

| CAPILANO UNIVERSITY COURSE OUTLINE | |
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| TERM: Fall 2014 | COURSE NO.: IDF 239 |
| INSTRUCTORS: | COURSE NAME: Advanced Technical Foundations |
| OFFICE: LOCAL: | SECTION NO.: COURSE CREDITS: 1.5 |

MISSION STATEMENT: The Indigenous Independent Digital Filmmaking program provides culturally relevant and technically advanced digital media production training to Indigenous learners.

COURSE FORMAT: The course format varies according to the weekly content and generally follows a minimum of two lecture and a minimum of four hours of supervised editing lab and/or applied project lab work per week for eight weeks. Students should anticipate additional production hours as demanded by work flow requirements.

COURSE PREREQUISITES: None.

LEARNING OUTCOMES:

General:

The students will learn advanced technical skills and practical experience of production through a mixture of lectures, workshops and hands-on projects. More complex and sophisticated production and post-production skills and tools will be introduced and developed, including advanced camera work, lighting design, sound design, and advanced post-production processes and techniques.

Student Learning Outcomes:

Upon successful completion, the students will:

- Operate professional cameras at a professional level;
- Demonstrate advanced skills in lighting/camera, grip, rigging and dolly equipment handling;
- Demonstrate advanced skill in professional digital video editing software;
- Apply principles and operation of video compositing;
- Understand the technical requirements and operation of colour timing;
- Employ theory and practice of a studio based production;
- Develop their ability in technical direction using oscilloscopes;
- Operate waveform monitors and camera control units;
- Describe a full range and the uses of specific lenses, adapters, filters.

COURSE CONTENT:

| WEEK | CONTENT |
|-------------|---|
| 1 | Music Video & Studio Production Dual system recording: slate, sync and playback methods Advanced camera techniques (jib, glidecam), optical enhancement (filters, diopters, mattebox and follow focus techniques) |
| 2 | Lighting design exercise – technical options and tools using a variety of types of lights creating mood through absence of light, shadows and patterns & green screen lighting Assignment I: Production binder |
| 3 | Sound design exercise – technical options and tools creating sound design using shotgun, lapel microphone and wireless microphone, sound effects and musical composition, multichannel sound recording Assignment II: Camera/Lighting project |
| 4 | Dolly grip workshop, rigging and advanced grip techniques and technical directing: switching, floor directing Quiz |
| 5 | Production Week |
| 6 | Advanced editing techniques |
| 7 | Intro to motion: working with layers, behaviors, masks, and particles Assignment III: Motion project |
| 8 | Intro to colour: understanding the interface and software, colour timing Screening & review Assignment IV: Group music video |

REQUIRED TEXT: Resource material will be provided by the instructor. Students will be required to purchase a set of headphones, 3 Fujifilm mini-DV tapes, 1 CD-RWS, and 3 DVD-R disks (to master project prints and format assignments for submission to the instructor.) Also two external firewire hard s will be necessary for saving assignment work.

EVALUATION PROFILE:

Standards of Professional Behaviour Expectations:

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|---|-------------|
| Professionalism | 5% |
| Self-awareness skills | 5% |
| Communication skills | 5% |
| Teamwork skills | 5% |
| Assignment I: Production binder | 20% |
| Assignment II: Camera/lighting project | 10% |
| Quiz: | 10% |
| Assignment II: Motion project | 20% |
| Assignment III: Group music video | 20% |
| Total | 100% |

Professionalism, self-awareness skills, communication skills and teamwork skills are used for the purpose of evaluation and are described under the IIDF Standards for Professional Behaviour

Expectations, attached to this course outline. Students will be given regular feedback on their progress during the course.

GRADING PROFILE:

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|--------------|-------------|-------------|-------------|
| A+ = 90-100% | B+ = 77-79% | C+ = 67-69% | D = 50-59% |
| A = 85-89% | B = 73-76% | C = 63-66% | F = 0 – 49% |
| A- = 80-84% | B- = 70-72% | C- = 60-62% | |

ASSIGNMENTS:

All assignments are tailored to ensure student is aware of the cultural, social and political implications of Indigenous production. All exercises and assignments must be completed.

Assignment I: Production binder

Students will work as a team to assemble the pre-production documents for a production binder: Script, shot list, storyboard, call sheet, shooting schedule, locations and actor release forms, set set design plan, lighting plan, props, costumes and make up plan.

Assignment II: Camera/Lighting project

Students will film four framing options that demonstrate a variety of mood, tone and pace using 4 distinct lighting set ups that will be used in their music video.

Assignment III: Sound design quiz

Students will demonstrate use of lapel, wireless & boom microphone using multi-channel mixer. Students will hand in a collection of 20 – 10 second original sound effects that they recorded plus 30 sound effects that they located and copied. Students will also hand in a 30 – 60 seconds of original music/sound clip that they produced using an audio editing program.

Assignment III: Motion project

Students will create a graphic image that incorporates movement using layers, behaviors, masks and particles.

Assignment IV: Group music video

Students will work together as a team to complete a 1-3 minute music video. Each student will be graded on their participation as a part of the crew.

OPERATIONAL DETAILS:

Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation, and other educational issues. Copies of these and other policies are distributed to all students during the registration process and are also available in the library or on the University Calendar website:

<http://www.capilanou.ca/current/policies.html>

ATTENDANCE

Regular attendance is essential. Please refer to the IIDF Standards for Professional Behaviour Expectations.

Penalties for Missing Class

Attendance will be taken daily. Please refer to the IIDF Standards for Professional Behaviour Expectations.

Responsibility for Material Covered during a Missed Class

When students are absent from class, they are still responsible for the material covered during their absence, including announcements, assigned readings and hand-outs.

PUNCTUALITY

Punctuality is essential. Please refer to the IIDF Standards for Professional Behaviour Expectations.

PENALTIES FOR LATENESS

Students more than 15 minutes late for class will be marked absent.

PARTICIPATION

Students will be evaluated on knowledge of readings/assignments as recommended in class, attendance and active engagement in class discussions.

LATE ASSIGNMENTS

All assignments must be presented at the beginning of class on the due date.

Acceptance of Late Assignments

Late assignments will be accepted only if a doctor's certificate of illness or a death certificate, in the case of the death of a close family member, is provided, or the instructor has given approval for a late submission date.

Late assignments will not be accepted after the assignments have been returned and the answers discussed in class.

Make-up Exams and Quizzes

Students will be allowed to make up quizzes only if a doctor's certificate of illness is provided, in the case of the death of a close family member, a death certificate is provided, or the instructor has given approval for a late submission date.

CHEATING AND PLAGIARISM

Definition of Plagiarism

Plagiarism is the intentional or unintentional presentation of another person's work, ideas, insights, interpretations, sequence of ideas, or oral historic knowledge as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship.

Information about Cheating and Plagiarism

Information about how to avoid plagiarism by proper documentation of sources is available from the Library and the Writing Centre.

Oral Examination

In cases in which plagiarism is suspected, the instructor may require a student to take an oral examination on the assignment submitted before a grade is given on that assignment.

Penalties for Cheating and Plagiarism

A grade of "0" for an examination, quiz or assignment, or "F" for the course, may be assigned if cheating or plagiarism has taken place. First incidents deemed to be particularly serious, or second or subsequent incidents of cheating and plagiarism, will be dealt with under the provisions of the *University Policy on Cheating and Plagiarism* (see APPENDIX 7B).

University Policy on Cheating and Plagiarism

All students should familiarize themselves with the *University Policy on Cheating and Plagiarism* as such behaviour can result in suspension from the University.

GRADES OF INCOMPLETE "I"**Assignment of Incomplete**

Students who fail to meet deadlines during the semester will not be granted an Incomplete "I". Arrangements should be made in writing between the instructor and the student specifying the exact nature of the work to be done and the date it is to be submitted.

Conditions for Granting an Incomplete

Grades of Incomplete "I" will be granted only if there is a valid reason for extending the evaluation deadline and if students have a reasonable chance of improving their grade to pass the course.

Grades of Incomplete "I" will be given if a doctor's certificate of illness or a death certificate, in the case of the death of a close family member, is provided. If the extension date for the submission of incomplete assignments is not met, the grade will automatically revert to the grade based on the student's present achievements.

ENGLISH USAGE**Standard of Usage**

At the first year level, students are expected to write in clear sentences and to produce organized and developed paragraphs. All written work submitted must use good academic English and follow the guidelines provided in the Capilano University Guide to Writing Assignments (available from the University Bookstore).

Evaluation

All assignments are marked for correct English usage. It is the responsibility of students to proof-read all their writing for any grammatical, spelling and stylistic errors.

FORMATTING

All essays or similar work submitted for grading must be typewritten (done with a typewriter or word processor).

PROFESSIONAL BEHAVIOUR

Students should be able to demonstrate a professional attitude and behaviour toward work, fellow-students and their instructor. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions, as well as a determination to achieve first-class work while meeting deadlines, is necessary in this course. Students should have respect for equipment and systems, and

constructive response to criticism. Please refer to the IIDF Standards for Professional Behaviour Expectations.

COMPUTER COURSE REQUIREMENTS/POLICIES

Students are expected to abide by the **Statement of Appropriate Use of Information Technology Facilities and Services** in any use of computers at the University. This statement can be obtained from your department, the Library, Computer Services or on the University web site: (<http://www.capilanou.ca/current/policies/University-Policies/appropriate-use.html>)