

**INTERMEDIATE MEDIA PRODUCTION  
COMM 3342 CRN 17364 SEC 002  
FALL 2023**

**INSTRUCTOR:** Nakisha Acosta

**OFFICE HOURS:** Wednesday 12:30 – 1:30 PM Cotton Memorial. Also by appointment. Please email me and we can set up a time to meet.

**LOCATION:** Cotton Memorial 306

**DATE AND TIME:** Mondays 4:30 – 7:20 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 group 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 written and directed their own short film.

**ATTENDANCE AND PARTICIPATION:**

Attendance is Mandatory. Your attendance and participation are integral to the class curriculum. It is imperative that you attend class regularly and on time. Everyone is allowed one emergency absence. Just email me before the class stating you will be using your freebie absence and you will be excused for the day. After that any unexcused absence acquired thereafter will affect your attendance grade. An unexcused absence is any absence without valid documentation explaining the reason for missing class. An excused absence will have valid documentation explaining why the student was absent. It is under the discretion of the instructor if an absence can be considered excused. It is the student's responsibility to inform the instructor if they arrived late to class after roll call. If a student leaves during class the student will be considered absent. **DO NOT SCHEDULE APPOINTMENTS DURING CLASS.**

Students must be reliable when working in groups. Filmmaking is a group effort, and your fellow filmmakers will depend on you to be present, and willing to work hard for their projects. Take an interest in your group members' projects, and they will reciprocate.

## **GRADING:**

If you come to class regularly and on time, 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.

Completion of a group project, preproduction package, and final video are required in order to pass 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 10%

Group Video Exercise: 10%

Script: 10%

Preproduction Meeting: 10%

Preproduction Package: 30%

Final Video: 30%

## **REQUIRED READINGS:**

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

## **ASSIGNMENTS:**

**Group Project:** I will give each group a short script that you will use to create a 5 minute video. Each student will fill a different crew role on the project, and the group as a whole will edit the video. The A.D. has to send me a callsheet before the shoot date. It is the group's responsibility to find talent to act in the short films. Start getting in contact with potential willing participants from the UTEP theater department. The project must be completely finished including a proper sound mix, and end credits by the due date. We will watch the projects in class.

**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. This needs to look professional, and be submitted in a folder or with binding.

**One-on-One Preproduction Meeting:** I will meet with each student in the weeks preceding the due date. I will check to make sure everything is being done properly, and help answer any questions you may have. You must bring the finished components of the production package to the meeting.

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

**Final Video:** Students will screen their finished film in class during finals week. The video should not be longer than 10 minutes in length, and should have gone through a proper sound mix, edit, and export. Students must also include an opening title and end credits.

## **REQUIREMENTS**

Each student should have an external hard drive with at least 50 GB available for this course.

## **ETIQUETTE**

You will be giving feedback to student's scripts and short films 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 give a resolution or suggestions on how to fix the problem.
- Respect and courtesy must be provided to classmates, and to the instructor at all times. No harassment or inappropriate comments will be tolerated.
- When reacting to someone else's work, address the ideas, not the person.

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

I will only accept late work for major assignments (script, production package, and final), with 10 points deducted for every day it is late up to 3 days. An assignment that is more than 3 days late will receive a 0. This means if your assignment is one day late then the highest grade you can receive is a 90, if it is two days late an 80, and 3 days late a 70. This doesn't mean you will receive that grade, rather, that is the highest grade you can receive. It is important to contact me if you are having any issues completing an assignment.

## **COVID PRECAUTIONS STATEMENT**

Please stay home if you have been diagnosed with COVID or are experiencing COVID symptoms. If you are feeling unwell, please let me know as soon as possible so we can work on appropriate accommodations. If you have tested positive for COVID, you are encouraged to report your results to [covidaction@utep.edu](mailto:covidaction@utep.edu) so the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID transmission wear facemasks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge

on campus during the first week of classes. For more information about the current rates, testing, and vaccinations please visit [epstrong.org](http://epstrong.org).

## **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.

### WEEK 1

**AUG. 28** Course introduction and syllabus. Create groups. I will post the script we will be using for the first group project on Blackboard.

### WEEK 2

**SEP. 4** **LABOR DAY (NO CLASS)**

### WEEK 3

**SEP. 11** Explanation of crew roles. We will cover shot types, coverage, and callsheets. Groups will decide crew roles, and tell me the assigned roles at the end of class.

### WEEK 4

**SEP. 18** You will work in your groups to come up with your shot list. During the second part of class each group will present their shot list, and idea for your shoot. **Each group's A.D. needs to email me a callsheet before their shoot.**

### WEEK 5

**SEP. 25** What makes a good short film? We will watch several examples of award winning shorts.

### WEEK 6

**OCT. 2** We will examine a scene, and discuss the script breakdown. Preproduction package components: Shot list, script, shooting schedule, budget, and lookbook.

## WEEK 7

**OCT. 9**      **ROUGH EDIT SCREENING.** We will watch rough edits of each groups' videos and give feedback. We will go over proper script formatting, and loglines.

## WEEK 8

**OCT. 16**      **Screening of completed group projects.** This will be your first grade for the class. Group peer evaluation.

## WEEK 9

**OCT. 23**      Bring in 3 loglines for your short film. Be prepared to share in class.

## WEEK 10

**OCT. 30**      **Students 1 – 6** will bring in copies of their script for each role. We will read scripts out loud so be prepared. Make sure you are following proper script formatting. This is a grade.

## WEEK 11

**NOV. 3**      **Students 7 – 11** will bring in copies of their script for each role. We will read scripts out loud so be prepared. Make sure you are following proper script formatting. This is a grade.

## WEEK 12

**NOV. 6**      **Students 12 – 16** will bring in copies of their script for each role. We will read scripts out loud so be prepared. Make sure you are following proper script formatting. This is a grade.

## WEEK 13

**NOV. 13**      One-on-one meetings with students 1 – 8. Bring all components of your preproduction package with you. **Everything must be completed. This is a grade so come prepared.**

**WEEK 14**

**NOV. 20** One-on-one meetings with students 9 – 16. Bring all components of your preproduction package with you. **Everything must be completed. This is a grade so come prepared.**

**WEEK 15**

**NOV. 27** **PREPRODUCTION PACKAGE DUE**  
Protocols of production, and safety laws.

**WEEK 16**

**DEC. 4** Rough cuts are due. We will watch the films in class, and give feedback.

**WEEK 17**

**DEC. 11** **SCREENING OF FINAL FILMS**