

Production Development Course Syllabus

Audio Recording Program / Northwest College

* FLMC – 2336 CRN 57830 – Fall 2011

*Spring Branch Campus – Main Building Room #705 |Wed 6:00 – 10:00pm

3 Hour Lecture/ 112 Contact Hours per semester / 16 weeks

***Instructor:** Winslow Jeffries, (713) 718-5602, 713-825-9995ce

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***Office Hours:** 5:30pm-6:00pm Wednesdays, Main Building in Room #705

Course Description:

During this course the student will address four primary questions posed when developing an idea for a film. 1. What are you going to film? 2. How are you going to film? 3. How are you going to structure the production? 4. How will you develop a portfolio of your production to present to a potential investor for financing? As a result, this class will teach students how to explore and answer these questions fully. Class discussion, handouts, lectures, reading from texts and instructor analysis will emphasize the various phases of producing a film: development, preproduction, production, distribution exhibition and post-production.

Prerequisites:

RTVB-2437: TV Production Workshop 1

Credit: 3 (7 Lecture, 4 lab)

Course Goal:

Houston Community College is determined to prepare you with the knowledge and skill you need to succeed in today's dynamic work environment. Towards that end, the following workplace competencies and foundation skills have been designed into this course's curriculum.

Supplies and Textbook Information

Film & Video Budgets 5th edition by Deke Simon [Paperback], 477 pages,

Wiese, Michael Productions 2010 \$29.99

Filmmakers and Financing: Business Plans for Independents 6th Edition by Louise Levison [Paperback] 302 pages, Focal Press 2009 \$19.99

Learning Objectives:

Student will upon successful completion of this course, the student will be able to:

1. Identify and define terminology associated with motion picture and television production.
2. Demonstrate proper use of applied terminology associated with motion picture and television production.
3. Demonstrate general knowledge of all PHASES-STAGES-BUSINESS-DISIPLINES associated motion picture manufacture. (Television and Film and Electronic media)
4. Demonstrate knowledge of Producer's Function in motion picture and television DEVELOPMENT.
5. Demonstrate knowledge of Producer's Function in motion picture and television PREPRODUCTION
6. Demonstrate knowledge screenplay breakdown procedures.
7. Demonstrate knowledge of theatrical screenplay format and terminology
8. Demonstrate knowledge of two column movie/television script format and terminology.
9. List, define and demonstrate knowledge of a PRODUCER'S DUTIES handling personnel, delegating responsibility, dealing with all aspects of human resources.
10. List, define and demonstrate knowledge PRODUCTION PROCEDURES.
11. Demonstrate knowledge of Cinematography, cameras, related equipment, rental procedures.
12. Demonstrate knowledge of production lighting/relationships to gaffers.
13. List, define and demonstrate knowledge of basic crew jobs/relationships to grips.
14. Demonstrate general knowledge of POST PRODUCTION PROCEDURES.
15. Know and define Basic Linear and Nonlinear Editing Techniques.
16. Know and define duties related to Foley/Scores/Special EFX
17. Know and demonstrate ability to Set-up and Dub between various Tape Formats.
18. Demonstrate ability to interact with potential BANKERS, INVESTORS, UNIONS, AGENTS & STARS
19. List, define and understand (legal elements) of CREW CONTRACTS, TALENT RELEASES AND LICENSING AGREEMENTS.

SCANS or Core Curriculum Statement:

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

- Participate as a team member
- Works with diversity
- Selects technology
- Reading

***Instructional Methods:**

The class will be comprised of a variety of instructional methods including lectures, class discussions, industry presenters, computer-based lab assignments, and hands-on demonstrations.

As a student wanting to learn about developing a business plan for your audiovisual project, it is your responsibility to read the textbook, submit assignments in a timely fashion, study for exams, participate in classroom activities, and attend class.

***Student Assignments:**

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

In-class Quizzes:

Pop quizzes will be given at the beginning of most classes. These quizzes will be comprised of multiple choice, true/false, and short answer questions. Students will have the first fifteen minutes of class to complete each quiz. Students arriving after that time will not be allowed to make-up the quiz for that day. The two lowest quiz grades will be dropped at the end of the semester.

Mid-term Exam:

Fifty multiple-choice questions covering chapters 1,2,3 and 5. All students will need a scantron to complete the test.

Final Exam:

Fifty multiple-choice questions covering chapters 4, 6 and 7. All students will need a scantron to complete the test.

Your final will be based on the following proportions:

1. Quizzes / Homework / Assignments - 20%
2. Mid-Term – 20%
3. Final – 20%
4. Project Assignment – 40%

Grade Weights

100 – 90 A
89 – 80 B
79 – 70 C
69 – 60 D
60 – below F

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.

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.

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)

***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. The six hours of class time would include any total classes missed or for excessive tardiness or leaving class early.

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.

<u>Repeat</u>	<u>Course</u>	<u>Fee</u>
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.

***Instructor Requirements:**

As each instructor sees fit.

Program/Discipline Requirements:

None for this course.

HCC Grading Scale:

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F