

**FILMMAKING I: SCREEN NARRATIVE TECHNIQUE**

Fall/Winter, 2016/17  
Class: Tues. 7:00 to 10:00 pm  
Lab: Thur. 7:00 to 10:00 pm  
Rooms: 0T10 and 0T14

Instructor: Bruce Claydon  
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Office Hours: Before or after class (or by appointment)

**COURSE DESCRIPTION**

The objective of this course is to introduce basic filmmaking techniques and apply these fundamentals to the creation of short narrative films. Lectures, screenings, in-class exercises, and hands-on experience will familiarize the student with the essentials needed to explore and develop their visual story-telling ability. Focus will be on creating compelling narrative scripts, translating these scripts from the written word into narratively cohesive visual sequences, understanding the collaborative nature of narrative filmmaking, and developing technical craftsmanship.

**TEXTS**

Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. Drives with Fire Wire 800 or Thunderbolt connections are supported and preferred.

Students are also required to provide their own SD cards for camera recording. The minimum requirement is 2 (two) SDHC 16GB / Class 10 / 30MB/sec.

Students are required to provide their own headphones.

Recommended texts are:

*The Filmmaker’s Handbook* by S. ASCHER & E. PINCUS  
*Film Directing, Shot by Shot*, by STEVEN D. KATZ.

**MARK BREAKDOWN**

1st Assignment: 4-5 Page Script (plus Script Exercise) .....	3%
2nd Assignment: Group Scene Coverage Project .....	7%
3rd Assignment: 4-5 Minute Film .....	20%
4th Assignment: Group Film.....	18%
5th Assignment: Script Table Read .....	7%
6th Assignment: 8-10 Minute Film .....	35%
Class participation: (5% for Fall Term) (5% for Winter Term).....	10%
<b>Total.....</b>	<b>100%</b>

**SCHEDULE**

PART 1 (Sept. 6 – Oct. 25)

- Screenwriting: Format (synopsis, treatment, screenplay), narrative elements and structure
- Production Equipment: Intro to camera, camera support, lights, sound recording hardware
- Shot Composition: Sizes, angles, framing, depth of field, depth of frame, camera movement
- Blocking and Coverage: Positioning actors and camera, scene geography, 180 degree rule
- Pre-Production: Pre-visualization, storyboarding, script breakdown, organizing a film shoot

**PART 2** (Oct. 27 – Dec. 1)

- Introduction to Final Cut Pro program
- Introduction, development, and refinement of editing techniques

**1ST ASSIGNMENT\*\*\*:** Submit a 4 - 5 page script (for 1st film)

**DUE:** at the **beginning of class, Sep. 29**

\*\*\*please note that a **Script Exercise, due Sep. 20**, will also apply to the grade for 1st Assignment

**2ND ASSIGNMENT:** Groups shoot / edit a scene demonstrating coverage and editing techniques

**DUE:** at the **beginning of class, Nov. 10**

**3RD ASSIGNMENT:** Submit a completed 4 - 5 minute film based on 1st Assignment script demonstrating narrative structure, use of coverage, and shot flow

**DUE:** Dec. 1

**PART 3** (Jan. 5 – Apr. 4)

- Defining roles: filmmaking as a collaboration (group project)
- Reinforcing/refining on-set techniques (group project / class exercise)
- Story presentation, development, and revision (table reads)
- Basic visual F/X: Green screen and post production F/X
- Post-production sound: ADR, foley, sound F/X, sound editing
- Local Film Resources: Arts co-ops, rental houses, training, and funding

**4TH ASSIGNMENT:** With individuals working in distinct roles, groups complete a short film.

**DUE:** **Script** at the **beginning of class, Jan. 12:** completed **Film, Feb. 16**

**5TH ASSIGNMENT:** Students lead a table read with an 8-10 page script (script for their 2nd film)

**DUE:** **beginning of class, Jan. 19**

**6TH ASSIGNMENT:** Submit a completed 8-10 min. narrative film (parameters TBA).

**DUE:** April 4

**FILM ASSIGNMENTS** will be subject to certain parameters that will be defined on an assignment-by-assignment basis. Non-narrative experimental films, documentaries, and music videos are not part of the curriculum, and may not be handed in to replace existing assignments or for extra credit. Any such films handed in will **NOT** be graded.

Film work not scripted by the student may be accepted under certain circumstances and at the sole discretion of the instructor.

**WRITTEN ASSIGNMENTS** are due at the **beginning** of the specified date since they may be used in conjunction with that day's lecture or lab work. A **typed** hard copy is **mandatory**, and all scripts are required to have a title page.

**GROUP ASSIGNMENTS** serve to underscore the collaborative nature of narrative filmmaking. The finished project will determine part of a student's grade, as will their individual participation and contribution to a group.

**CLASS PARTICIPATION** is essential. Instructors, students, and groups require the contributions of all class members in various capacities: actors, crew, feedback, class demonstrations, etc. Attendance, punctuality, and appropriate behaviour, both in class and on set, are reflected in grading because it

mirrors the expected conduct in a professional setting. As a courtesy to your classmates, and especially to the person who will be grading you, cell phones **must** be turned off during class time.

**GRADE EVALUATION** is based on the six assignments outlined above, plus class participation, which includes contributions to class and to projects, professional conduct, attendance and punctuality. Work not submitted will be graded as ZERO (0).

### **CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as ZERO (0).

LATE ASSIGNMENTS submitted without prior arrangement may be graded at ZERO (0).

Assignment deadline extensions will only be considered under EXCEPTIONAL circumstances and at the instructor's discretion. Additionally, equipment availability and the logistics of scheduling film shoots dictates that there is **little-to-no** margin of flexibility for rescheduling assigned gear sign-out times.

### **COSTS**

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a \$50.00 non-refundable Technology Fee to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 Damage Deposit** for this class. In return, we will loan you our equipment for use on class projects. If you lose or damage equipment while it is in your care, the damage deposit will be applied to costs of repair or replacement, but note: you are responsible for the total value of the loss even if it is more than this deposit. Any unused portion of your Damage Deposit will be returned to you, usually by the end of June.

The deadline for payment of the Damage Deposit is **MONDAY, SEPTEMBER 19, 2016. THERE WILL BE NO EXCEPTIONS.** If you fail to pay in full by the deadline, a "hold" will be placed on your student file and you will not be permitted to sign out or use any equipment. In order to make payment, take the "Damage Deposit Ticket" handed out in class to Student Central by the deadline. Once you have paid, **take your receipt to Patty Hawkins in Room 3T03.** You will be required to complete an *Equipment Loan Damage Deposit Agreement* which you must show to the Equipment Manager the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a damage deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

Attendance and Class Participation: Attendance will be taken at each class and absenteeism will affect your grade. Also, students are expected to participate in class discussion.

Class Etiquette: Be on time. It is very disruptive to the rest of the class if people are wandering in late, especially if films are being screened or workshops are being conducted.

**DETAILED SCHEDULE****FALL TERM**

<b>Date</b>	<b>Day</b>	<b>Description</b>	<b>Assignments</b>
<b><u>SEPT.</u></b>			
<b><u>Week 1</u></b> 6 -Tue. 8 -Thu.	1 2	Intro, outline, course material Screenwriting (script format, etc.)	Exercise 1: Synops + Treatment <b>DUE : begin Sep. 20</b>
<b><u>Week 2</u></b> 13-Tue. 15-Thu.	3 4	Screenwriting (story elements) Intro to camera	
<b><u>Week 3</u></b> 20-Tue. 22-Thu.	5 6	Shots and angles (w/ cameras) Composition, depth of field, 180 degree rule	<b><u>1st Assignment</u></b> Script for 1st film <b>DUE : begin Sep. 29</b>
<b><u>Week 4</u></b> 27-Tue. 29-Thu.	7 8	Scene blocking / coverage / camera movement Location sound, screening	
<b><u>OCT.</u></b>			
<b><u>Week 5</u></b> 4-Tue. 6-Thu.	9 10	Camera exercise (inc. sound) Script critique / feedback  FALL READING WEEK	<b><u>2<sup>nd</sup> Assignment</u></b> Group Coverage <b>DUE : begin Nov. 10</b>
<b><u>Week 6</u></b> 18-Tue. 20-Thu.	11 12	Pre-prod., story boards, script break down, lighting Coverage exercise (inc. sound + lights)	<b><u>3rd Assignment</u></b> 1st Film Gear Sign-out <b><u>TENTATIVE</u></b> Sched.
<b><u>Week 7</u></b> 25-Tue. 27-Thu.	13 14	Groups shoot coverage assignment EDIT LAB Intro FINAL CUT PRO	Wk 1 : Oct.25-Nov.1 Wk 2 : Nov. 1-Nov.8 Wk 3 : Nov. 8-Nov.15 Wk 4 : Nov.15-Nov.22 Wk 5 : Nov.22-Nov.29

Date	Day	Description	Assignments
<u>NOV.</u>			
<u>Week 8</u> 1-Tue. 3-Thu.	15 16	EDIT LAB FCP/editing techniques EDIT LAB Sound editing techniques	<b>3rd Assignment :</b> Completed 1st Film <b>DUE : Dec.1</b>
<u>Week 9</u> 8-Tue. 10-Thu	17 18	EDIT LAB Edit coverage assignment Camera / Post visual aesthetic exercise	Reminder... <b>4th Assignment ***</b>
<u>Week 10</u> 15-Tue. 17-Thu.	19 20	Screen / analyze coverage assignment EDIT LAB Class edits first films	Group Film Synopsis + Script <b>DUE : begin Jan.12</b>
<u>Week 11</u> 22-Tue. 24-Thu.	21 22	EDIT LAB Class edits first films EDIT LAB Class edits first films	
<u>Week 12</u> 29-Tue.	23	EDIT LAB troubleshooting / polishing	
<u>DEC.</u>			
<u>Week 12</u> 1-Thu.	24	EDIT LAB creating screening copies	

**WINTER TERM**

Date	Day	Description	Assignments
<u>JAN.</u>			
<u>Week 13</u> 5-Thu.	25	Screen 1st term films / feedback	<b>*** 4th Assignment</b> Group Film Synopsis + Script <b>DUE : begin Jan.12</b>
<u>Week 14</u> 10-Tue. 12-Thu.	26 27	Screen 1st term films / feedback Group film assignment: SCRIPT SELECTION	
<u>Week 15</u> 17-Tue. 19-Thu.	28 29	Group film assignment: PREP Table Reads	<b>5th Assignment</b> Second Film Script Table Read <b>DUE : begin Jan. 19</b>
<u>Week 16</u> 24-Tue. 26-Thu.	30 31	Table Reads Table Reads	
<u>Week 17</u> 31-Tue.	32	Group film assignment: SHOOTING	

<b>Date</b> <b>FEB.</b>	<b>Day</b>	<b>Description</b>	<b>Assignments</b>
<u>Week 17</u> 2-Thu.	33	Group film assignment: SHOOTING	<b>4th Assignment</b> Complete Group Film <b>DUE : Feb. 16</b>
<u>Week 18</u> 7-Tue. 9-Thu.	34 35	Group film assignment: EDIT and/or SHOOT EDIT LAB Group film edit	<b>6th Assignment</b> 2nd Film Gear sign-out <b>TENTATIVE Sched.</b> Wk 1 : Feb.7-Feb.14 Wk 2 : Feb.14- Feb.21 Wk 3 : Feb.21- Feb.28 Wk 4 : Feb.28- Mar.7 Wk 5 : Mar.7- Mar.14 Wk 6 : Mar.14- Mar.21
<u>Week 19</u> 14-Tue. 16-Thu.	36 37	EDIT LAB Group film edit EDIT LAB Group film edit	
<u>Week 20</u> 28-Tue.	38	Screen group films / feedback	
<u>MAR.</u>			
<u>Week 20</u> 2-Thu.	39	Shoot green screen / Resources for filmmakers	
<u>Week 21</u> 7-Tue. 9-Thu.	40 41	EDIT LAB Posting green screen/FCP FX Class Film Exercise prep	<b>6th Assignment</b> Completed 2 <sup>nd</sup> Film <b>DUE : APRIL 4</b>
<u>Week 22</u> 14-Tue. 16-Thu.	42 43	Class Film Exercise shoot Class Film Exercise shoot	
<u>Week 23</u> 21-Tue. 23-Thu.	44 45	EDIT LAB Class edits second films EDIT LAB Class edits second films	
<u>Week 24</u> 28-Tue. 30-Thu.	46 47	EDIT LAB Class edits second films EDIT LAB Class edits second films	
<u>APR.</u>			
<u>Week 25</u> 4-Tue.	48	EDIT LAB Troubleshoot / Polish / Finish	

### **"THE REAL THING" LECTURE SERIES**

The Department of Theatre and Film is presenting a series of six lectures which will be held during the free period (12:30-13:20) in Theatre 1T15. Please note the dates in your diary **NOW**: Wed Sept 21 (clowns Morro and Jasp), Mon Oct 17, Wed Nov 9, Wed Jan 18, Mon Feb 27, Mon Mar 13. This series will feature speakers from a range of areas in the performing arts: technical, performance, design, management, film, directing, playwriting, etc. These speakers will specifically address issues related to "the business of the business."

Attendance for potential Theatre Honours/majors and for Film majors is optional but highly recommended.

## **2016 ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Wednesday, September 14, 2016, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

## **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams, Socials**, and the very popular **24/7 Event** during which students move into our building and five plays are written, rehearsed, produced, and presented – all in a period of 24 hours! And this year, for the first-time, TAFSA is planning a **Play Festival** (Jan 11-14). Please join TAFSA to find out more at its organizational meeting: Mon Sept 19, 12:30-1:20, Room OT10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

## **ELECTRONIC COURSE OUTLINE ADDENDA**

Students must check our website at <http://theatre.uwinnipeg.ca/tbooking.htm> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film, Access Card/Building Use Policy AND Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

## **GENERAL NOTES**

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential <http://www.uwinnipeg.ca/accessibility>

Students are strongly advised to read the section of the *Academic Calendar* (found on-line at <http://uwinnipeg.ca/new-faculty-handbook/appeals-and-academic-misconduct.html>) for information on Academic Misconduct including plagiarism, and Appeals.

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

**THURSDAY, JANUARY 19, 2017** is the final date to withdraw without academic penalty from courses which begin in September 2016 and end in April 2017 (2016-17 Fall/Winter Term).

### **STUDENT PARTICIPATION POLICY**

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

### **COURSE CONTENT NOTE**

#### All Theatre and Film Classes

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.