HCC | **HOUSTON COMMUNITY COLLEGE**

Media Arts and Technology Center of Excellence
Filmmaking
https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/

FLMC 2337 – PRODUCTION WORKSHOP | Lecture/Lab | #19916
Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)
Online Anytime
3 Credit Hours | 96 hours per semester

Instructor Contact Information

Instructor:	Jenny Waldo	Cell Phone:	310-709-6937
Office:	Alief-Hayes, Room C322	Office Hours:	M & W 12-2pm
HCC Email:	jennifer.waldo@hccs.edu	Office Location:	Online

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 the 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

TV PRODUCTION WORKSHOP is an opportunity to dive into the production world at a deeper level than TV Field Production both technically and creatively. Due to COVID, we are limited in our ability to practice conventional production protocol, but we will be going over the concepts inherent to conventional production and practicing using the safe resources available to us as a class and individually. EVERYONE in this industry from the mighty studios down to the film student is facing a content crisis and those that can find ways to remain productive, have the opportunity to get their work seen in this vacuum.

My Personal Welcome

Over the years, I have specialized in being a writer/director – meaning that I write my own material that I direct. I have worked in every crew position on set at some point. There is knowledge to be gained from every perspective that will actually help in your specialization process. You find out not just what you like and don't like to do on set, but you find out why that job is important to the production process and that makes you a better filmmaker overall.

There's an old saying that in order to call yourself a filmmaker you need to MAKE FILMS. Many times in the "real world" we limit ourselves and get stuck because we don't have enough money or the right equipment

or the right actors or the right location…and then we don't have a movie. But if we focus on what we do have and what we can do and make a movie within those limitations, you end up with a movie. It might not be perfect, but it's something you can learn from, something you can show to others, and proof that you are indeed a filmmaker.

Prerequisites and/or Co-Requisites

Prerequisites: RTVB 1321 (TV Field Production. 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.

Canvas Learning Management System

We will use Canvas (https://eagleonline.hccs.edu) for assignments, exams, and other activities. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER**.

This class is an ONLINE/ANYTIME class with NO in-class instruction scheduled. It is your responsibility to watch the video lectures, read the accompanying text/slides, and check out all supplemental material posted online. While this does make the class a little more "at your own pace" there WILL be deadlines, enforced with late penalties.

To help, I will be holding an optional virtual class meeting at a scheduled time to be determined to answer any questions, go over the course material…etc. This will be in addition to my office hours listed above and I will do my best to schedule it at a time that is convenient to you, based on the feedback I receive from your contact info form. These meetings will also be recorded and uploaded.

If you cannot attend these optional virtual class meetings, *there is also a Q&A Discussion posted* that I will use to answer questions. Feel free to interact with your fellow students - answering each other's questions. Networking is critical in this industry and in an online course like this one, we need to work a little harder to engage with each other.

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 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/ldap

Textbook Information

The **required** textbook for this course is: *Voice and Vision* by Mick Hurbis-Cherrier (3rd edition) ISBN: 978-0-415-73998-6. The book can be found at the HCC Bookstore and is an incredibly good resource for the course and a future career in filmmaking.

The book is not comprehensive to everything we will go over in class so make sure you also read material provided through Eagle Online Canvas or in class.

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 2337 is a required course in the Filmmaking Program that serves as an immediate production course where students develop strong set etiquette, understand set protocol and hierarchy, and gain skills to work as a production assistant on any professional set. While there are individual roles, responsibilities, and assignments, filmmaking is a team sport and the course and projects are largely dependent on working as a group.

Again, due to COVID, our ability to really engage is this team sport is limited - as it is around the world - and so we will be engaging in the ways that we can using the resources available to us and the wonderful world of the internet!

Core Curriculum Objectives (CCOs)

HCC offers specified courses that satisfy the following core objectives:

- *Critical Thinking*
- *Communication Skills*
- *Quantitative and Empirical Literacy*
- *Teamwork*
- *Social Responsibility*
- *Personal Responsibility*

To learn more go to: https://www.hccs.edu/programs/catalog/academic-information/

This course integrates the following workplace competencies and foundation skills:

- **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)

Upon completion, student should be able to:

1. Develop a production schedule including   resource and personnel management
2. Produce video content suitable for broadcast and emerging technologies

Student Success

Since this is an ONLINE/ANYTIME course and you don't have in-class instruction to structure your learning, expect to spend about 12 hours per week going through the course material and doing the assignments. Manage your time wisely!

Successful completion of this course requires a combination of the following:
* Staying on top of Course Announcements and Emails
* Reading the course material
* Completing assignments
* Participating in class activities
* Asking questions when needed
* Contacting the instructor when challenges arise.

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 a guide.

It is understandable that "life" happens and "life" is happening a lot right now to ALL of us (including me), so it is vital that we stay in communication and let each other know what's going on and how to troubleshoot.

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 making up assignments
* Provide the course outline and class calendar that 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 textbook
* 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%
* Be aware of and comply with academic honesty policies in the <u>HCCS Student Handbook</u>

Assignments, Exams, and Activities

Written Assignments

A variety of written assignments analyzing cinematic choices and your experience are to be written and submitted through Canvas.

Visual Assignments

A variety of photo and video assignments experimenting with various cinematic elements are to be completed as described in Canvas and submitted online.

ALL ASSIGNMENTS HAVE PUBLISHED DUE DATES - GENERALLY SUNDAY @ MIDNIGHT.

Quizzes & Exams

There are **open-note/open-book** quizzes throughout the semester where you will have 2 opportunities to pass. Best score will be recorded.

The quizzes are listed in the schedule according to the corresponding assignments and Canvas material to help you maximize your understanding, but the quizzes themselves are not due until the last day of class, Saturday, May 16th at midnight.

Equipment Use Orientation

Equipment IS AVAILABLE to check out through HCC. In order to access the equipment, the Filmmaking Department requires that you complete an equipment use orientation. Information is forthcoming on the procedure!

You are able to use your own video and audio equipment, and a cell phone is acceptable for this class due to COVID. It's important, though, to understand what these resources are capable of and what their limitations are.

In-Class Activities

We will spend a lot of time in class filming scenes. The focus of this class is to learn the main roles of making a project: Producer, Director, Cinematographer, Sound, Editor, Actor, AD, Gaffer, Key Grip, Boom Operator, Sound Mixer, and Script Supervisor.

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

Extra Credit

Extra Credit is at Instructor's discretion, but there are several ways to earn extra credit:
- A written report on a Film of your choice *see Instructor for more info
- Redoing assignments based on class/instructor feedback

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 underline 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:
- Participation = 10%
- Quizzes = 20%
- Reports = 10%
- Kuleshov experiment = 5%
- Commercial Project = 10%
- Dialogue Project = 10%
- Music Video = 10%
- Animation Project = 10%
- Final Project = 15%

Grade	Total %
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

Incomplete Policy:
In order to receive a grade of Incomplete ("I"), a student must have completed at least 85% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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

Please note: The following class schedule is subject to change. Please make sure you check Course Announcements and Emails regarding the class to stay up-to-date.

Course Calendar

WEEK	On Canvas Material to Review	HOMEWORK
Week 1	- Introduction Video - Syllabus - Visual Language Lecture - Kuleshov Experiment	- Write an introduction to you, who you are, what you're interested in, what you want to do in filmmaking. - Film your own version of the Kuleshov experiment filming yourself in a MS or MCU and intercut with at least 3 items that are important to you. - Take the Syllabus Quiz. - Fill out the Contact Information form. - Read Voice & Vision Chapter 3
Week 2	- Camera Mechanics (basics) - Lecture Visual Language Part 2 - Lecture Commercial	- Write a comment engaging with each of your fellow students on their introduction and/or Kuleshov video. - Taking your own pictures, create a storyboard, overheads, and shotlist for a commercial project you will shoot. - Fill out the Camera Report form. - Read V&V Chapter 4
Week 3	- Lecture Storyboard to Overhead to shot list - Lecture Cinematography	- Shoot/Edit/Upload your Commercial Project - Read V&V Chps 10, 11 - Quiz on Lecture Material (including this week)
Week 4	- Giving feedback - Lecture Lighting - Dialogue Scene Project	- Find an appropriate space with a blank background and set up simple 3-point lighting. - Diagram the setup/overhead. - Take a photo storyboard image for how you plan to shoot your side of the dialogue scene. - Read V&V Chp 13

Week 5	- Production Sound - Review partner's photo storyboard and agree on any changes	- Shoot your side of the dialogue scene and upload. - Read V&V Chps 15 & 16
Week 6	- Editing & Sound Design	- Edit dialogue scene with partner's footage, sound design, upload. This is an INDIVIDUAL project so everyone will upload a version. - Read V&V Chps 21 & 22
Week 7	- Music Video Treatments	- Give feedback on your partner's version of the dialogue scene AND another student's dialogue scene. - Write a treatment for a music video you will shoot for class
Week 8		- Shoot/Edit/Upload music video - Quiz on Lecture Material
	SPRING BREAK	
Week 9	- Narrative Elements/ Structure - Animation Project	- Give feedback on at least 3 music video projects from your peers. - Write a script for your animation project - Read V&V Chp 1 - Quiz on Lecture Material (including this week)
Week 10	- Film Reports - Cinematography	- Give feedback on at least 3 animation project concepts - Storyboard your animation concept/Diagram overhead lights and camera setups - Watch a movie/short film/television show episode and write a report on the choices made in its CINEMATOGRAPHY.
Week 11		- Shoot/Edit/Upload animation project
Week 12	- Film Reports - Sound Design - Final Project	- Give feedback on at least 3 animation projects from your peers, both on the edit and on any sound design suggestions. - Choose one of the scripts provided and storyboard/ overhead/shot list your visual plan, remember coverage! - Watch a movie/short film/television show episode and write a report on the choices made in its SOUND DESIGN.
Week 13	- Production Hierarchy - Set Protocol - Job Market/Industry	- Research and write a report on your job interests. - Shoot and upload the footage you planned for the script and create a log/script supervisor notes for your coverage. - Read V&V Chps 17 & 18
Week 14	- Film Reports - Editing	- Watch a movie/short film/television show episode and write a report on the choices made in its EDITING. - Edit your partner's footage based on the script and notes provided and upload.
Week 15	- Editing Part Deux	- Give feedback on your partner's edit of your project. - Choose a project to screen during our end-of-the-semester showcase!
Week 16	- Last Day!	- Re-upload animation project with full sound design.

Withdrawal deadline = April 6, 2021

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 on their published due date/time, generally Sunday at midnight of the week they were assigned.

If you are unable to submit by the due date/time, please contact me in advance and we can work out a makeup schedule.

If you are unable to turn in the assignment on time, your assignment will receive an **automatic grade of 75%** with the reserved right for the Instructor to take off further points for incomplete work. **Projects that are granted extensions are exempt.

NO MATERIALS WILL BE ACCEPTED AFTER CLASS TIME ON THE LAST DAY OF CLASS = Saturday May 16, 2021.

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

Since this is an ONLINE/ANYTIME class, attendance will be recorded through your submission of assignments by their deadlines and by logging into our Canvas course EACH WEEK.

If you stop logging into Canvas and turning in your course work and do not communicate or respond to attempts to reach you, 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 in order to 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. *Note that you must have completed approximately 80% of the coursework by the end of the course in order to receive an Incomplete.

Student Conduct

Participation in this class is also graded based on your participation in class discussions and on each other's assignments.

This grade is based on your level of engagement with your fellow students and the depth/detail/frequency your participate in the online discussions assigned according to the following scale:

10 = engaged every time, went above the minimal requirements, and comments were thoughtful and detailed

7 = engaged at minimal requirements

5 = engaged below minimal requirements

0 = did not engage

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 publicized in Canvas and any external issues effecting your behavior in this course will be dealt with individually.

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
Since this is an ONLINE/ANYTIME class, the use of electronic devices during class is not applicable.

Filmmaking Program Information

For more information about the Filmmaking Program & Filmmaking in General:
- HCC Certificates & Degrees: https://www.hccs.edu/programs/areas-of-study/art--design/filmmaking/
- Local film production information: http://www.houstonfilmcommission.com
- State film production information: https://gov.texas.gov/film
- State film incentive program: https://www.txmpa.org

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
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore

- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

EGLS³

The EGLS³ (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. EGLS³ surveys are only available for the Fall and Spring semesters. EGLS3 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 long and short term conditions, 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 https://www.hccs.edu/support-services/ability-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
http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

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

Michael Cohn
Michael.cohn@hccs.edu / 713.718.6523