FILM 410 – Production Workshop
Fall Quarter 2022

Instructor:
Lauren Berry (Miss Berry or L)
Pronouns:
She/Her
Contact Information:
Email – lberry9@depaul.edu
Office Hours:
Thursday(s) – 4:30 to 5:59PM
Meetings (by appointment only; and/or before class):
How to – via Bluestar or email
Platform – via Zoom or In-person

Campus:
Cinespace
2621 W 15th Pl, Chicago, IL 60608
Cinespace Shuttle, Driving, and "L" Directions:
LINK– under "Getting Here" – The bus leaves 30 minutes before class starts.

PINK LINE to Cinespace & PARKING Directions
Course Title:
FILM 410 – Production Workshop
Classroom / Lecture Hall
Room 102
Section 701 – Class # 18764 (Lecture)
Thursday(s) @ Cinespace
6:00 – 9:15pm

Course Description
Students work in teams to produce a completed project every two weeks. Each team will be assigned a specific genre or medium of cinema/media production. Students will be exposed to every aspect of media production from live action shooting to visual effects. Students will also learn how to work well in a team environment and be forced to adhere to deadlines, time constraints and medium limitations.

Prerequisites
1. None

Learning Outcomes:
1. Recognize and construct methods of visual
2. communication.
3. Effectively operate an HD camera.
4. Telling and controlling the story from a technical and visual perspective

Academic Calendar
1. See LINK

Textbook
1. None
   a. Any supplementary readings will be provided and shared on D2L.

Software(s) Needed for Assignments/Projects
1. Editing Platform – Premiere Pro, Final Cut, or Avid
2. QuickTime
3. Word Processing Program – Word Docs, PDFs
   a. Information on labs, rooms, production equipment, rules, and guidelines can be found at the CDM Production Resources website.

Printed Resources
1. Handouts **(as assigned on D2L)**

Course Materials
Suggested
1. Pair of *leather/suede gloves* for lighting
2. *Multi-tool*
3. *Flashlight*
4. *External Hard drive (500 GB minimum) *

Additional Online Resources
1. DePaul Library: Some textbook can be found online
2. Short of the Week
3. CineFix: A useful, entertaining, and inspiring YouTube channel for video essays, interviews.
4. Every Frame a Painting: Tony Zhou's video essays on variety of aspects of art of filmmaking.
5. Fandor: An informing source for video essays.
6. No Film School: In-depth video essays and articles on all kinds of topics.
7. Film Grab: Stills from films around the world

Attendance
Classes will consist of lecture, screenings, discussion, and creative exercises. Since we do most of the work in class, attendance is mandatory to get the full value of the class. An absence is defined as not showing up for class, or arriving more than 15 minutes late, or missing any 15-minute period during class time. There is sign in sheet for attendance every class. If you arrive less than 15 minutes late, and do not sign in make sure you let me know you are present, so I do not mark you absent. Any absences will result in a reduction of the attendance/participation grade. Anyone who misses 3 classes will automatically drop a letter grade. Anyone who misses 4 classes will automatically fail. However, if you are legitimately sick, please stay home. Please email myself @ lberry9@depaul.edu and CC our TA – Summer @ scortes6@depaul.edu if you are going to miss class.

Grading and Standards of Achievement

- A = 100 – 93%
- A- = 92 – 90%
- B+ = 89 – 87%
- B = 86 – 83%
- B- = 82 – 80%
- C+ = 79 – 77%
- C = 76 – 73%
- C- = 72 – 70%
- D+ = 69 – 67%
- D- = 66 – 60%
- F = 65 – 0%

Requesting an incomplete grade:

An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at this LINK

Class Participation

Along with showing up, you are expected to join in class discussions, critique other people's work, and participate in workshops. You'll notice that a portion of your grade are the "in class" exercises. If you miss the class, you get a 0. You can do a make-up assignment, but it will be out of class, and won't be as much fun than if you just showed up to class.

Digital Assignments

All assignments handed in digitally must have a visual "slate" with your name and title of assignment, and the file name should contain your name.

Assignment/ Project Labeling Format

Please label all assignments using the following format:
NAME_ASSIGNMENT TITLE_FILM250_GROUP#
   e.g. L.Berry_MicroProductionPacket_FILM410_Group1

Assignment Submission Policy

All documents must be submitted as a **SINGLE PDF FILE.** All films should be submitted with a **WORKING VIMEO or YOUTUBE LINK** that enables the video to be downloaded. In case of internet issues, you should also **bring an .h264 video file of your assignment to class.**

Projects not submitted in the proper format or properly labeled WILL NOT BE ACCEPTED. Do not submit the wrong file, an incomplete file, a corrupted file, etc. Submit the correct project file or document through D2L by each deadline. Do not leave this until the last second. You should upload several hours before the deadline to be safe. No late work will be accepted.

Critiques

Due to the large size of our class, and the limited class time, not everyone's work will get a full review during class. If you'd like more feedback, arrange to discuss your work with me during my office hours. We will view and discuss everyone's final project during the last class.

Examinations

Students who do not take exams during the regularly scheduled time will receive a failing grade for the exam unless they have contacted the instructor in advance to arrange for a make-up exam. Make-up exams will be administered by the College according to its make-up exam schedule.

Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. More information can be found at this LINK.
If you have any questions, be sure to consult with your professor.

Academic Policies

All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading, and incompletes can be found at this LINK.

Online Course Evaluations

Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Please see this LINK for additional information.

Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling them to access accommodations and support services to assist with their success. There are two office locations:

- Loop Campus – Lewis Center #1420 – (312) 362-8002
- Lincoln Park Campus – Student Center #370 – (773) 325-1677
- Email: csd@depaul.edu

Students who register with the Center for Students with Disabilities are also invited to contact Dr. Gregory Moorhead, Director of the Center, privately to discuss how he may assist in facilitating the accommodations to be used in a course. This is best done early in the term. The conversation will remain

confidential to the extent possible. Please see LINK for Services and Contact Information.

Covid Updates and Guidance

1. See LINK

Health and Safety Practices

1. See LINK

COVID considerations (Subject to change)

Keeping our DePaul community safe is of utmost importance in the pandemic. Students, faculty, and staff are expected to:

1. Wear a mask as required at all times while indoors on campus
2. Refrain from eating and drinking in classrooms
3. Keep current with their COVID-19 vaccinations or exemptions
4. Stay home if sick
5. Participate in any required COVID-19 testing
6. Complete the online Health and Safety Guidelines for Returning to Campus training
7. Abide by the City of Chicago Emergency Travel Advisory. By doing these things, we are Taking Care of DePaul, together.

The recommendations may change as local, state, and federal guidelines evolve. Students who do not abide by the mask requirement may be subject to the student conduct process and will be referred to the Dean of Students Office. Students who have a medical reason for not complying with any requirements should register with DePaul's Center for Student with Disabilities (CSD).

Safety Training

The Safety class went online last year through each student's D2L homepage. The class can be accessed by clicking the "SCA Central" tab and then clicking "Info and Resources." The Orientation to Production and Set Safety (O.P.S.S.) modules will be in the left-hand column of the page. All students should take the three video presentations and accompanying quizzes preferably before coming to Cinespace or at least within the first week of classes. Any students who have not taken and passed O.P.S.S. will not be able to make reservations for space or equipment until they have done so. **REQUIRED** see LINK

Working in Groups

For Production Assignments in this course, you will be working in groups. A major component of film production is teamwork. It is your job as a team to work through conflicts, because if you don't, your project will suffer. If things get really difficult you can come to me as a team, and I will help mediate/resolve the situation.

Class Attire

Come dressed for work. Certain clothing is required for production. You will be climbing ladders, picking up hot lamps and lifting heavy equipment, therefore no open toe shoes, NO FLIP FLOPS, and it is recommended that you do not wear dresses or skirts.

The Stage

Our workshop/Lab time will be held on the production stage. Let's take good care of this fantastic space. There is no eating or drinking allowed on the stage. Wrap all equipment when finished and return to the designated area. The entire class will be held responsible to return the stage to the order it was in when found. NO STUDENT LEAVES CLASS until the stage is in proper condition.

Equipment

The Canon C100 will be used for in class assignments. To complete out of class assignments, the students will have access to the Canon C100 camera packages and tungsten, Kino Flo and LED kits and a variety of grip equipment.

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of this preference early in the quarter so that I may make appropriate changes to my records. Please also note that students may choose to identify within the University community with a preferred first name that differs from their legal name and may also update their gender. The preferred first name will appear in university related systems and documents except where the use of the legal name is necessitated or required by University business or legal need. For more information and instructions on how to do so, please see the Student Preferred Name and Gender Policy at this LINK.

Email Policy

Please type **FILM 110 PRODUCTION I** in the subject of all e-mails to the instructor or Graduate Assistant about this class to ensure that they are responded to in a timely fashion.

Very Important

Refer to the DePaul SCA Student Handbook for policies and rules.

REQUIRED Cinespace Orientation to Production and Set Safety Training - LINK

Content Changes

Depending on time factors, the assignments projected for the term may require alteration or rescheduling. You will be notified of all changes. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L, and/or sent via email. As the quarter progresses, some items may change at the instructor's discretion, but the overall workload will not. Make sure you pace yourself accordingly.

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WEEKLY ASSIGNMENTS AND PROJECTS

WEEK 1: SEPTEMBER 8TH – INTRO TO FILM 410

Lecture	Stage Work	Readings	Assignments	Due Dates
Introduction to course		SCA Production Safety Training	SCA Production Safety Training	Sept 15th @ 7:30PM CST

WEEK 2: SEPTEMBER 15TH – WELCOME TO THE JUNGLE

Lecture	Stage Work	Readings	Assignments	Due Dates
Pre-production Documents	Tour of Cinespace	Production Roles - PowerPoint	Readings	Sept 22nd @ 12PM CST
Directing		Screenwriting	Reserve camera equipment	Sept 22nd @ 12PM CST
Production Office Clinic			Create Pre-Production Document Templates (Blank)	Sept 22nd @ 4PM CST

WEEK 3: SEPTEMBER 22ND – LIGHTS, CAMERA, ACTION

Lecture	Stage Work	Readings	Assignments	Due Dates
Parts of the camera	Camera Workshop	Camera Angle Definitions	Assignment #1	Sept 28th @ 12PM CST
Camera Controls	G&E Workshop	Shotlist, Overheads, and Storyboards	Readings	Sept 28th @ 12PM CST
Scene Coverage				
Lighting, Grip, and Exposure				

WEEK 4: SEPTEMBER 29TH – THIS LITTLE PIGGY WENT TO THE MARKET

Lecture	Stage Work	Readings	Assignments	Due Dates
Sound	Sound Kit and Editing exercise		Micro Production Packet – Film #1	ASSIGNMENT #1 – DUE YESTERDAY
Editing				Micro P.Packet – Oct 5th @ 4PM CST
Loader / DIT				

WEEK 5: OCTOBER 6TH – QUIET ON SET

Lecture	Stage Work	Readings	Assignments	Due Dates
Directors Announced	Filming Day – Film #1		Film #1	Due Oct 7th @ 11:59PM CST
Crews Announced				

WEEK 6: OCTOBER 13TH – BACK TO THE DRAWING BOARD

Lecture	Stage Work	Readings	Assignments	Due Dates
Critique Film(s) #1	Groups for Short Film(s) #2-#5 announced		Preproduction packets for film(s) #2 - #5	Oct 21st @ 3PM CST

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WEEKLY ASSIGNMENTS AND PROJECTS

WEEK 7: OCTOBER 20TH – WHAT JUST HAPPENED!

Lecture	Stage Work	Readings	Assignments	Due Dates
Preproduction packets for films #2 - #5	Location Scouting		Preproduction packet films #2-#5	PREPRODUCTION PACKET(S) – DUE Oct 21st @ 3PM CST

WEEK 8: OCTOBER 27TH – WELCOME TO THE THUNDERDOME!

Lecture	Stage Work	Readings	Assignments	Due Dates
Directors announced	Logistical Meetings #2-#5		Logistical Meetings #2-#5	

WEEK 9: NOVEMBER 3RD – ARE YOU READY FOR THIS?

Lecture	Stage Work	Readings	Assignments	Due Dates
	Filming Day – Film #2		Final Cut – Film #2	Nov 9th @ 5PM CST
	Filming Day – Film #3		Final Cut – Film #3	Nov 9th @ 5PM CST

WEEK 10: NOVEMBER 10TH – JUST KEEP SWIMMING

Lecture	Stage Work	Readings	Assignments	Due Dates
	Filming Day – Film #4		Final Cut – Film #4	Nov 16th @ 5PM CST
	Filming Day – Film #5		Final Cut – Film #5	Nov 16th @ 5PM CST

WEEK 11: NOVEMBER 17TH – RED CARPET

Lecture	Labs (Stage Work)	Readings	Assignments	Due Dates
Film Premiere				