

COURSE OUTLINE		
TERM: Summer 2025	COURSE NO: FILM 333	
INSTRUCTOR:	COURSE TITLE: Ultra Low-Budget Feature Production	
OFFICE: LOCAL: E-MAIL:	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Líl'wat7úl (Lil'wat), xʷməθkʷəy̓əm (Musqueam), shíshálh (Sechelt), Sḵw̓xwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-Wautuh) people on whose territories our campuses are located.

COURSE FORMAT

Four hours of instruction, lecture and tutorial combined, 5 days a week for 3 weeks. (Total contact hours: 60).

COURSE PREREQUISITES

45 credits of 100-level or higher coursework

CALENDAR DESCRIPTION

In this course, students explore the development, production, post-production and roll-out strategy of an independently financed, ultra low-budget feature length motion picture. The course is designed around the creative core of a feature film, from development to distribution. Participation, initiative and communication are required and students should be prepared and willing to share their project along the way.

COURSE NOTE

Information session attendance is mandatory and required to register.
FILM 333 is an approved Culture and Creative Expression course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES

Resource material is provided by the instructor. Bring your cell phone or request alternate device.

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

1. Choose and develop a “doable” story idea;
2. Develop a plan to move forward with available resources;
3. Strategize partnerships with the crew and talent, equipment providers, industry stakeholders and service companies;

4. Demonstrate how to produce and direct with an independent filmmaker approach and without compromising quality or safety;
5. Apply marketing skills to reach an audience and distribute your completed film to markets and festivals.

Students who complete this Culture and Creative Expression course will be able to do the following:

1. Engage in creative processes including conception, investigation, execution, and ongoing critical analysis;
2. Identify, analyze, and critique the elements of a form of expression using its specific vocabulary;
3. Explain the significance of diverse forms of human creative expression, specifically including Indigenous forms;
4. Assess the interaction among cultural frameworks, people, and the natural environment;
5. Interpret diverse forms of creative expression from different perspectives (e.g. artistic, historical, Indigenous, literary, scientific, philosophical).

COURSE CONTENT

WEEK 1	TOPIC	READINGS/ACTIVITIES
Day 1	1: Introduction Fundamentals of screenwriting and story. Critical elements in development.	<i>In-Class Exercise #1: Logline and story.</i> <i>Assignment #1: Synopsis.</i>
Day 2	2. Case studies, budget and analysis Budgeting an ultra low-budget feature. Identify known assets. Revising a script.	<i>In-Class Exercise #2: Synopsis: identify pros and cons.</i> <i>Assignment #2: Budget.</i>
Day 3	3. The team: crew and casting Cast, crew, and other critical partners. Setting up a workflow.	<i>In-Class Exercise #3: The project team.</i> <i>Assignment #3: Cast and crew.</i>
Day 4	4. Money Contracts, cash flow and crowd sourcing.	<i>In-Class Exercise #4: Funding sources.</i>

		<i>Assignment #4: Revised synopsis and budget.</i>
Day 5	5. Scheduling Strategies for filming on an ultra-low budget.	<i>In-class Exercise #5: Shooting schedule.</i> <i>Assignment #5: Revised synopsis: Budget and schedule.</i>
WEEK 2		
Day 1	1. Prepping an ultra low-budget feature Casting, contracts, working with unions, insurance, locations and making the most of limited resources. Communicating realistic expectations.	<i>In-class Exercise #6: Getting started: Key ingredients for success.</i> <i>Assignment #6: Revised synopsis: Budget, schedule, stakeholders.</i>
Day 2	2. Production: On Set Observing industry safety protocols, getting your deliverables, the positive experience. Casting, rehearsal, improvising dialogue. Block, light, shoot.	<i>In-Class Exercise #7: On-set protocols. Conflict resolution.</i> <i>Assignment #7: Filming a two-character scene.</i>
Day 3	3. Production: Off Set Behind the scenes: the production office, rewrites, location permits, establishing relationships for future projects.	<i>In-class Exercise #8: Locations and protocols.</i> <i>Assignment #8: Filming on location.</i>
Day 4	4. Production: On and Off Set Create an environment for meaningful collaboration.	<i>In-Class Exercise #9: Damage control: losing a critical asset.</i> <i>Assignment #9: Filming a scene/s with a beginning, middle and end.</i>
Day 5	5. Production: On and Off Set (con't) Lens, lighting, location sound mixing and other technical considerations.	<i>In-Class Exercise #10: Camera and sound.</i> <i>Assignment #10: Filming multiple characters and scenes.</i>
WEEK 3		

Day 1	1. Post Post-production, editing picture and sound.	<i>In-Class Exercise #11: Editing and post-production.</i> <i>Assignment #11: Filming, reshoots, editing.</i>
Day 2	2. Roll Out Reaching an audience. Creating a roll-out strategy.	<i>In-Class Exercise #12: Rough cut screening and critique.</i> <i>Assignment #12: Reshoots and editing.</i>
Day 3	3. Festivals Planning for film festival submissions and promotion. Publicity, press kit, press release, social media.	<i>In-Class Exercise #13: Promoting your film.</i> <i>Assignment #13: Create a roll-out strategy and press kit.</i>
Day 4	4. The Deal, Distribution and Deliverables Following up, contracts and distribution deals. Negotiating rights. The litany of contractually bound deliverables.	<i>In-Class Exercise #14: Completing your film project.</i> <i>Assignment #14: Peer review and self-assessment.</i>
Day 5	5. Workflow: Completion and Questions. Film project screening and review.	<i>Final assignment: Film project due.</i> <i>All outstanding assignments due.</i>

EVALUATION PROFILE	
In-class exercises (14 x 2.5%)	35%
Assignments (14 x 2.5%)	35%
Final Assignment – Film Project	20%
Attendance*	10%
Total	100%

*Attendance: see details below

GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments

Assignments are due by the specified time on the due date listed. However, if you anticipate handing in an assignment late, please consult with the instructor beforehand. Because of the nature of the workshop model, coursework will often be in groups. If you anticipate being unable to make your deadline, you must consult with the instructor via email beforehand, in addition to alerting your fellow students to make alternative arrangements.

Missed Exams/Quizzes/Labs etc.

Group activities and workshops will be conducted synchronously (live, in real time), and thus depend on all group members being present for the session. Group activities and workshops cannot be made up at a later date, though students may still participate in the forums and provide feedback on assignments being workshopped. Missed group activities or workshops will be reflected in the assigned grade. Accommodations can be made to honour community needs and traditional practices.

Attendance

Attendance will be taken for each class and will form part of the final grade (see Evaluation Profile). Students are expected to be on time and attend every class. When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assignments and associated activities.

English Usage

All written work submitted must use good academic English and follow the guidelines proved by the Capilano University Guide to Writing Assignments Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices

Students may use electronic devices during class for note taking and in-class assignments only.

On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only. Meetings during office hours can be booked online via eLearn.

UNIVERSITY OPERATIONAL DETAILS

Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

Capilano University Security: download the [CapU Mobile Safety App](#)

Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

PROGRAM OPERATIONAL DETAILS

Generative AI

The use of AI tools, including ChatGPT and other similar tools, are permitted for formative work such as gathering information or brainstorming but may not be used on any assessed work or final submission.