



**Filmmaking Program  
Northwest College**

Filmmaking  
Aric Nitzberg, Chair

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**RTVB 1321 – TV Field Production**

CRN 13289 - Fall 2018  
Alief Campus Rm B306  
Tuesdays 2:00pm – 5:50 pm  
3 units / 48 hours per semester / 16 weeks  
Lecture/Lab

**Instructor: Jenny Waldo**

**Contact Information:**  
[jennifer.waldo@hccs.edu](mailto:jennifer.waldo@hccs.edu)  
cell: 310-709-6937

**Office location and hours:**

C322 (other side of atrium)  
Tuesdays 11:00 – 1:30pm  
Wednesdays 12:00 – 2:30pm  
Or by appointment

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.*

**Course Description/Goals/ Instructional Methods**

RTVB 1321 is an introductory course on video production and a required course for all Audio and Filmmaking majors. The goal of this class is to educate students on the basics of the disciplines in film/video production: writing, producing, directing, camera, editing, and sound design. Over the course of the class, students will explore the creative and analytical tools and tasks required in the production process. There are no prerequisites for the course.

The class uses a variety of instructional methods including lectures, class discussions, lab assignments, and hands-on demonstrations and exploration both in and outside of class.

As a student wanting to learn about the field of filmmaking, it is your responsibility to do the assigned readings, submit assignments, labs and projects in a timely fashion, study for exams, participate in classroom activities, and attend class.

***\*\*Unless approved by the instructor, any audio/video recording of the lecture is strictly prohibited.***

### ***Student Learning Outcomes***

The student will be able to:

- 1) Set up and operate cameras, tripods, audio equipment, and lighting instruments
- 2) Describe, produce, and name the basic camera shots
- 3) Summarize and demonstrate key concepts of lighting and audio
- 4) Perform simple non-linear editing
- 5) Record and edit usable sound

### ***Learning Objectives***

Students will:

- 1.1 Show a basic understanding of the video recording process
- 1.2 Demonstrate the proper operation of common video equipment
- 2.1 Understand the various aspects of the film and video industry
- 2.2 Discuss various concepts relating to visual images
- 3.1 Properly frame and compose basic camera shots
- 3.2 Discuss the development of personal cinematic styles
- 4.1 Explain basic lighting concepts
- 4.2 Demonstrate the proper setup of basic lighting
- 4.3 Understand basic concepts pertaining to audio technology and acoustics
- 5.1 Understand terminology relating to video editing
- 5.2 Develop storylines and perform basic editing processes

### **SCANS or Core Curriculum Statement and Other Standards**

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

**16 WEEK CALENDAR\*****WEEK ONE (8/28/18)**

Course Orientation  
 Introductions  
 Location Photos

*Homework:*

- *Narrative Structure & Visual Language lectures*
- *Bare Bones Chp 2*
- *Syllabus Quiz*
- *Online Discussion*
- *Equipment Orientation*

**WEEK TWO (9/4/18)**

Lecture: Narrative Structure & Visual Language  
 Camera Assessment  
 Storyboard Photos

*Homework:*

- *Cinematic Time & Space lecture*
- *Bare Bones Chps 3 & 4*
- *Prepare for Quiz*

**WEEK THREE (9/11/18)**

**\*\*Quiz #2**

Storyboard Exercise

Lecture: Cinematic Time & Space

*Homework:*

- *Preparing for Production lecture*
- *Bare Bones Chps 1 & 9*
- *Project #1*
- *Prepare for Quiz*

**WEEK FOUR (9/18/18)**

**\*\*Quiz #3**

Lecture: Preparing for Production

American Beauty Exercise

*Homework:*

- *Set Protocol lecture*
- *Project #1*
- *Prepare for Quiz*

**WEEK FIVE (9/25/18)**

**\*\*Quiz #3**

MOCK SET

Lecture: Set Protocol

*Homework:*

- *Editing lecture*
- *Bare Bones Chps 6 & 10*
- *Project #1*
- *Prepare for Quiz*

**WEEK SIX (10/2/18)**

**\*\*Quiz #4**

Lecture: Editing

*Homework: Group Project #1*

**WEEK SEVEN (10/9/18)**

**\*\* Project #1 Due**

*Homework: Prepare for*

*Midterm*

**WEEK EIGHT (10/16/18)**

**\*\*MIDTERM**

Film Critiquing: Watch film

*Homework:*

- *Finish Film Analysis*
- *Lighting & Sound lectures*
- *Bare Bones Chps 7 & 8*

**WEEK NINE (10/23/18)**

**\*\*Film Analysis #1 Due**

Lecture: Basic Lighting & Sound

*Homework:*

- *Lenses lecture*
- *Bare Bones Chp 5*
- *Project #2*
- *Prepare for Quiz*

**WEEK TEN (10/30/18)**

**\*\*Quiz 5**

Lecture: Lenses, Camera & Visual Plan

*Homework:*

- *Screenwriting lecture*
- *Prepare for Quiz*
- *Film Analysis #2*

**WEEK ELEVEN (11/6/18)**

**\*\*Quiz #6**

**\*\*Film Analysis #2 Due**

Lecture: Screenplay

*Homework:*

- *Screenplay draft for Project #2*
- *Directing lecture*

**WEEK TWELVE (11/13/18)**

**\*\*Table Read Project Scripts**

Lecture: Directing

*Homework:*

- *Project #2*
- *Film Analysis #3*
- *Visual Aesthetics lecture*
- *Prepare for Quiz*

**WEEK THIRTEEN (11/20/18)**

*Work on Project #2*

*Happy Thanksgiving!*

**WEEK FOURTEEN (11/27/18)**

**\*\*Quiz #7**

**\*\*Film Analysis #3 Due**

Lecture: Visual Aesthetics

**\*\*Quiz #8**

**WEEK FIFTEEN (12/4/18)**

**\*\*Project #2 Due**

*Homework:*

- *Prepare for Final Exam*
- *Film Analysis #4*

**WEEK SIXTEEN (12/11/18)**

**\*\*FINAL EXAM**

**\*\*Film Analysis #4 Due**

*\*subject to change*

## **Student Assignments**

Students will be required to complete the following assignments during the semester:

### ***In-class Assignments***

Students will conduct 2 small-group assignments in the early part of the course. If you miss the class, you will still need to individually complete the assignments:

- Location Photo Assignment
- Storyboard Photo Assignment

### ***Assigned Readings***

Readings are assigned to prepare you for the upcoming lecture. It is important to read the slides and textbook and then review after the lecture for quizzes and tests.

### ***Quizzes***

There are 8 quizzes in the course that are **closed-note quizzes** based on the lecture, reading, and in-class work. Quizzes are more in-depth and require more write-in answers. Quizzes are given at the BEGINNING of class. If you are late, you will not be given extra time to complete it.

### ***Film Reviews***

Students will view and evaluate 4 feature-length fictional films throughout the semester.

### ***Midterm Exam & Final Exam***

Exams will be mostly multiple-choice questions covering the breadth of class lectures and assigned readings. You will NOT need a Scantron card to complete the tests.

### ***Extra Credit***

Students have the opportunity for Extra Credit by turning in **two additional film reviews**. Each analysis can earn up to 5 grade points. Other extra credit opportunities at the instructor's discretion.

### ***Student Projects***

There will be 2 small group projects (3 – 6 students) to complete this semester:

- Project 1 – Create a **30-second commercial**
- Project 2 – Create a short narrative employing the **4 narrative basics & visual plan**

***\*\*Unless approved by the instructor during pre-production, NO projects may depict any kind weapons, stunts, or sex.***

The student will be evaluated on the basis of production quality, participation and completion of required elements. The instructor will supply specific requirements for each scene and segment, as needed. Projects are graded as a group, and your participation is required for a passing grade.

***Note: Professionalism is one of the criteria for each project and students turn in peer assessments. Your behavior on set and as part of a team will be individually graded and effect your overall grade for the project!***

### ***Attendance & Late Assignments***

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 **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 online discussion in Canvas and the Equipment Orientation are included in this grade.**

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 be present in class for a quiz or test, you can make it up during office hours or during quiz-time the following week.

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 (December 11, 2018)**

### ***Instructional Materials***

- **THE BARE BONES CAMERA COURSE FOR FILM AND VIDEO** by Tom Schroepel **\*\*required**
- Digital media (SD cards) – Class 10 – and other materials as needed for projects. (Please note that all final projects become the property of Houston Community College and will not be returned.)
- All lecture materials are posted on Eagle Online: <https://eagleonline.hccs.edu/>

### ***Equipment Use Orientation***

The Filmmaking department requires that any student who wished to check out equipment (which you will need to pass this class) will need to take an equipment use orientation.

**Orientations will be done ONLINE this semester between August 27<sup>th</sup> and September 10<sup>th</sup> on Learning Web: <https://learning.hccs.edu/faculty/misty.barham/filmmaking>**

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.

### **Instructor Requirements**

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.

### ***HCC Grading Scale***

A = 100- 90	4 points per semester hour
B = 89 - 80:	3 points per semester hour
C = 79 - 70:	2 points per semester hour
D = 69 - 60:	1 point per semester hour
59 and below = F	0 points per semester hour
W (Withdrawn)	0 points per semester hour
I (Incomplete)	0 points per semester hour

\*To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

### ***Grading Criteria***

Your final grade will be based on the following proportions:

1. Attendance and Participation: 5%
2. Quizzes: 20%
3. Location & Storyboard Assignments: 10%
4. Class Project 1: 15%
5. Class Project 2: 20%
6. Film Reviews: 10%
7. Midterm Exam: 10%
8. Final Exam: 10%

### **Withdrawal deadline = November 2, 2018**

### **HCC Policy Statements**

Access Student Services Policies on their Web site:

<http://central.hccs.edu/students/student-handbook/>

- ADA accommodations
- Academic Honesty
- Student Attendance
- 3-peaters

*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/district/students/disability-services/>*

*Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable doing so. This will enable us to provide any resources available. <http://www.hccs.edu/applying-and-paying/financial-aid/food-scholarship/>*

*At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>*

*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)*