



**Media Arts and Technology Center of Excellence  
Filmmaking**

<https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/>

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**FLMC 1391 – Special Topics: Documentary** | Lecture/Lab | #12871  
Spring 2019 | 16 Weeks (1.16.2019-5.8.2019)  
In-Person | Alief B300 | W 2 p.m.-5:50 p.m.  
3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Jenny Waldo, MFA	Office Phone:	310-709-6937
Office:	Alief C322	Office Hours:	Tuesdays 11:00am – 1:30pm Wednesdays 11:00am – 1:30pm Thursday 12:00 – 1:00pm Or by appointment
HCC Email:	<a href="mailto:Jennifer.waldo@hccs.edu">Jennifer.waldo@hccs.edu</a>		

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.

**Instructor’s Preferred Method of Contact**

**Preferred Method of Contact: Email.** In case of an emergency or urgent issue, please text me using the cell number listed. I will respond to emails within 24 hours Monday through Friday; I will reply to weekend messages on Monday mornings.

**What’s Exciting About This Course**

Documentaries are narrative films. They tell a non-scripted story based on footage that is edited together. Paid work can often be found for documentary films because those projects are often funded by grants and supported by non-profit fiscal sponsorship. During this course, students will gain skills with which they can find employment in documentaries while also producing a short documentary project of their own. These skills also transfer easily to working in the corporate/commercial/industrial video industries and even the fictional filmmaking world.

**My Personal Welcome**

I got my first paid job in the Documentary film industry of my hometown of Washington, DC and most of my paid work has been in Documentary film. While Documentary employs the same skills of producing, directing, cinematography, editing, and sound design, the approach

and challenges are different than scripted narrative filmmaking. Over the course of this semester, we'll explore the different jobs and aspects of Documentary filmmaking and you will produce your own Documentary project. My hope is that you will expand your filmmaking skills and employability and see how Documentary and scripted filmmaking inform one another.

### **Prerequisites and/or Co-Requisites**

TV Field Production: RTVB 1321. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

### **Eagle Online Canvas Learning Management System**

This class will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. See more below.

HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

### **HCC Online Information and Policies**

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

### **Scoring Rubrics, Sample Assignments, etc.**

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/>

## **Instructional Materials**

### **Textbook Information**

There is no required textbook for this course. All required reading and other material will be provided through Eagle Online Canvas where you will find Instructor lecture materials, handouts, and whatever else is needed for the course.

### **Temporary Free Access to E-Book**

As there is no required textbook, there is no free access to any E-book.

### **Other Instructional Resources**

#### **Tutoring**

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

## Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

## Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

FLMC 1391 is an elective course in the Filmmaking Program that covers the various styles and approaches of Documentary filmmaking through lecture, discussion, assignments, and hands-on student projects.

### Core Curriculum Objectives (CCOs)

The following workplace competencies and foundation skills have been designed into this courses curriculum:

- **Managing Resources:** Time, Materials, Space
- **Exhibiting Interpersonal Skills:** Work in team, Lead work teams, Negotiate with others
- **Working with Information:** Acquire and evaluate data, Organize and maintain information, Interpret and communicate data, Process information
- **Applying Systems Knowledge:** Understand systems
- **Using Technology:** Apply technology to specific tasks
- **Demonstrating Basic Skills:** Reading, Writing, Listening
- **Demonstrating Thinking Skills:** Creative thinking, Problem solving, Seeing with the mind's eye
- **Exhibiting Personal Qualities:** Individual responsibility Sociability, Self-management, Integrity

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/>

### Course Student Learning Outcomes (CSLOs)

The student will be able to:

1. Display a basic knowledge and understanding of what constitutes a documentary and the different styles documentaries take
2. Understand basic narrative structure and be able to discuss a documentary's narrative parts

3. Write a proposal for a documentary project
4. Understand licensing issues and conduct research for a documentary project
5. Understand the cinematography and audio considerations required for filming a documentary
6. Create a budget for a documentary project
7. Edit a finished video documentary project
8. Be able to critique another filmmaker's work

## Learning Objectives

Students will:

1. Distinguish between what makes a film fictional versus documentary
2. Discuss the narrative structure of a documentary
3. Understand the sections needed for writing a proposal
4. Understand the areas that require research in a documentary
5. Show a basic understanding of the video recording process
6. Demonstrate the proper operation of common video field equipment
7. Discuss various concepts relating to visual images
8. Properly frame and compose basic camera shots and discuss visual style
9. Explain basic lighting concepts
10. Demonstrate the proper setup of basic lighting
11. Understand basic concepts pertaining to audio technology and acoustics
12. Understand terminology relating to video editing
13. Develop storylines from raw documentary footage and perform basic video and audio editing processes

## Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content and completing video assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the course material
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as your guide.

## Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments

- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the lecture material
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 60% on the quizzes and exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

## Assignments, Exams, and Activities

### Written Assignments

Being able to communicate through the written word is critical in any field, but especially filmmaking and even more so in documentary filmmaking. Producing documentary content requires “pitching” on paper as you apply for grants, fundraise, apply for festivals, and then distribute your film. For this class, you will be expected to communicate effectively through the written word on:

- Quizzes
- Loglines for your projects
- Project proposal
- Budget assignment

You will also be required to view and evaluate 4 feature-length documentary films throughout the semester using the form provided. More details provided in class.

### Visual Assignments

Being able to communicate through visuals is critical in our field. For this class, you will be required to complete the following visual assignments:

- Create a photo-storyboard about you
- Interview video
- Research video
- Pitch video
- Final Documentary Project

The student will be evaluated on the basis of production quality, participation and completion of required elements, including overall professionalism. The Instructor will supply specific requirements for each scene and segment, as needed.

In order to complete these assignments, you will need to provide your own media cards. iPhones and DSLRs are acceptable cameras for this course but you are also able to check out the Panasonic DVX200s that record in 4K. You will need SDXC or SDHC level SD cards with the designation “U-3” if you want to record at 4K.

All video assignments must be turned in on a hard-drive for the teacher to transfer over or a downloadable link.

## Quizzes & Exams

There will be 4 Quizzes and 1 midterm exam for the semester. All will be **closed-note quizzes** based on the previous week's lecture, reading, and in-class work. The midterm will be comprehensive, covering all previous work during the semester.

You will NOT need a scantron for any of the quizzes or test.

There is NO final exam for this class.

## Equipment Use Orientation

In order to access the equipment and other resources (Computer/Editing labs...etc) at HCC, the Filmmaking Department requires that you complete an equipment use orientation.

### **First Semester students must complete their orientation IN PERSON**

- Thursday, January 24<sup>th</sup> @ 7pm in room B301
- Saturday, January 26<sup>th</sup> @ 1pm in room B300

### **All other students will complete orientations ONLINE**

- Start: Monday, January 14 @ 9am
- Closes: Saturday, January 26<sup>th</sup> @ 8pm
- <https://learning.hccs.edu/faculty/misty.barham/filmmaking>

This orientation is part of your grade!

Failure to complete the orientation and the required form within it will result in a deduction in your grade, denial of labs, studios, and/or equipment. There will be **no make-ups or extended dates** to complete this orientation for first start students this semester.

## In-Class Activities

In-class activities will be discussed and defined during class depending on the topic as outlined in the schedule below.

## Extra Credit

There will be multiple opportunities for students to earn extra credit volunteering to work on the various events this semester. Students also have the opportunity for Extra Credit by turning in **two additional film reviews**. Each analysis can earn up to 5 grade points.

## Grading Formula

For each assignment, the instructions will define what the Instructor expects from the student in order to earn a "C" grade. This will give the student an idea of what the instructor considers the "average". The instructor will give higher grades based on demonstration of knowledge and understanding and even higher grades based on innovation and creativity

related to the topic. This class should showcase your enthusiasm and demonstrate your skills/knowledge and ability to perform in the workforce.

Your final grade will be based on the following proportions:

1. Attendance and Participation – 5%
2. Quizzes – 10%
3. Film Reviews – 10%
4. Create a photo-storyboard about you – 5%
5. Write loglines for 3 potential documentaries you are interested in making – 5%
6. Interview video – 10%
7. Research video – 5%
8. Project proposal – 10%
9. Pitch video – 10%
10. Project budget – 5%
11. Final Documentary Project – 15%
12. Midterm Exam – 10%

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic/What's due
1	1/16/19	Course Orientation Introductions What is Documentary? Visual Language Storyboard Assignment <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Read Narrative Structure lecture</i></li> <li>• <i>Upload Storyboard</i></li> <li>• <i>Equipment Orientation</i></li> </ul>
2	1/23/19	**Storyboard Photos Due Narrative Structure <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>3 Loglines</i></li> <li>• <i>Prepare for Quiz</i></li> </ul>
3	1/30/19	**Quiz #1 **Loglines Due <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Read Interviewing lecture</i></li> </ul>
4	2/6/19	Interviewing Project #1 Handout <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Interview Project</i></li> <li>• <i>Read Editing &amp; Cinematography lectures</i></li> <li>• <i>Prepare for Quiz</i></li> </ul>

5	2/13/19	<p><b>**Quiz #2</b>  Editing, B-roll, Scenes &amp; Cinematography  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Interview Project</i></li> <li>• <i>Prepare for Quiz</i></li> </ul>
6	2/20/19	<p><b>**Quiz #3</b>  <b>**Interview Project Due</b>  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Read Producing &amp; Research lectures</i></li> </ul>
7	2/27/19	<p>Producing &amp; Research  Project # 2 Handout  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Research Project</i></li> <li>• <i>Prepare for Midterm</i></li> </ul>
8	3/6/19	<p><b>**MIDTERM</b>  Film Critiquing: Watch film  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Film Analyses #1 &amp; #2</i></li> <li>• <i>Read Proposal lecture</i></li> </ul>
9	3/13/19	<b>SPRING BREAK!!!</b>
10	3/20/19	<p><b>**Film Analyses #1 &amp; #2 Due</b>  <b>**Research Project Due</b>  Proposals  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Read Fundraising &amp; Distribution lectures</i></li> <li>• <i>Write your proposal</i></li> </ul>
11	3/27/19	<p>Fundraising &amp; Distribution  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Pitch video</i></li> <li>• <i>Proposal</i></li> </ul>
12	4/3/19	<p><b>**Proposals Due</b>  Case Study  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Finish Film Analysis</i></li> <li>• <i>Pitch video</i></li> </ul>
13	4/10/19	<p><b>**Pitch Videos Due</b>  <b>**Film Analysis #3 Due</b>  <i>Homework:</i></p> <ul style="list-style-type: none"> <li>• <i>Final Project</i></li> <li>• <i>Read Budgeting lecture</i></li> <li>• <i>Prepare for Quiz</i></li> </ul>



14	4/17/19	**Quiz 4 Filmmaker Q&A Budgeting & Budget Handout <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Final Project</i></li> <li>• <i>Budget Assignment</i></li> </ul>
15	4/24/19	Case Study <i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Final Project</i></li> <li>• <i>Film Analysis #4</i></li> </ul>
16	5/1/19	<i>Homework:</i> <ul style="list-style-type: none"> <li>• <i>Final Project</i></li> <li>• <i>Film Analysis #4</i></li> </ul>
17	5/8/19	**Final Project Due **Film Analysis #4 Due

**Withdrawal deadline = April 1, 2019**

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Assignments are due at the beginning of class.

If you are unable to be present in class on the date an assignment is due, you can always email me your assignment by the start of class that day and I will count it as on time.

If you are unable to take a quiz or test, we can arrange for a make up time.

If you are unable to turn in the assignment on time, **11 points will be deducted from the final grade of the assignment for each week that it is late.** \*\*Projects that are granted extensions are exempt.

**NO MATERIALS WILL BE ACCEPTED AFTER CLASS TIME ON THE LAST DAY OF CLASS**

### Academic Integrity

Cheating, plagiarism, collusion, will not be tolerated. You are expected to complete all the assignments on your own. Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Attendance Procedures

Attendance and participation are graded. If you arrive more than 30 minutes late, or leave more than 30 minutes before the end of class, you will receive at least **half** the point you earn for attending. Don't hesitate to text or email me if you know you're going to be late or after you've missed class. At the my discretion, you can earn back those missing points.

**\*\*Note: your completion of the Equipment Orientation is included in this grade**

If you stop showing up to class, you will receive an FX grade with the last date that you attended. This will not effect your GPA.

Any student who encounters difficulties during the semester that prohibit them from completing the coursework but who want the opportunity to finish the work the following semester **must** get Instructor approval and will receive an Incomplete for the semester. A schedule for completing the work the following semester will be set up with the Instructor and if the materials are not received within that timeframe, the grade will automatically be converted to an F which will effect your GPA.

### Student Conduct

Despite this being a school environment, you approach this class as you would any job. Conduct yourself professionally and treat your fellow students and Instructor as professional colleagues. Each of your assignments is an opportunity to explore your talent and build your skills as a professional and can go on your reel to demonstrate your abilities when looking for a job. Treat your projects as jobs, with your Instructor as your "client."

This is an industry built on relationships, networking, and communication and both your Instructor and your peers may be able to provide work opportunities in the future through recommendations. Your behavior is just as important, if not more, as the talent you show on screen.

Any disruptive behavior will not be tolerated. Any disagreements within class and any external issues effecting your behavior in class will be dealt with individually and not at the expense of the class's time and focus.

### Instructor's Course-Specific Information

Giving and receiving feedback is critical in this industry and one of the most valuable aspects of film school where you have a large group of students and your Instructor to screen and discuss your work. Guidance will be given on how to make the best out of our feedback sessions.

### Electronic Devices

We live in a tech-dependent world and I do not take a strick stance on your use of cell-phones in class, I only require that it be discreet, silent, and not interrupt or distract from the class activity. If you need to take or make an emergency phone call, please step outside. You may use your phone to look at lecture materials as we go through them.

You are responsible, however, for any material that you miss while you were out. In discussion, lecture materials are fleshed out and explained and you may miss something that

will be on a quiz or test later. Make sure you ask a fellow student for any notes on what you missed.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

### Department Chair Contact Information

Department Chair: Aric Nitzberg  
[Aric.Nitzberg@hccs.edu](mailto:Aric.Nitzberg@hccs.edu)  
 713-718-7427