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“The work of the director is the work of constructing the shot list from the script.” – David Mamet

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**Course number: FILM - 4480**

**Video Production II**

**Fall / 2016 / 3.0 credit hours**

**Tuesday 9:50p.m.-12:30p.m.,**

Clayton State Film Studio, Lucy Huie Hall



Instructor: [Jonathan M. Harris, MFA](#)

Office Location: **ME #214**

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**E-Mail:** [jonathanharris2@clayton.edu](mailto:jonathanharris2@clayton.edu)

**Course Website:** Course Website in GA View

**Faculty Website:** <http://faculty.clayton.edu/jharris91>

**Office Hours:** Tuesdays 12:30p.m.-2p.m., 3:30p.m.-4:40p.m.

Thursdays, 9:00a.m.-9:50a.m., 12:30p.m.-2p.m.

You can access our course in GeorgiaView by clicking on the link above. You will need to login with your CSU username and password. Don't know what your username and password are?

[Click here.](#)

## **Communication**

Please feel free to e-mail questions, concerns, ideas or just to check in whenever you like. I will try to respond during the week within 24 hours. I may not respond during the weekend but rest assured, I will get back with you during the week. Please include information about which class you are in when e-mailing, thanks! Also, please be aware that all students and faculty are expected to use the official CSU e-mail system for security reasons and to abide by federal regulations. During office hours I will be available face to face in my office or via phone.

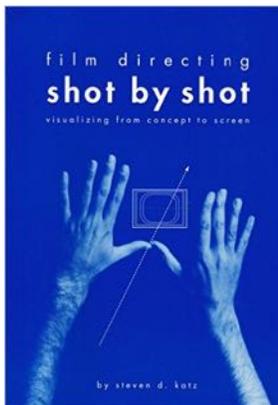
## **Introduction**

This course will be conducted face to face with many of the materials available online. All lectures, including student questions and comments, will be recorded and made available online for students to review under CONTENT each week. Additional class discussions and assignments will be delivered online and will be indicated in the course calendar. To get started with the class, please purchase the textbook(s), and look over the initial assignments for the course. After that, you will work your way through a series of activities, readings and discussions each week. To be successful, each student should plan to spend substantial time in the design lab or at home using the software and techniques learned in the course each week.

Special notes on the course:

Each student will write, cast, and direct a short film for this class.

Each student will work with other students in the course with whom they will share an equipment package of one 4k Panasonic camera, one tripod, 1-2 light its, an audio mixer/recorder, boom mic kit and other items as needed. Each member of the group will rotate crew positions on each shoot.: Production manager/AD, Director of Photography, Assistant Camera, Sound Engineer, Boom operator, Production Assistant, Director, 2nd Assistant Camera. The director of each project is the guiding creative force and should be in creative control of the crew for each film, not vice versa. Your participation on the projects counts heavily in your Attendance/Participation grade, so please be there for your group.

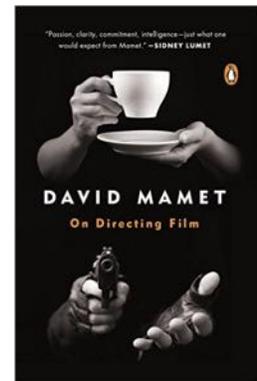


## Required Textbooks

Katz, Stephen. *Filmmaking Shot by Shot: visualizing from concept to screen*. ISBN: 0-941188-10-8. Any edition is fine, save that money! :-)

Mamet, David. *On Directing Film*.

ISBN: 0140127224. Any edition is fine.



## Course Catalog Description

This advanced course in video production gives students experience with advanced visual storytelling, directing, lighting and sound. Students will develop, produce, and direct short narrative projects while working in three other crew positions on student films. Students will learn on-set etiquette, the role of the Assistant Director, Director of Photography, Director, and Assistant Camera.

## **Course Prerequisites:**

CMS 4410 - Digital Video Production

## **Course Objectives**

Students will learn to:

1. Develop advanced techniques for both the aesthetic and technical aspects of the filmmaking process.
2. Manage all areas of the pre-production process, including scene break downs, budgeting, casting, and assigning duties to their crew.
3. Develop a practical, working knowledge of a variety of production equipment and a working level of confidence in the production environment.

## **Program Outcomes**

The following link provides the This course provides support for the following Film Production learning outcomes:

- Develop mastery of technical and artistic skills that are fundamental to filmmaking and video production and post-production—including writing, producing, directing, editing, cinematography, production and audio design
- Acquire and model accepted industry practices, including those regarding professional collaborations, safety and ethical standards, and demonstration of employment marketability

All Film Production learning outcomes can be viewed here:

[www.clayton.edu/vpa/film-production](http://www.clayton.edu/vpa/film-production)

## **Course Format**

Face to face with additional discussions, assignments, videos, and research to be conducted online. MUCH of your time spent in this course will be outside of class time working on your film and other student films produced in the course. Please plan accordingly and be willing to give generously of your time this semester to make your

project and the projects of other students the absolute best they can be.

## **Course Assignments/Assessments**

Please check D2L for a complete list of assignments and assessments for the course. In general, students can expect the following:

**-Weekly Quizzes** over the reading/lecture due each Wednesday by class time until production begins. The first quiz will be due this coming Tuesday by class time on GaView so let's get started! :-)) All quizzes are open notes, open book, but will require not only the recall of information, but the ability to think critically! Don't wait until the last minute!

**-Frequent project assignments.** The only way to learn to create films is, well, to practice as much as possible as we learn! We'll be making frequent projects to deepen our understanding of the craft and art of editing.

**-Thorough responses in discussion group** to occasional online discussion assignments. Check for all upcoming assignments in D2L.

**-Periodic project deliverables** including a production notebook before shooting begins at midterm and the final cut of your film in week 16. Please keep up with the readings and lectures as well as the discussions so you are prepared to put everything you know to work in your projects!

## Grade breakdown

Project (production notebook, rough cut, final cut)	45%
Weekly assignments (casting call, marked up script, storyboards, etc.)	20%
Online quizzes	15%
Attendance and Participation	20%
<b>TOTAL</b>	<b>100%</b>

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### Grading Scale:

<b>A</b>	90-100%
<b>B</b>	80%-89%
<b>C</b>	70%-79%
<b>D</b>	60-69%
<b>F</b>	Below 60%

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### Mid-term Progress Report:

The mid-term grade in this course, which will be issued on October 6th, reflects approximately 30% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, or withdraw on-line using the Swan by mid-term, which occurs on October 9h. [Instructions for withdrawing are provided at this link.](#)

**The last day to withdraw without academic accountability is October 7th, 2016.**

### Late Work

In the production environment, time is money. Late assignments will be penalized with point deductions determined by the instructor but will not exceed a 10% penalty per day. Please keep in mind that delays on your part could impact your classmates and their projects.

### Grades and turnaround time for assignments

Please be patient. I know you will work hard on the assignments in this course. Please know that I will be diligent in returning graded assignments as quickly as possible. This usually translates into a week after the deadline date. It may be quicker sometimes and at times it may take a bit longer. Quizzes will be auto-graded by D2L so that you have feedback more quickly on how you're doing. Whenever

possible, peer reviews of work offer another avenue for timely feedback.

## **Computer/Technology/Materials Requirements**

You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm> You must have a stable internet connection which is available to you frequently in order to access the course and keep up with assignments.

### **In-class Use of Student Notebook Computers:**

Student notebook computers may be used in the classroom in this course. Computers will be required to access course materials and to communicate with your instructor. Students may take notes using personal laptops. Please avoid other online activities during class such as checking and responding to e-mail, social media, or other prompts from outside our class. Focus 100% on the course material for best return on the investment of your time.

## **Required Skills**

Students enrolled in this course should possess the following technology skills:

- The ability to access information via the Internet
- The ability to use GeorgiaView (WebCT/LMS) and associated tools, including discussion boards, chat rooms, online testing and assignment submission features
- The ability to use word processing software and to save in alternate formats

- The ability to send, receive and include attachments using email
- The ability to demonstrate netiquette (appropriate online conduct)

## Software

The following software is required in order to view course content and to participate in planned course activities. If you do not have this software currently loaded on your computer or are unsure, you can download the

Adobe Reader	
Flash Player	

software for free by clicking on the following links:

## Technical Support

[HUB URL](http://thehub.clayton.edu/index.php?nav=hub_services) ([http://thehub.clayton.edu/index.php?nav=hub\\_services](http://thehub.clayton.edu/index.php?nav=hub_services))

## Etiquette Requirements during class

In order to create an atmosphere of respect and attentive learning, cell phone/mobile use is not permitted, **period**, unless we're using them for coursework. The instructor will silence his cell phone and will refrain from checking it during class time. Please accord the instructor and your classmates the same courtesy. Student attendance/participation score will be reduced

if cell phones are used during class time for any reason. They create distractions for all students. It is not o.k. to keep your phone in your hand or on the desk at anytime during class unless requested by the instructor, thank you! :-)

Computers should be used for coursework only, not for the viewing of videos, Facebook chats etc. As an added incentive, consider that you are losing money and more importantly, knowledge/information everytime you allow yourself to get distracted during class time.

### **Online Etiquette (Netiquette)**

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
- Use proper punctuation, grammar and be sure to edit your contribution before posting.
- Read all postings before posting your responses to discussion topics so as to not unnecessarily repeat information.

- Keep chat comments brief and to the point.
- Focus on one topic at a time when chatting or posting to discussions.
- Remember that unlike in face-to-face learning environments what you say in discussions and chats is documented and available to be revisited. Choose your words and discussion topics carefully.
- E-mail should only be used for messages pertaining to the course. Please refrain from sending forwards, jokes, etc. within e-mail.
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## **General Policy**

Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

## **University Attendance Policy**

Students are expected to participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserves the right to determine that

excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

### **Course Attendance Policy**

Students are expected to attend all classes, and to access the online course materials and participate in the required discussions, activities and assignments. Students are expected to be on time for class and to stay for the duration of the class.

**Late students should enter silently and without disruption.**

Students should focus during class time on the material presented by the instructor and by other students. Students may receive a zero for attendance and participation if they do not attend and actively engage in the class that day.

### **Attendance at shoots outside of class time**

Half of your attendance grade will be determined by your attendance at and active, helpful, participation in shoots outside of class time. Each director will evaluate her/his crew at the end of each project's shooting period, completing a grading rubric on attendance and participation for each. Many students in film school in the Atlanta area find themselves working with or for former classmates. Please act courteously, and treat your director and fellow crew members in a professional manner at all times.

## **Attendance Points**

The other half of your grade will be based on your in-class attendance. Each student will receive 100 points for each day they are on time and in their seat when class begins and remain the entire class period. If arriving after the start time for the course, students will receive 50 points until 15 minutes into class at which time they will receive 0 points for the day. This score may be reduced if students ignore other rules of etiquette for the class. Any student who fails to attend the first two class sessions or complete a scheduled assignment during the first week of class will be reported as a “No Show”. To maintain the learning environment, no students are permitted to leave class early unless it is worked out in advance with the instructor. Thank you. :-) Doing so will result in additional 10-20 point deductions from attendance.

## **Disabilities**

Students with disabilities who require reasonable accommodations need to register with Disability Services in order to obtain their accommodations. You can contact them at 678-466-5445 or [disabilityservices@clayton.edu](mailto:disabilityservices@clayton.edu). If you are already registered with Disability Services and are seeking accommodations for this course, please make an appointment with me to discuss your specific accommodation needs and give me your accommodations letter.

## **Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

## **Student Code of Conduct**

Behavior that disrupts the teaching–learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found at <http://adminservices.clayton.edu/studentconduct/>

## **Operation Study**

At Clayton State University, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and

opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

TOPIC AND DATE	DESCRIPTION OF CONTENT	READING AND ASSIGNMENTS
<b>Week 1</b>	<b>Introduction</b> - The Great Idea, Beginnings of your Narrative Short Film - a look ahead at the course and your project	<p><b>Read</b> Katz: Chapter 1 Mamet: Preface and Chapter 1</p> <p><b>Due</b> Three ideas for your story to share in class</p>
<b>Week 2</b>	How-to cast your film and write a casting call description - In-class script workshop - Visualization workshop	<p><b>Read</b> Katz: Chapter 4 - Visualization, tools and techniques Script for "The Lunch Date", and "Making a Winning Short: Appendix" online in D2L</p> <p><b>Due</b> Script created in Adobe Story and saved as PDF uploaded to D2L by class time</p>
<b>Week 3</b>	Working with the crew - workshop. Casting - get sides to Theater's Acting for the Camera class for video casting submissions.	<p><b>Read</b> Katz: Chapter 3 - Storyboarding and Chapter 6 - Composing shots Mamet: Chapter 2 - Where do you put the camera? Westin: "On Casting" - PDF on D2L and "Marking up your script"</p> <p><b>Due</b> -Casting call writeup for each film.  -Sides for each film prepared with markup</p>
<b>Week 4</b>	Casting - all films - planning dialogue shooting strategy - static vs. mobile.	<p><b>Read</b> Katz: Chapters 9-12 - staging dialogue sequences. Mamet: Chapter 3</p>

<p><b>Week 5</b></p> <p>Directing actors workshop with Acting for the Camera students - tips, tricks, techniques for how to be a successful director and get the most out of your actors!</p>	<p><b>Due</b> Final version of script - all films</p> <p><b>Read</b> Westin handout on D2L: "Directing actors." Mamet: Chapter 4 Review Katz: Chapters 9-12 - staging dialogue sequences</p> <p><b>Due</b> ****Production notebook for Film 1****</p> <p><b>Due:</b> feedback on auditions for all actors including a description of your own creative process for selection of your cast and your evaluation of the actors.</p>
<p><b>Week 6</b></p> <p>Shooting begins <b>Film 1 rehearsals/shoot week</b></p>	<p>Katz: Chapter 7 - Editing - temporal connections and Chapter 8 - The Basics Applied Mamet: Chapters 5-6</p> <p><b>Due</b> ****Production notebook for Film 2****</p>
<p><b>Week 7</b></p> <p><b>Film 2 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 13 - Depth of the frame</p> <p><b>Due</b> ****Production notebook for Film 3****</p>

<p><b>Week 8</b></p>	<p><b>Film 3 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 14 - Camera angles Film 3 shoot week <b>Due</b> *****Production notebook for Film 4*****</p>
<p><b>Week 9</b></p>	<p><b>Fall Break - No class/no shoots</b></p>	
<p><b>Week 10</b></p>	<p><b>Film 4 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 15 - Framing <b>Due</b> Rough cut of Film 1 *****Production notebook for Film 5*****</p>
<p><b>Week 11</b></p>	<p><b>Film 5 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 16 - POV <b>Due</b> Rough cut of Film 2 *****Production notebook for Film 6*****</p>
<p><b>Week 12</b></p>	<p><b>Film 6 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 17 - The Pan <b>Due</b> Rough cut of Film 3 *****Production notebook for Film 7*****</p>
<p><b>Week 13</b></p>	<p><b>Film 7 rehearsals/shoot week</b></p>	<p><b>Read</b> Katz: Chapter 18 - Crane shot/hydraulics</p>

		<p><b>Due</b>  Rough cut of Film 4  ****Production  notebook for Film  8****</p>
<b>Week 14</b>	<b>Film 8 rehearsals/shoot week</b>	<p><b>Read</b>  Katz: Chapters 19&amp;  20 - Tracking shot  <b>Due</b>  Rough cuts of Films 5,  6&amp;7</p>
<b>Week 15</b>	<b>Thanksgiving holiday - No class</b>	Take a break! :-)
<b>Week 16</b>	Rough and fine Cut Review - all films	<p>Due: rough cuts of films  8&amp;9  <b>Fine cut:</b> Films 1-7</p>
<b>Final Screening</b>	Mandatory attendance at public film screening and presentation - TBA - finals week - No final exam	<b>Due: final cut of each film</b>