

FILM 222

INTRODUCTION TO FILM PRODUCTION

CRN 15540



Teaching staff

Coordinator: Andrea Bosshard, Room 103, 85 Fairlie Tce, ph 463 5641, email andrea.bosshard@vuw.ac.nz. Office hours Mon 12-1, Wed 12-1, or by appointment.

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

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

Film Administrator: La'Chelle Pretorius, Room 106, 85 Fairlie Tce, ph 463 5750, email lachelle.pretorius@vuw.ac.nz.

Class times and venues

Second trimester. Mon, Wed 10-12. Room 306, 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 Student Notes.

Course aims, content and objectives

The aim of FILM 222 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
Stills sequence	Mon 21 Jul, 10.00am	20%
Screenwriting	Mon 4 Aug, 10.00am	20%
Autobiographical film	Fri 5 Sep, 10.00am	20%
Editing exercise	Mon 22 Sep, 10.00am	20%
Soundtrack exercise	Mon 6 Oct, 10.00am	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 placed in the drop box in the corridor, 85 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 stills sequence 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 in 85 Fairlie Tce.

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:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

GENERAL UNIVERSITY STATUTES AND POLICIES

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 hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Student and Staff Conduct
- Academic Grievances
- Academic Integrity and Plagiarism
- Meeting the Needs of Students with Impairments
- Student Support

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 222 INTRODUCTION TO FILM PRODUCTION – TIMETABLE 2008

Week	Monday 10-12	Wednesday 10-12	Assignments	Readings
1	7 Jul Introduction Film Form & Aesthetic Choices	9 Jul <i>Digital camera workshop</i> Film Form & Aesthetic Choices	Ass.(1) Stills Sequence on Set Theme DUE: 21 July	The creative process
2	14 Jul Screenwriting	16 Jul Screenwriting		Scripting
3	21 Jul Mike Leigh: Another Way of Telling	23 Jul Exhibition/discussion: Stills sequence	Ass.(2) Screenwriting – 3 scenes DUE: 4 Aug	
4	28 Jul On Directing	30 Jul Working with Actors		Performance
5	4 Aug <i>Video Camera Workshop</i>	6 Aug Reading/discussion of screenwriting exercises	Ass.(3) Autobiographical Film DUE 8 Sept	Cinematography Mise-en-scene
6	11 Aug <i>Lighting Workshop</i>	13 Aug Principles of Editing		Editing

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

Week	Monday 10-12	Wednesday 10-12	Assignments	Readings
7	1 Sep <i>Half class Final Cut Pro workshop (Paul)</i> Different Approaches to Editing	3 Sep <i>Other half of class Final Cut Pro workshop (Paul)</i> Different Approaches to Editing	Ass.(4) Editing exercise DUE: 22 Sep	Editing
8	8 Sep Exhibition/ Discussion: Autobiographical films	10 Sep Exhibition/Discussion: Autobiographical films		
9	15 Sep Music	17 Sep <i>Sound recording workshop (Bernard)</i>		Sound
10	22 Sep <i>Tracklaying and mixing workshop (Bernard)</i>	24 Sep Exhibition/Discussion Editing Exercise	Ass.(5) Building a Soundtrack DUE: 6 Oct	
11	29 Sep Viewing: <i>A Song for Martin</i>	1 Oct Open Discussion: Analysis of <i>A Song for Martin</i>		
12	6 Oct Production - Working as a Team	8 Oct Exhibition/discussion: Soundtrack exercise		