INTERMEDIATE MEDIA PRODUCTION
COMM 3342 CRN 22678
SPRING 2017

INSTRUCTOR: Nakisha Acosta

OFFICE HOURS: After class or by email

LOCATION: Education Building, Rm 102

DATE AND TIME: Mon 4:30 – 7:20PM

EMAIL: 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:
A student can expect to learn the ins and outs of creating a short film from concept to finished work. The course will cover preproduction packages, budgeting, protocols of production, roles of crew members, safety laws, acting and shooting regulations, copyright laws, and the necessary postproduction work needed in order to finish a film. Each student will have their own short film by the end of the course.

DIGITAL MEDIA PRODUCTION SEQUENCE OUTCOMES:

Students will be able to:

- Demonstrate disciplinary knowledge
    Assessment tool: Final paper in FILM 1390
    Standard: 80% will receive an A, B, or C grade on final paper
- Apply communication theories to communication events
    Assessment tool: Final paper in COMM 3371
    Standard: 80% will receive an A, B, or C grade on final paper.
- Evaluate and employ various research methods
    Assessment tool: Final exam in COMM 4372
    Standard: 80% will receive an A, B, or C grade on the final exam
- Demonstrate knowledge and skills in digital media preproduction and production
    Perform competency in the preparations, processes, and practices of beginning and completing a digital media production project
    Perform competency in a variety of digital media production environments such as in a studio and on location
    Perform competency in using production hardware and software
    Assessment tool: film project in COMM 2342

Standard: 80% will receive an A, B, or C grade on film project
· Demonstrate aptitude in storytelling techniques in terms of postproduction
Perform competency in conceptualizing, evaluating, and implementing filming and editing techniques
Assessment tool: Final exam and film project in COMM 3343
Standard: 80% will receive an A, B, or C grade on final exam and film project
· Demonstrate the ability to produce a film combining conceptual, creative, and technical skill sets
Apply all three phases of production
Aggregate various forms of communication to create a topical basis for a documentary film project
Pursue assorted outlets and venues to showcase a film
Assessment tool: Final exam and film project in COMM 3346
Standard: 80% will receive an A, B, or C grade on their final exam and film project

ATTENDANCE:

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. After that point your grade will be dropped one full letter grade for any unexcused absence acquired thereafter. Likewise, a student will be dropped after three unexcused absences. 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. Students will be considered absent if they are not present for roll call at the beginning of class. Likewise, if a student leaves during class the student will be considered absent. 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. No late work will be accepted.

Grading Scale: 100
100 – 90 = A
89 – 80 = B
79 – 70 = C

69 – 60 = D
59 and below= F

GRADING BREAKDOWN:
Attendance: 10%
Group Project: 10%
Script: 10%
One-on-One Preproduction Meeting: 10%
Preproduction Package: 30%
Final Video: 30%

REQUIRED READINGS:

The Filmmaker's Handbook: A Comprehensive Guide For The Digital Age, 4th edition
Steven Ascher & Edward Pincus

This textbook is available in the UTEP bookstore.

ASSIGNMENTS:

Group Project: I will give each group a short script that you will use to create a 5 minute video. Each student will perform a different task on the project, and the group as a whole will edit the video. 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 having a leader at the beginning of the video, along with 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 be in a folder or have a spiral binding.

One-on-One Preproduction Meeting: I will meet with each student one week before the preproduction package is due. I will check to make sure everything is being done properly, and help answer any questions you may have.

Script: Each student will write a 5 page fictional piece of any genre.

Final Video: Each student will screen their finished film in class during finals week. The video should not be longer then 8 minutes in length including the leader, and should have gone through a proper sound mix, edit, and export.

Requirements

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

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, 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. 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. CASS Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

COURSE SCHEDULE

Note: This course calendar may change at any time under the discretion of your instructor. Chapters should be read before the class date in which they are assigned.

WEEK 1

JAN. 23   Course introduction and syllabus. Create groups

WEEK 2

JAN. 30   Readings: Chapters 1 and 2
Explanation of crew roles, and call sheet
Email script for group projects
For next class have your shot list, and ideas ready to go over in class

WEEK 3

FEB. 6   Readings: Chapters 3 and 4
I will meet with each group, and go over your shot lists and ideas for your shoots.
Each group's A.D. needs to email me a callsheet before their shoot.

WEEK 4

FEB. 13   Readings: Chapters 5 and 6
What makes a short film good? We will watch several examples of winning shorts.

WEEK 5

FEB. 20   We will go over proper script formatting.
We will watch rough edits of each groups' videos and give feedback.

WEEK 6

FEB. 27   **Screening of completed group projects.** This will be your first grade for the class.
Readings: Chapters 7 and 8
Bring in copies of your script for the class. We will read them out loud and give feedback.

WEEK 7

MAR. 6   Readings: Chapters 9 and 10
Preproduction package components: Shot list, script, shooting schedule, budget, and lookbook.

WEEK 8

MAR. 13   **SPRING BREAK**

WEEK 9

MAR. 20   Readings: Chapters 11 and 12
Continue preproduction package components.

WEEK 10

MAR. 27   Chapters 13 and 14
Lookbook and genre styles.
Schedule one-on-one meetings.

WEEK 11

APR. 3   One-on-one meetings. Bring all components of your preproduction package with you.

WEEK 12

APR. 10   Chapters 15 and 16
Directing the actor
PREPRODUCTION PACKAGE DUE

WEEK 13

APR. 17   Protocols of production, safety laws, acting and shooting regulations.

WEEK 14

APR. 24   Continuing with acting and shooting regulations, working with SAG actors

WEEK 15

MAY 1   Readings: Chapter 17
Copyrights and licensing. Post production

WEEK 16

MAY 8   **SCREENING OF FINAL FILMS**