



**Filmmaking Program
Center of Excellence Media Arts & Technology
Northwest College**

FLMC 1300 – Production Management

CRN 13176– Fall 2018

Alief Hayes B319 | 1:00PM - 4:50PM | Saturday

2 Hour Lecture, 4 Hour Lab course/ 96 Contact Hours per semester / 16 weeks

Course Description:

Managing above- and below-the-line film or video production costs. The course emphasizes analysis of scripts and treatments to determine production costs, crewing requirements, location needs, equipment rentals, and associated production costs.

Instructor: Mary Walbridge

Instructor Contact Information: mary.walbridge@hccs.edu, marywalbridge@sbcglobal.net,
713-718- 5646 for messages

Office hours

Please feel free to contact me concerning this course. Your performance in my class is very important to me. Arrange appointment on Saturday or other appropriate time.

Prerequisites

No prerequisites

Course Goal:

Prepare Filmmaking students to enter the work place with a professional level of competence and knowledge of the tools necessary to be successful in production management

Student Learning Outcomes:

The student will be able to:

1. Analyze a script to determine the cost of production.
2. Develop a detailed budget for a production.
3. Develop a production schedule.
4. Research and develop resources for various production needs as required.

Learning Objectives:

Student will:

- 1.1 Understand production costs associated with a script/unscripted
- 1.2 Describe the pricing structure for various production services
- 2.1 Demonstrate the ability to itemize production details
- 3.1 Understand the interaction of various production elements
- 3.2 Show how various production elements can be incorporated into a schedule
- 4.1 Understand the resources needed to support a film/television production

4.2 Demonstrate the ability to access industry resources to research production needs

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 on teams / Lead work teams / Negotiate with others

Working with Information: Acquire and evaluate data / Organize and maintain information / Interpret and communicate data / Process information with computers.

Applying Systems Knowledge: Understand systems

Using Technology: Apply technology to specific tasks

Foundation Skills:

Demonstrating Basic Skills: Reading / Writing / Listening

Demonstrating Thinking Skills: Creative thinking / Problem solving / Seeing with the minds eye

Exhibiting Personal Qualities: Individual responsibility / Sociability / Self-management Integrity

Production Management FLMC 1300 Calendar Assignments

Meeting	Activity
Week 1	Course overview, grading policies, syllabus; Pick a script Introduction, The Complete Film Production Handbook, Ch. 1, The Production Team and Who Does What
Week 2	The Complete Film Production Handbook, Ch. 2, Production Office Ch. 24 Television(this day or other appropriate time during semester) <u>Script Approval Due</u>
Week 3	<u>Quiz 1</u> , Movie Magic Schedule Tutorial 2, The Complete Film Production Handbook Ch. 3, Accounting, Ch. 25, Independent Filmmaking (this day or other appropriate time during semester) Movie Magic Schedule Tutorial 3
Week 4	<u>Read script and Notate</u> The Complete Film Production Handbook Ch. 4, Script to Schedule Movie Magic Schedule Tutorial 4 <u>Format scripts, number scenes, number actors, measure Pages by 8ths</u>
Week 5	The Complete Film Production Handbook Ch. 5, Incentives, Ch.26, Low Budget Movie Magic Schedule Tutorial 5 <u>Fill out breakdown sheets with elements by scene</u>
Week 6	<u>Quiz 2</u> The Complete Film Production Handbook Ch. 6,Preproduction, Ch. 7, Insurance

- Week 7 Movie Magic Budget Tutorial 1,
Enter Breakdown sheet info into Movie Magic Breakdown
 The Complete Film Production Handbook
 Ch. 8, The Shoot, Ch. 9, Strong Industry Relationships
 Ch. 10, Deal memos
Script Breakdown sheets due
- Week 8 Quiz 3, Movie Magic Budget Tutorial 2,
 Midterm
 The Complete Film Production Handbook
 Ch. 11, Unions & Guilds, Ch. 23, Effects
 Movie Magic Budget Tutorial 3
Preliminary Budget due
 Work on budget, Commercial Production Ch. 28
 (this day or other appropriate time during semester)
- Week 9 The Complete Film Production Handbook
 Ch.12, Principal Talent, Ch. 13, Background Talent
Quiz 4, Movie Magic Budget Tutorial 4
Budget Due
- Week 10 The Complete Film Production Handbook
 Ch. 15,Clearances and Releases
 Ch. 16, Music Clearance,
Strip Boards due with all scenes laminated and or colored
 Last Day for withdrawal
- Week 11 The Complete Film Production Handbook
 Ch. 17, Safety, Ch. 18, Locations
- Week 12 The Complete Film Production Handbook
 Ch. 19, Distance Location Ch.20, Foreign Locations
Quiz 5 Vertical Stripboard in shooting order
- Week 13 The Complete Film Production Handbook
 Post production overview Ch. 30
Final One line schedule, Day out of days, call sheets due
- Week 14 The Complete Film Production Handbook
 Ch. 29,Wrap Ch. 30, Post
Due: Production Board with final shooting schedule strips
In shooting order
- Week 15 Final

Instructional Methods

RTVB 1300 is a required course for all Filmmaking majors.

As an instructor, I want my students to be successful. To that end I will provide you with knowledge concerning the field of film making, understanding of the process in all production stages, and working knowledge of the management of any film or video project, the breakdown of a script, budgeting, scheduling of production, and overseeing of development through post production of film and video projects.

As a student wanting to learn about the field of film making, it is your responsibility to read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class, and enjoy yourself while experiencing the real world of film making.

In-class Quizzes:

Pop quizzes will be given at most classes. These quizzes will be comprised of multiple choices, true/false and short answer questions.

Midterm Exam and Final Exam:

Multiple-choice, true/false questions covering class lectures and assigned readings.

Student Assignments:

Students will be required to complete the following assignments during the semester: All assignments are due at the beginning of class. If a student is absent, a project is considered on time if it is emailed by beginning of class that day. 10 points will be deducted from a project grade each week it is late. These exercises will be graded on the basis of student participation and completion.

Student Projects:

1. Script Breakdown of a 30 – 120 page script. Notes on correctly formatted script of: scene numbers, 8ths of page measurement, actor's numbers, and elements of each scene
2. Script Breakdown sheets for each scene filled out with the above information.
3. Script Electronic Breakdown Board/Schedule. This is achieved by entering above information into Movie Magic Scheduling software. Reports and standard film making forms can then be accessed and printed including:
4. Breakdown board with strips
5. One line schedule
6. Day out of Days
7. Day One Call Sheet
8. Budget – to be done on appropriate software

These projects will be a combination of physical and electronic production books. A final production book or schedule with strips in shooting schedule order is the goal for this class. These exercises will be graded on the basis of student participation and completion.

Assessments:

Your final grade will be based on the following proportions:

- | | |
|-------------------------------|-----|
| 1. Homework, Quizzes and Labs | 25% |
| 2. Projects 1 -8 | 25% |
| 3. Midterm Exam | 25% |
| 4. Final Exam | 25% |

Instructor Materials:

Variety Presents **THE COMPLETE FILM PRODUCTION HANDBOOK**, 4th Edition, by Eve Light Honthaner (2010) required

FILM + VIDEO BUDGETS, 5th Edition, by Deke Simo (2010) recommended

Clearance & Copyright, 4th Edition, by Michael C Donaldson optional

Pencil (s)
 Clear Ruler
 Assorted highlighters (pink, blue, green, yellow, orange) or colored map pencils
 Binder (3 Ring) for script and break down sheets
 Flash drive or external drive to save work each class period
 Black heavy stock cardboard for production board: 6- 8 pieces either 8-9 x 11(letter size) or 8-9 x 14 (legal size)
 Black matt grip tape
 Laminating Pouches, Legal Size, 3 Mil, 9" x 14.5"(legal size) or letter size

Instructor Requirements

As your Instructor, it is my responsibility to:

- Provide the grading scale and explain how student grades are to be derived.
- Facilitate an effective learning environment through class activities, discussions, and lectures
- 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

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- 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

Program/Discipline Requirements

A grade of C or above is highly recommended to move on in the program.

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 = F0 points per semester hour
IP (In Progress)0 points per semester hour
W(Withdrawn)0 points per semester hour
I (Incomplete) 0 points per semester hour
AUD (Audit) 0 points per semester hour

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. 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.

Instructor Grading Criteria:

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. Simple creativity of story or actor performance without demonstration of the core subject material of lighting and/or cinematography will not help you succeed in the workforce. This class should showcase your ability and mastery to perform at every level and demonstrate the student's skills/knowledge and ability to perform in the workforce.

Pass/Fail Exercises

There are some exercises that are simply graded as pass or fail. If the student completes an assignment and turns it in on time, that student will usually receive a pass. If the assignment is done incorrectly or is incomplete then that student will receive a fail. Obviously, fail grades will lower your overall grade in the class.

Policy on final grades:

An **"A"** is given for work that is "truly exceptional!" "A" work is considered competent average workforce quality. A final grade of "A" reflects outstanding work done over the entire semester. All the major projects would have to fall into this category for a final grade of "A" to be awarded. An "A" level student should excel in the workforce.

"B" is for work that is very good - above and beyond the average. "B" work is considered workforce entry level and excellent student work. Getting a "B" as a final grade means the work submitted was of high quality. A "B" level student is employable and will qualify for advancement in the workforce.

"C" work is average and acceptable student quality work. This student attends class, does the work and performs at the level of an average student. A "C" level student will be able to find an entry-level job but will advance at a slower pace in the workforce.

"D" work is below average. "D" work is substandard student work and generally would not be accepted by a client or employer in the workforce. This student may have come to every class and worked very hard, but does not excel. There may be several different reasons, but the end result is that this student is not prepared or ready to move on to the next level of classes or for employment. A "D" level student should be able to find a job but may not be able to retain employment in the workforce.

An **"F"** is earned by a student, who consistently comes to class late or misses a lot of classes; who fails to participate in class activities; who misses deadlines, turns in work late, or does not do the work; and/or who may have an attitude issue. "F" work is not college level work. An "F" level student will have significant difficulty finding or retaining a job in the media production field.

HCC Policy Statements

Access Student Services Policies on their Web site:

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

"Tropical Storm Harvey, and the associated floods and related issues have caused problems and obstacles for many Houstonians and many within the HCC family. Any student who faces challenges securing their food or housing and believes this may affect their performance in this course is urged to contact the Dean of Students for support. Furthermore, please notify your professor if you are comfortable in doing so."

HCC Policy Statement – Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic

dishonesty”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Copying from another students’ test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit. Projects turned in with copyrighted material (music or video) will not be accepted.

Collusion mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

Early Alert Program

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Class Attendance

Class Attendance - It is important that you come to class! Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

If you are not attending class, you are not learning the information. As the information that is discussed in class is important for your career, students may be dropped from a course after accumulating absences in excess of 12.5% hours of instruction (more than 2 classes).

Please note that the class role will be taken, generally about 15 to 20 minutes after the start of class. You may decide NOT to come to class for whatever reason. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class. However, if this happens too many times, you may suddenly find that you have “lost” the class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class

who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

HCC Course Withdrawal Policy

If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. ****Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines. *Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

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For more information about student services and guidelines:

Please visit the following website:

<http://hccs.edu/student-rights>

EGLS₃ -- Evaluation for Greater Learning Student Survey System

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term

HCC Policy Statement – ADA

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the

respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

To visit the ADA Web site, log on to www.hccs.edu, click Future students, scroll down the page and click on the words Disability Information.

For questions, or information please contact:

Lisa Parkinson, M.Ed., LPC

Dr. LaRonda Ashford. Ed.D

ADA Counselor 713-718-5667

ADA Counselor 713-718-5408

HCC POLICY STATEMENT – TITLE IX

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect student's rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC Website under Students Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

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 Houston, TX 77266

7517 or Institutional.Equity@hccs.edu

HCC POLICY STATEMENT – CONCEALED CARRY

"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/>