

**INTERMEDIATE MEDIA PRODUCTION  
COMM 3342 CRN 16491 SEC 001  
FALL 2020**

**INSTRUCTOR:** Nakisha Acosta

**VIRTUAL OFFICE HOURS:** Mondays and Wednesdays 2:00 – 4:00 PM by email

**LOCATION:** Online

**DATE AND TIME:** Mon 1:30 – 4:20 PM

**EMAIL:** [ntacosta@utep.edu](mailto:ntacosta@utep.edu)

**COURSE DESCRIPTION:**

Advanced techniques of video production and technology. The class will consist of lectures, discussions, screenings, and projects.

**COURSE OBJECTIVES:**

Students will prepare a production package that will help guide them through the development process of producing a short film. By the end of the course students will have their own script and storyboard for a short film.

**ATTENDANCE AND PARTICIPATION:**

Attendance is determined by participation in the learning activities of the course. Your participation in the course is important not only for your learning and success but also to create a community of learners. Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements.
- Participating in engaging discussions with your peers on the discussion boards.
- Other activities as indicated in the weekly Blackboard assignments.

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

**GRADING:**

If you take your assignments and screenings seriously, and participate in the class discussions, (i.e. asking questions, and sharing your opinions) you can expect to do well in this class.

Grading Scale: 100

100 – 90 = A

89 – 80 = B

79 – 70 = C

69 – 60 = D

59 and below= F

### **GRADING BREAKDOWN:**

Attendance / Participation (weekly Blackboard forums and assignments): 10%

Storyboard Exercise: 10%

Script: 10%

Preproduction Meeting: 10%

Preproduction Package: 30%

Final Storyboard or Video: 30%

### **REQUIRED READINGS:**

*Bare Bones Camera Course for Film & Video*, 3<sup>rd</sup> Edition, by Tom Schroepel

### **ASSIGNMENTS:**

**Storyboard Exercise:** I will give each student a short script that you will use to create a storyboard.

**Preproduction Package:** The student will create a preproduction package that will include the script, a shooting schedule, a shot list, a budget, and a lookbook. Students need to email me a PDF copy on the due date.

**Preproduction Meeting:** The week of the preproduction meetings you will send me a PDF of your entire production package. I will check to make sure everything is being done properly, and send you my notes.

**Script:** Each student will write a 5 - 7 page original, fictional piece of any genre.

**Final Storyboard or Video:** Students will upload a storyboard of their final film project to Blackboard. Make sure this storyboard looks as professional as possible. This is your final project so make sure to work hard on this. If you don't like drawing and would prefer shooting your project with action figures, or some sort of model you can do that too. Be creative, have fun, and most importantly, try to convey your script as best as possible.

### **Requirements**

Students need a computer and internet access throughout the semester to turn in assignments, and participate in weekly discussion boards on Blackboard.

## **COURSE COMMUNICATION: HOW WE WILL STAY IN CONTACT WITH EACH OTHER**

Because this is an online class, we won't see each other in the ways you may be accustomed to: during class time, small group meetings, and office hours. However, there are a number of ways we can keep the communication channels open:

- Office Hours: We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held through email at the following times.

Mondays: 2 – 4 p.m.

Wednesdays: 2 – 4 p.m.

- Email: UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question.
- Discussion Board: If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- Announcements: Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.

## **ETIQUETTE**

You will be giving feedback to student's scripts and storyboards so please keep in mind the following rules:

- All communication should reflect polite consideration of other's ideas.
- Your peers need constructive criticism, so make sure to leave a resolution or suggestions on how they can fix the problem.
- Respect and courtesy must be provided to classmates, and to the instructor at all times. No harassment or inappropriate postings will be tolerated.
- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings should be considered private and confidential. Whatever is posted on these online spaces is intended for classmates and the professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

## **DEADLINES, LATE WORK, AND ABSENCE POLICY**

### Major Assignments

- Major assignments (script, production package, final) will be due on Sundays at midnight (11:59 pm).

### Weekly Blackboard Discussions / Assignments

- All weekly Blackboard assignments will be due on Sundays at midnight (11:59 pm). No late work will be accepted.

Assignments will be posted to Blackboard a week in advance. If you miss one of these weekly assignments you will receive a 0 for your attendance / participation grade. I will only accept late work for the major assignments (script, production package, and final), but 10 points will be deducted for every day it is late up to 3 days, at which point you will receive a 0. It is important to contact me if you are having any issues completing an assignment.

## **ALTERNATIVE MEANS OF SUBMITTING WORK IN CASE OF TECHNICAL ISSUES**

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all of your Blackboard postings in a separate Word document as a backup. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through Blackboard, please contact the UTEP Help Desk. You can email me your backup document as a last resort.

## **COVID-19 PRECAUTIONS**

- STAY AT HOME and REPORT [screening.utep.edu](https://screening.utep.edu) if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test.
- If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](https://screening.utep.edu)) prior to arriving on campus. The website will verify if you are permitted to come to campus.

### While on campus:

- Wear face coverings when in common areas or when others are present.
- Maintain a minimum separation of six (6) feet between yourself and others when possible, and arrange spaces to make this possible in almost all circumstances.

- Adhere to room / space limitations on number of occupants.
- Wash and/or sanitize hands frequently.

## **ACADEMIC INTEGRITY**

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve excellence based on the quality of work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of academic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP. It is imperative, therefore, that the members of this academic community understand the regulations pertaining to academic integrity and that all faculty insist on adherence to these standards. Any student who commits an act of academic dishonesty is subject to discipline. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the *Handbook of Operating Procedures (HOP)*, and available in the Office of the Dean of Students and on the homepage of the Dean of Students at [www.utep.edu/dos](http://www.utep.edu/dos), may result in sanctions ranging from disciplinary probation, to a failing grade on the work in question, to a failing grade in the course, to suspension or dismissal, among others.

## **CASS POLICY**

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to [cass@utep.edu](mailto:cass@utep.edu). Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at [www.sa.utep.edu/cass](http://www.sa.utep.edu/cass). CASS Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

You need to make sure to contact me the first week of the semester so we can discuss your accommodations for the course.

## **COPYRIGHT STATEMENT FOR COURSE MATERIALS**

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

## **COURSE SCHEDULE**

Note: This course calendar may change at any time under the discretion of your instructor.

There will be weekly discussion board assignments so make sure to look at Blackboard every Monday when the new assignments will be posted.

### **WEEK 1**

**AUG. 24** Course introduction and syllabus. I will email everyone the script for the first storyboard assignment. Answer discussion board questions by midnight on Sunday, Aug. 30.

### **WEEK 2**

**AUG. 31** Explanation of crew roles. We will cover shot types and setting up a shot. Answer discussion board questions by midnight on Sunday, Sep 7<sup>th</sup>.

### **WEEK 3**

**SEP. 7** **LABOR DAY**  
Start to think about how you would shoot the script. Draw a layout of the location where you would shoot, and mark the place where you would put the camera for the different shots. Look at the example on Blackboard.

### **WEEK 4**

**SEP. 14** You will create a shot list for the first storyboard assignment. Upload the shot list and the drawn layout to Blackboard by midnight on Sunday, Sep. 20<sup>th</sup>.

### **WEEK 5**

**SEP. 21** We will go over loglines. Write 3 loglines that you could do your final project on. Upload loglines to Blackboard by midnight on Sunday, Sep 27<sup>th</sup>.

## WEEK 6

**SEP. 28** Preproduction package components: Shot list, script, shooting schedule, budget, and lookbook. Leave comments on all student's loglines, and let them know which of the 3 you liked the most. Answers are due by midnight on Sunday, Oct. 4<sup>th</sup>.

## WEEK 7

**OCT. 5** Work on **ROUGH CUTS**. Upload rough cuts of your storyboards on Blackboard by midnight on Sunday, Oct. 11<sup>th</sup>.

## WEEK 8

**OCT. 12** You will have until midnight on **Thursday, October 15<sup>th</sup>** to view all of the storyboards and leave comments for your peers. This will give you the rest of the week to incorporate any suggestions that you may receive from the group discussion into your storyboards. Completed storyboards are due at midnight on Sunday, Oct. 18<sup>th</sup>.

## WEEK 9

**OCT. 19** Work on the first draft of your script. Upload scripts to Blackboard by midnight on Sunday, Oct. 25<sup>th</sup>.

## WEEK 10

**OCT. 26** We will read all scripts and give feedback on Blackboard. Make sure you are following the proper formatting. You will have until midnight, Sunday Nov. 1<sup>st</sup> to leave comments.

## WEEK 11

**NOV. 2** One-on-one meetings. Email me all components of your preproduction package by **4:30 pm today**. **This is 10% of your grade so make sure it is completed.** I will review the work, and send you all my notes before the end of the week so you can make adjustments before the due date.

## WEEK 12

**NOV. 9** **PREPRODUCTION PACKAGE DUE**  
**Email me a PDF copy of your entire production package by 4:30 pm today.**

### WEEK 13

**NOV. 16** Protocols of production, and safety laws. I will upload an article to Blackboard and you will need to read it and answer the questions that I pose on the discussion forum. **Due November 22<sup>nd</sup> at midnight.**

### WEEK 14

**NOV. 23** Look over <https://www.storyboardthat.com/> and familiarize yourself with the software. You do NOT need to purchase anything to help you with the storyboard. The website will give you a free 2 week trial.

### WEEK 15

**NOV. 30** **ROUGH CUTS ARE DUE.** You will want to upload your projects to Blackboard by **midnight November 29<sup>th</sup>.**

### WEEK 16

**NOV. 30** You will have until **midnight on Thursday December 3<sup>rd</sup>** to comment on all student projects. Make sure to read over the comments you receive and consider if those changes should be incorporated in your final.

### WEEK 17

**DEC. 7** **FINALS ARE DUE**  
**UPLOAD PROJECT OR LINK TO BLACKBOARD**  
**All Final Projects are DUE at 4:30 pm** on December 7<sup>th</sup>.