Group production (1 scene; students will be assessed individually)	30%	1, 2, 3, 4, 5	25 Sept 5pm
4	Film Portrait (3-5 minutes)	35%	1, 2, 3, 4, 5	14 October

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

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.

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. The assessment criteria will be both artistic achievement and degree of technical competence displayed.

#### Assignment 1.

##### - FILM ANALYSIS (10%) Due Wednesday 29 July 5pm. 1000 words.

An individual assignment in which you will perform a structural analysis of one of the prescribed films (list of films will be handed out in class). You will be expected to identify the major structural elements in the film, including plot points/turning points and three act structure elements. You should briefly describe the structural elements and what happens at those key moments. You will also be required to provide a brief analysis of the shot choices, sound design and editing techniques around the catalyst/"inciting incident" and the "second act turning point". The assignment will be marked on the following criteria.

#### Marking Criteria:

1. Fulfilling the set task in a direct, relevant and complete manner.
2. Clear evidence that you have understood the major structural features of the film you have chosen to analyse and evidence of an understanding of three act structure.
3. Demonstrating your engagement with ideas and materials discussed in class.
4. Quality, fluency and coherency of expression.

#### Assignment 2.

##### -SHORT FILM SCRIPT (25%) Due Wednesday 19 August 5pm. 5 pages.

In this individually assessed assignment you are required to write a short dramatic film script that displays your understanding of film structure and script formatting. The script should be no longer than 5 pages plus a cover page when correctly formatted. The "final script" will be assessed on the criteria

outlined below.

Marking Criteria:

1. Fulfilling the set task in a direct, relevant and complete manner.
2. Clear evidence of engagement with ideas and materials discussed in FILM 210.
3. The originality and quality of the script including the ability to develop and express your own ideas.
4. Evidence of the capacity of the script to be successfully transformed into a short film suitable for shooting as part of FILM 210.
5. Understanding and correct use of scriptwriting format, terms and concepts.

**Assignment 3.**

**-GROUP PRODUCTION (individually assessed, 30%) Due Friday 25 September 5pm.**

Shoot and edit a scene from a short film script. In this group assignment you are expected to find suitable locations, cast, and shoot a scene from a short film script. The scripts will be chosen from among your class, (assignment 2). Once the scene has been shot one of the crew will work with the director to edit the scene together. In this group assignment you will be given an individual mark that reflects the overall accomplishment of the group and your own achievement in your assigned production role. There will be four production groups, each with five members performing in assigned roles as producer, director, cinematographer, sound and editor/gaffer.

Marking Criteria:

1. Fulfilling the set task within the production group in a direct, relevant and complete manner.
2. Clear evidence that you understand and have researched your key creative role.
3. Clear evidence that you have engaged with the production process in a creative way that expresses your own original ideas as well as complementing the script. If you are not the director your work should complement the directorial vision.
4. Evidence of preparation and research for the filming.
5. Quality, fluency and coherency of delivery in your assigned production role.

**Assignment 4.**

**- FILM PORTRAIT - (35%) Due Wednesday 14 October 5pm. (5 mins.)**

In this individually assessed assignment you will complete a short portrait film. The film can be an autobiographical work, documentary or dramatic work. The resulting film must be no longer than 5 minutes, including titles and credits. You should aim to show your creativity, cinematic skills, understanding of lighting, sound elements, and your skills as an editor. You should aim to make your story cinematic. Use the language of film – composition, lighting, movement, sound.

Marking Criteria:

1. Fulfilling the set task in a direct, relevant and complete manner.
2. Clear evidence that you understand the various elements of production and can perform the key tasks required to produce a short film.
3. Creative engagement with the task and evidence of preparation and consideration of the story and presentation of the film.
4. Quality, fluency and coherency of film idea and craft.

## SUBMISSION AND RETURN OF WORK

Assignments 1 and 2 are to be submitted in the drop slot outside the administration office: 83 Fairlie Terrace. Attach an assignment cover sheet or extension form, found on Blackboard or outside the administration office. They will be checked for academic integrity by Turnitin. Follow the instructions provided in the "Assignments and Turnitin" section of Blackboard.

For assignments 3 and 4 your work should be submitted on a USB stick in QuickTime format as an H.264 file. You must attach the USB stick to a cover sheet and clearly mark the USB device with your name before submitting to the administration office.

Your marked assignment will be handed back in class. Any uncollected assignments can be picked up from the Programme Administrator after the last day of teaching. Assignments will be held in the Administration office until the end of the following trimester. You need to show your student identification to collect marked assignment from the Administration office.

## EXTENSIONS AND PENALTIES

### Extensions

In exceptional and unforeseen circumstances an extension may be granted. 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. **No assignment with or without an extension will be accepted after Friday, 30 October 2015.**

### 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.

Misuse of gear or failure to return it on time can result in a penalty this is at the discretion of the Course Coordinator.

## MATERIALS AND EQUIPMENT AND/OR ADDITIONAL EXPENSES

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 facilities will be made available at MY211.

School equipment must be treated with the utmost care, and any malfunction or damage reported immediately to the Film Technical Officers. 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.

## RECOMMENDED READING

This course has no set texts however the items below are available in the library and highly recommended as ways in which to extend and compliment your learning within the class.

Syd Field, *Screenplay: The Foundations of Screenwriting*;

Andrew Horton, *Writing the Character-Centred Screenplay*;

Judith Weston, *The Film Director's Intuition*;

Judith Weston, *Directing Actors*;

Tony Barr, *Acting for the Camera*;

Robert Bresson, *Notes on the Cinematographer*;

Michael Rabiger, *Directing – Film Techniques and Aesthetics*

## CLASS REPRESENTATIVE

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

## STUDENT FEEDBACK

No feedback available online for this course. Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

In week six or seven of the trimester your class representative will be invited to a meeting with the Programme staff. In week five your class representative will ask the class for any feedback on this course to discuss at this meeting.

**OTHER IMPORTANT INFORMATION**

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: [www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Aegrotats: [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Resolving academic issues: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Special passes: [www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)
- Statutes and policies including the Student Conduct Statute:  
[www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Student Contract: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)
- School website: [www.victoria.ac.nz/seftms](http://www.victoria.ac.nz/seftms)



## COURSE PROGRAMME

Week 1	16 July	Introduction to Course Film Form & Structural Analysis
	17 July	Techniques and terminology of telling visual stories
Week 2	23 July	Introduction to script writing Screenwriting 1 Nuts and Bolts
	24 July	Introduction to Camera
Week 3	30 July	Script writing 2. Dialogue, act and scene construction <b>Assignment 1 due</b>
	31 July	Camera styles: Motivation, POV, observation
Week 4	6 Aug	The Art of Lighting – an introduction Guest Lecture Waka Attewell
	7 Aug	Cinematography examples and use of light Lights, Camera
Week 5	13 Aug	A collaborative industry. Film production process and production roles
	14 Aug	Introduction to sound recording
Week 6	20 Aug	Aesthetics of editing Story, pace and picture <b>Assignment 2 due</b>
	21 Aug	Introduction to Editing <b>Group roles set</b>
<b>Mid Trimester Break:</b> Monday, 24 August to Sunday, 6 September 2014		
Week 7	10 Sept	Filming on Location (with visit from Katie Frost, Film Wellington)
	11 Sept	Editing 2
Week 8	17 Sept	Directing actors – an introduction Guest Lecture director Sima Urale
	18 Sept	PRE- PRODUCTION GROUP MEETINGS
Week 9	24 Sept	Production
	25 Sept	Post-Production <b>Assignment 3 due</b>
Week 10	1 Oct	Making a portrait

	2 Oct	Portraits, continued	
Week 11	8 Oct	Post-production: colour grading and sound-mix	
	9 Oct	Mac lab project feedback	
Week 12	15 Oct	Exhibition & discussion of film portraits	<b>Assignment 4 due</b>
	16 Oct	Exhibition & discussion of film portraits	