

FILM 220

SPECIAL TOPIC:

AN INTRODUCTION TO FILM PRODUCTION

CRN 8639



Teaching staff

Coordinator: Dr Russell Campbell, Room 311, 83 Fairlie Tce, ph 463 6824, email russell.campbell@vuw.ac.nz. Office hours Mon 1-2, Wed 1-2, or by appointment.

AV Technician: Paul Wolfram, Room 105, 85 Fairlie Tce, ph 463 6823, email paul.wolfram@vuw.ac.nz.

Assistant AV Technician: Bernard Blackburn, Room 104/105, 85 Fairlie Tce, ph 463 9498, email bernard.blackburn@vuw.ac.nz.

Film and Theatre Administrator: Kushla Beacon, Room 307, 77 Fairlie Tce, ph 463 5359, email kushla.beacon@vuw.ac.nz.

Class times and venues

Second trimester. Mon, Thurs 2-5. Film Room (Room 205, 77 Fairlie Tce).

Texts

There are no required text books. There will be set readings for each week which will be available for purchase as course notes from the Victoria Book Centre (cost \$13.36).

Course aims, content and objectives

The aim of FILM 220 is to introduce students to creative and technical aspects of film production. Areas covered will include camera and lighting, directing, sound design and editing. Students will undertake a range of short, individual exercises in areas such as cinematography, screenwriting, sound design and editing, as well as undertaking a variety of training using the media of digital video, audio recording and mixing, and digital editing. Those passing the course will have demonstrated creative ability at an introductory level in the field of audiovisual production and a basic mastery of relevant technical skills. They should also have enhanced their analytical skills and gained an understanding of filmmaking as a craft and industrial process.

Workload

The university anticipates that you should be able to devote about 15 hours per week to a 22-point course at 200 level. Therefore you should probably expect to spend, on average, about 9 hours per week (apart from class time) in reading and viewing, becoming familiar with equipment, and working on assignments. Creative film work is however labour-intensive and for some projects you may feel you need to devote more time than this on them.

Mandatory Course Requirements

To be eligible to pass the course you must complete all assignments and attend at least 19 of the scheduled 24 classes. (If you are ill, please send an apology. Medical certificates may be requested.)

Assessment

All assessment will be internal. Details of each assignment will be given in class.

	Due Date	Weighting
Location stills sequence	Tues 24 Jul, 2 pm	20%
Autobiographical video	Tues 14 Aug, 2 pm	20%
Short film script	Tues 4 Sep, 2 pm	20%
Editing exercise	Tues 18 Sep, 2 pm	20%
Sountrack exercise	Tues 9 Oct, 2 pm	20%

If you wish to ask for an extension (e.g. because of pressure of work) please do so well before the due date. Except in special circumstances (e.g. medical reasons with certificate), work handed in late will be penalised 1% per working day. *No work will be accepted more than two weeks after the due date unless specific prior arrangements have been made.* Assignments should be given to the Administrator (Kushla Beacon) or placed in the drop box outside the Film & Theatre administration office (Room 307, 77 Fairlie Tce). It is your responsibility to keep a copy of your work. If circumstances arise which may prevent you from completing your assignment on the due date, please inform the course coordinator. Note that a professional attitude towards the care and borrowing of equipment is essential. This will constitute an assessment component in all relevant assignments, and penalties will apply for misuse of gear or failure to return it on time.

Aegrotat provisions may apply if you are unable to submit your final assignment. In such a case you should contact the course coordinator.

The assignments are designed to help fulfil the aims of the course by giving students the opportunity to experiment in several different creative areas and to acquire a variety of technical skills in audiovisual production. Writing and directing skills are fostered in the short film script and autobiographical video exercises, photographic and visual logic skills in the location stills exercise, and editing and audio skills in the editing and soundtrack exercises.

Group Work

Any group work undertaken in the course will not be for assessment purposes.

Equipment and Materials

Students will be required to purchase audio and video materials for their own use (approx. \$60.00 total). Advice on purchases will be given in class, and some items will be available from the School. Digital still cameras, digital video cameras, audio recorders and lights will be issued on loan. Editing and sound recording/mixing facilities will be made available on a reservation basis. School equipment must be treated with the utmost care, and any malfunction or damage reported immediately to the AV Technician. *Due to differences between DV tape and DVD disc formats only approved Mini Digital Video tapes and DVD-Rs may be used with School audio and video equipment.* Bookings must be strictly adhered to and equipment returned on time, or other students will be inconvenienced and possibly disadvantaged.

You are required to read *The Fat Book*, Film and Theatre's protocol handbook. This will enable you to understand our rules and regulations as well as help you know what services and facilities are available within the School.

School Facilities

You are encouraged to make full use of the Robert Lord Library at 77 Fairlie Tce; however, please note that **library materials do not leave the building**. There is a coin-operated photocopy machine on Level 3 of 77FT. The Green Room is also available to students working in the building. You are expected to clean up after yourself, including returning to the Green Room any mugs removed from there.

Award

The Prize for Film Studies, arising from a fund established by the Wai-te-Ata Press, will be awarded to the best student of film history, criticism or production in FILM courses.

Communication

Any additional information, or changes to the course, will be announced in class and posted on the course noticeboard on Level 3, 77FT.

Important Notice

Safety in the premises occupied by the School of English, Film and Theatre at 77 and 85 Fairlie Terrace is the responsibility of everyone who uses the facilities. While we make every effort to ensure that our premises are safe and hazard free, we need the cooperation of all students and visitors and hence request the following:

1. Any student or visitor who discovers an actual or potential hazard should report it without delay to a member of staff. Where possible written reports are appreciated.
2. All university equipment must be handled in a careful and appropriate manner in accordance with the specifications and with due regard to safety. Any breakages must be reported as soon as possible.
3. It is the individual responsibility of all students to read the safety notices relating to fire, earthquake etc. and to carry out the provisions as indicated in the notices.

In addition there are certain ground rules regarding conduct within the premises at 77 Fairlie Terrace and 85 Fairlie Terrace.

- Smoking is not permitted.
- Alcoholic drinks are not to be brought onto the premises unless authorised.
- All students are expected to assist with security by making sure that doors are locked, windows closed and heaters switched off before the buildings are vacated.

More details are in *The Fat Book*. We greatly appreciate your help with these matters.

FILM 220 INTRODUCTION TO FILM PRODUCTION – TIMETABLE 2007

Note: The first hour of the Monday class will be devoted to film screenings. Students who have a clash at this time will be able to view the films in advance. This timetable is subject to change depending on the availability of guest instructors.

Week	Monday 2-5	Thursday 2-5	Assignments	Readings
1	9 Jul Introduction	12 Jul <i>Digital camera workshop</i> Still photography Cinematography	Ass.(1) Location stills sequence DUE: 24 July	The creative process
2	16 Jul Documentary	19 Jul Film as art Film as industry		Cinematography
3	23 Jul <i>Video camera workshop</i>	26 Jul Exhibition/discussion: Location stills sequence	Ass.(2) Autobiographical video DUE: 14 Aug	
4	30 Jul Mise-en-scene	2 Aug <i>Lighting workshop</i>		Mise-en-scene
5	6 Aug Production design	9 Aug Group projects		Design
6	13 Aug Screenwriting	16 Aug Exhibition/discussion: Autobiographical video	Ass.(3) Short film script DUE: 4 Sep	Scripting

-----**Mid-Term Break**-----

Week	Monday 2-5	Thursday 2-5	Assignments	Readings
7	3 Sep Editing	6 Sep <i>Final Cut Pro workshop</i>	Ass.(4) Editing exercise DUE: 18 Sep	Editing
8	10 Sep Discussion: Short film scripts	13 Sep Discussion: Short film scripts		
9	17 Sep Avant-garde	20 Sep Exhibition/discussion: Editing exercise		
10	24 Sep <i>Sound recording workshop</i>	27 Sep <i>Sound tracklaying and mixing workshop</i>	Ass.(5) Soundtrack exercise DUE: 9 Oct	Sound
11	1 Oct The soundtrack	4 Oct <i>Performance workshop [Andrea Bosshard]</i>		Performance
12	8 Oct Production management Producing	11 Oct Exhibition/discussion: Soundtrack exercise		



General University policies and statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

www.vuw.ac.nz/policy/studentconduct

The Policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/staffconduct

Academic grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

www.vuw.ac.nz/policy/academicgrievances

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning,
- cancellation of your mark for an assessment or a fail grade for the course,
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

www.vuw.ac.nz/home/studying/plagiarism.html

Students with Impairments (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contacts are **Dr Allison Kirkman, Murphy Building, room 407** and **Dr Stuart Brock, Murphy Building, room 312**. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

Manaaki Pihipihinga Programme

This programme offers:

- Academic mentoring for all Māori & Pacific students at all levels of undergraduate study for the faculties of Commerce & Administration and Humanities & Social Sciences. Contact Manaaki-Pihipihinga-Programme@vuw.ac.nz or phone 463 6015 to register for Humanities & Social Science mentoring and 463 8977 to register for mentoring for Commerce and Administration courses
- Postgraduate support network for the above faculties, which links students into all of the post grad activities and workshops on campus and networking opportunities
- Pacific Support Coordinator who can assist Pacific students with transitional issues, disseminate useful information and provide any assistance needed to help students achieve. Contact; Pacific-Support-Coord@vuw.ac.nz or phone 463 5842.

Manaaki Pihipihinga is located at: 14 Kelburn Parade, back court yard, Room 109 D (for Humanities mentoring & some first year Commerce mentoring) or Room 210 level 2 west wing railway station Pipitea (commerce mentoring space). Māori Studies mentoring is done at the marae.

Student Services

In addition, the Student Services Group (email: student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.