

# CAPILANO UNIVERSITY COURSE OUTLINE

## IDF 109 – PRODUCTION PLANNING

Fall 2018

Division	School of Motion Picture Arts		
Course Name	<b>IDF 109 – Production Planning</b>		Credits: 2
Instructor		x@capilanou.ca	(604) 990-7904
Office	Faculty Offices Bosa Centre		

### VISION STATEMENT

The Indigenous Independent Digital Filmmaking program provides culturally relevant and technically advanced digital media production training to Indigenous learners.

<b>COURSE FORMAT</b>
Four lecture hours per week over 5 weeks. Students will also receive a minimum of two hours of applied project work per week over the five weeks. Students should anticipate significant additional production hours as demanded by workflow requirements and in order to help ensure a high degree of quality in the completed project.
<b>COURSE PREREQUISITES</b>
None.

<b>STUDENT LEARNING OUTCOMES</b>
<b>General</b> <p>The students will learn introductory creative application skills of cultural, traditional and practical elements of production planning. Through lectures, workshops, and project work, students will learn and apply expanded creative and artistic concepts of a narrative story structure and style while planning their production work. Students will complete the planning stage for a production.</p> <p>The first major supervised project includes development and prep. Mentorship and supervision focuses on individual professionalism and technical competence. Students are evaluated based upon successful project work in the planning and preparation of their production.</p>
<b>Instructional</b> Evaluation is based on the practice of approved project work including: <ul style="list-style-type: none"><li>* Identify all department roles and responsibilities;</li><li>* Break down a script for departmental purposes;</li><li>* Meet established deadlines, including delivery;</li><li>* Practice punctuality for all meetings.</li></ul>
<b>In addition, faculty will provide:</b> Project planning supervision, project meetings, feedback of production binder.

<b>PROGRAM LEARNING OUTCOMES</b>
<b>Program Mission</b>
The Indigenous Independent Digital Filmmaking program is designed for students who wish to gain an understanding of the basic functions of a film set and the professional practices of an industry-standard production. Areas of study include story development, pre-production, production, and post-production, with a focus on film crafts (camera, lighting, sound, grip, sets, props, etc.) technical skills and professional behaviour. Lecture, labs and project work combine to create a realistic and effective learning environment. The goal is to prepare students for an entry-level position in the professional motion picture industry and to provide a foundation for independent filmmaking.
<b>Program Goals</b>
<p><b>Knowledge:</b> To introduce and provide access to current technologies and protocols of the motion picture production process from concept to completion at an introductory level. To articulate, demonstrate and provide practice in the roles of various crew positions on a set.</p> <p><b>Skills:</b> To enable students to apply appropriate management practices and procedures. To encourage proper set etiquette and crew team-work.</p> <p><b>Value:</b> To demonstrate and encourage industry standard professionalism.</p>
<b>PROGRAM STUDENT LEARNING OUTCOMES</b>
<p>Upon successful completion of the certificate, students should be able to:</p> <ol style="list-style-type: none"> <li>1. Execute basic film directing skills, including conceiving a visual strategy for planning a story using motion picture arts, auditioning actors and assembling a film crew.</li> <li>2. Describe the motion picture production process and demonstrate an introductory understanding of the roles of the producer, director, production designer, writer, editor and various crew positions on the set.</li> <li>3. Implement at an entry level the development, production design and pre-production of short dramatic narrative independent films in a collaborative manner utilizing professional standard communication skills, protocols and techniques.</li> <li>4. Acquire and apply appropriate management practices and procedures including the computational, intuitive, creative and technical skills involved in pre-production, breakdown, scheduling and budgeting, for small-scale projects.</li> <li>5. Determine how aesthetic engagement can enable cultural contributions through the effective use of media.</li> </ol>

**REQUIRED TEXTS**

- All resource material will be provided by the instructor/s.

<b>WEEKS 1-5</b>
<b>WEEK 1:</b>
Course overview, distribute content for safety and location planning a: develop the aesthetic & visual strategy of the film b: plan key production design elements
<b>WEEK 2:</b>
Prep: a; identify direction for wardrobe, hair and make-up b: assemble the team
<b>WEEK 3:</b>
Prep: a; contracts & releases b: storyboard & shot list
<b>WEEK 4:</b>
Prep: a: scheduling b: lighting plan c: locations and tech survey
<b>WEEK 5:</b>
Prep: a: equipment planning b: casting c: Post plan

<b>EVALUATION PROFILE</b>	
Standards & Professional Behavior	20%
Assignments **	70%
Organization & cultural application	10%
<b>Total</b>	<b>100%</b>

<b>**ASSIGNMENTS</b>	
Locations	10%
Equipment, light, grip plan	10%
Storyboard & shot list	10%
Call sheet & schedule	10%
Props, costume, make up plan	10%
Releases & contracts	10%
Budget	10%
<b>Total</b>	<b>70%</b>

Grading Profile			
A+ = 90-100%	B+ = 77-79%	C+ = 65-69%	D = 50-59%
A = 85-89%	B = 73-76%	C = 63-66%	F = 00-49%
A- = 80-84 %	B- = 70-72%	C- = 60-62%	

OPERATIONAL DETAILS:
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.
ATTENDANCE:
Attendance will be taken daily and will form part of the final grade (See Evaluation Profile). When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs.
PUNCTUALITY:
Punctuality is essential and forms part of the participation grade. Late attendance will be reflected in the student's final grade.
LATE ASSIGNMENTS:
All assignments must be delivered at the place and time specified by the instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.
MISSED EXAMS AND QUIZZES:
Missed exams and quizzes will be assigned a grade of zero. Students will be allowed to make up exams and quizzes only under the following conditions: if a doctor's certificate of illness is provided; if, in the case of the death of a close family member, a death certificate is provided; if prior approval of the instructor has been obtained.
CHEATING/PLAGIARISM:
Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. All students should familiarize themselves with the University Policy on Cheating and Plagiarism (See the University Website) as such behaviour can result in suspension from the University.
INCOMPLETE GRADES:
Grades of Incomplete "I" will be granted only if there is a valid reason for extending the evaluation deadline and if students have a reasonable chance of improving their grade to pass the course.
ENGLISH USAGE:
All written work submitted must use good academic English and follow the guidelines provided in the Capilano University Guide to Writing Assignments (available from the University Bookstore). It is the responsibility of students to proof-read all their writing for any grammatical, spelling and stylistic errors.
STUDIO/FILMING DISCIPLINE:
Students must be dressed appropriately. Wet and cold weather requires waterproof and warm clothing. Students are required to wear work clothes for technical and production sessions. Clothing may be subjected to dirt, paint and dust. Sturdy shoes are a must. No food or beverages are allowed on set during production activities and during technical classes. Disruptive students will be asked to leave.
COMPUTER COURSE REQUIREMENTS/RESPONSIBILITIES:
You are expected to abide by the Statement of Appropriate Use of Information Technology Facilities and Services in any use of computers at the University. This statement can be obtained from your department, the Library, Computer Services or on the University website.

<b>ELECTRONIC DEVICES/LAPTOPS:</b>
Use of electronic devices is not allowed during class time, except at the discretion of the instructor.
<b>COMPUTER LAB USAGE:</b>
No food or beverages are allowed in the University's computer labs at any time. Students must not abuse internet privileges by visiting inappropriate or illegal websites. Intentionally opening and/or altering other students' projects will not be tolerated. Respect for other students' work is of utmost importance. Offences regarding the above will result in the "0" mark in the participation grade, and restricted access to facilities.
<b>PARTICIPATION/PROFESSIONAL BEHAVIOUR:</b>
The grade for class participation is based on both the frequency and the quality of students' comments, questions and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Students are expected to demonstrate a professional attitude and behaviour towards their work, fellow-students, and their instructor. Students should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in this course. Students should have respect for equipment and systems, and a constructive response to criticism.
<b>EMERGENCY PROCEDURES:</b>
Students should familiarize themselves with emergency procedures posted in the classroom.
<b>MOTION PICTURE ARTS STANDARDS FOR PROFESSIONAL BEHAVIOUR</b>
Professional behaviour is essential in employment situations in the film and television industry. Professional behaviour, combined with professional technical and craft skills are the essential components that directors, producers, writers, actors, cinematographers, editors, agents, funders, broadcasters and distributors consider when deciding to build a team, hire, cast or green light a project. By acknowledging this, the Motion Picture Arts program fosters professional behaviour by evaluating each student according to these standards. In all student projects, professional behaviour forms part of the mark, students will be given interim reports in order to adjust behaviour that needs improvement. These standards reflect the values of professionalism in the film and television industry and represent the expected standard of behaviour required of employment in the field. The desired behaviours are described below as "outcomes" which are followed by a list of criteria against which the student's behaviour will be measured.

PROFESSIONAL BEHAVIOURAL OUTCOMES AND MEASUREMENT CRITERIA
1. Ability to work in peer groups
<p>Measurement criteria: The student demonstrates:</p> <ul style="list-style-type: none"> <li>* Leadership by proposing goals and tasks, initiating discussion and keeping peers focused</li> <li>* Reinforcement of others by, verbally or nonverbally, encouraging and supporting others and giving recognition for contribution</li> <li>* Openness and acceptance of others' ideas</li> <li>* Mediating by persuading members to analyze constructively differences of opinion, by searching for common ground and compromising one's own opinion to completion of the task</li> <li>* Challenging by seeking information or elaboration from others to clarify their ideas</li> <li>* Summarizing, evaluating and closing by restating major points, helping to assess group process and decisions and by defining completion</li> </ul>
2. Self-awareness, self-care, self-learning (self-motivation)
<p>Measurement criteria: The student demonstrates:</p> <ul style="list-style-type: none"> <li>* A reflective practice which allows the student to be aware of his/her own competence in his/her position in the crew.</li> <li>* An awareness of internal and external factors in one's personal life and how they can affect professional performance</li> <li>* The ability to identify and remediate one's own knowledge, skills and abilities gaps</li> <li>* The ability to accept, evaluate and respond appropriately to professional criticism</li> </ul>
3. Ethical standards
<p>Measurement criteria: The student demonstrates:</p> <ul style="list-style-type: none"> <li>* honesty</li> <li>* sense of duty</li> <li>* accountability</li> <li>* integrity</li> <li>* commitment</li> <li>* respect for colleagues' dignity</li> <li>* respect for University property</li> </ul>
4. Good work habits
<p>Measurement criteria:</p> <ul style="list-style-type: none"> <li>* Shows up at call time or on time for meetings</li> <li>* Does not miss meetings or shoots</li> <li>* Dresses appropriately for shooting</li> <li>* Required notes or paperwork are effective and legible</li> <li>* Appropriate adherence to the hierarchy on the set</li> </ul>

5. Time management
Measurement criteria: <ul style="list-style-type: none"><li>* Meets deadlines for prep</li><li>* Is prepared for shoot</li><li>* Completes tasks on time</li></ul>
6. Critical thinking
Measurement criteria: <ul style="list-style-type: none"><li>* Applies an appropriate model to assess problems facing the task at hand</li><li>* Clearly (and collaboratively if necessary) recommends appropriate choice of action</li><li>* Can clearly defend outcomes in a professional and ethical manner</li></ul>
7. Communication
Measurement criteria: <ul style="list-style-type: none"><li>* Displays appropriate oral communication skills within the group</li><li>* Written communication skills are appropriate for the position</li><li>* Paperwork is completed and submitted on time</li></ul>