# Basic Film Production (Cinema 24)

City College of San Francisco

## Fall 2016

### Course Information

<table>
<thead>
<tr>
<th>Document Date/Semester</th>
<th>15 August 2016/Fall Semester</th>
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<tbody>
<tr>
<td><strong>Course Number and Title</strong></td>
<td>CINE 24, Sec 003 (CRN 72417): Basic Film Production</td>
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<tr>
<td><strong>Class Time and Day</strong></td>
<td>Tuesday, 1:10PM - 5:00PM</td>
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<tr>
<td><strong>Classroom Building and Room Number</strong></td>
<td>Cloud Hall 117 (CLOU 117)</td>
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<tr>
<td><strong>Additional facilities, if applicable</strong></td>
<td>Cloud Hall 127 (Cinema Computer Lab)</td>
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<tr>
<td><strong>Cinema Department Website</strong></td>
<td><a href="http://www.ccsf.edu/cinema">http://www.ccsf.edu/cinema</a></td>
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| **College Name and Address** | City College of San Francisco  
50 Phelan Ave (Ocean Campus)  
San Francisco, CA 94112 |

### Instructor Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Jason Halprin</th>
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<tbody>
<tr>
<td><strong>Instructor Phone (voicemail)</strong></td>
<td>415-452-5846</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
<td><a href="mailto:jhalprin@ccsf.edu">jhalprin@ccsf.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours (rm Cloud Hall 122)</strong></td>
<td>Friday 10am-12pm &amp; by appointment</td>
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<tr>
<td><strong>Mailbox Location</strong></td>
<td>Cloud Hall 126</td>
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### Required Texts and Materials

| **Text** | **SHOT BY SHOT: A Practical Guide to Filmmaking**, John Cantine, Susan Howard, and Brady Lewis  
*OTHER READINGS TO BE POSTED/HANDED OUT!* |
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<tr>
<td><strong>Supplies/Materials</strong></td>
<td>We will provide access to digital video cameras, light meters, lighting kits, and 16mm &amp; Super 8 film cameras which you will be able to reserve and check out. You will also have access to the Cinema Department computer lab, which has all of the necessary Video Editing software for the course.</td>
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| **Bibliography, supplemental and suggested readings (OPTIONAL, NOT ASSIGNED)** | **The Art of Seeing**, by Derek Doeffinger  
(The Kodak Library of Creative Photography)  
**Color Observed**, by Enid Verity  
(Van Nostraund Rainhold Co. 1980)  
**Cinematography Theory and Practice**, by Blair Brown  
**The Filmmaker’s Eye**, by Gustavo Mercado |
Student Learning Outcomes
The course offers instruction in basic film production, including fundamentals of digital and analog camera operation, basic editing principles, and an overview of lighting and sound. In-class group shoots and off-campus individual films, in-class screening and critique of student films. Each student completes at least two individual films.

After successful completion of this course, students will be able to:

- **Outcome 1**: Distinguish the major differences in film formats, including analog and digital cameras.
- **Outcome 2**: Describe and implement the elementary principles of professional motion picture production.
- **Outcome 3**: Interpret and apply common terms in cinematic language.

Course Description
Cinema 24 is a beginning film production class. We will be focusing on the pictorial qualities of the film image and the expressive potential of cinematography in particular. You will work in digital video and 16mm/Super 8 film, and edit in Adobe Premiere Elements. All necessary equipment will be provided to you. You may also use your own gear and software to complete assignments outside of class time. In addition to regular reading, written homework, exams and in-class group shoots, you will complete three digital/film projects. ASSIGNMENTS MUST BE COMPLETED ON SCHEDULE! PLEASE SEE THE LATENESS POLICY FOR A DETAILED EXPLANATION OF HOW LATE WORK WILL BE PENALIZED.

Expenses, Materials, and Supplies
You will be required to purchase film processing, memory cards, a thumb drive and other materials. **Expect to spend $50-$100** for supplies and services depending on your choice of format and project complexity. If you shoot more of your projects in film, you will spend closer to the high end of the range, or even exceed it.

Grading Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100-95%</td>
<td>A</td>
</tr>
<tr>
<td>94-90%</td>
<td>A-</td>
</tr>
<tr>
<td>90-86%</td>
<td>B+</td>
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<tr>
<td>89-85%</td>
<td>B</td>
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<tr>
<td>85-80%</td>
<td>B-</td>
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<tr>
<td>84-79%</td>
<td>C+</td>
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<tr>
<td>79-75%</td>
<td>C</td>
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<tr>
<td>74-70%</td>
<td>C-</td>
</tr>
<tr>
<td>69-66%</td>
<td>D</td>
</tr>
<tr>
<td>65% and Below</td>
<td>F</td>
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Grading Scale Explained
- **A** (Excellent): Mastery of the material ability to express and apply the material in a creative way (i.e. Not simply what’s been covered in class or the main text.)
- **B** (Good): Presentation of the material is in a clear, organized fashion.
- **C** (Fair): Basic concept and facts correct and covered in adequate depth; inconsistency (Some areas covered well: others done poorly, indication of some confusion over the material); or inability to express your understanding clearly.
- **D** (Poor): Perfunctory coverage of the material; much misunderstanding of the material; incomprehensive use of skills; excessive absences or lateness.
- **F** (Failure): Failure to do the assignments as stated; failure to hand in an assignment; Complete or near complete misunderstanding of the material; plagiarism illiteracy, excessive lateness.
REQUIREMENTS AND ASSIGNMENTS

20%  Class Participation, In-Class Films, and Quizzes
10%  Film project #1 – Poetry Film
20%  Film project #2 – Action Film
30%  Film project #3 – Final Film
10%  Mid-Term Exam
10%  Final Exam

ACADEMIC INTEGRITY STATEMENT
Students at City College of San Francisco enjoy significant freedom of artistic expression and are encouraged to stretch their scholarly and artistic boundaries. However, the College prohibits all forms of academic dishonesty. For present purposes, “academic dishonesty” is understood as the appropriation and representation of another’s work as one’s own, whether such appropriation includes all or part of the other’s work or whether it comprises all or part of what is represented as one’s own work (plagiarism). Appropriate citation avoids this form of dishonesty. In addition, “academic dishonesty” includes cheating in any form, the falsification of academic documents or the falsification of works or references for use in class or other academic circumstances. When such dishonesty is discovered, the consequences to the student can be severe.

ATTENDANCE, ABSENCES AND TARDINESS
Group process and collaboration are essential parts of this course. Lateness, absence and the failure of reliability will be detrimental to your grade. There are no excused absences. If you are unable to make it to class for any reason, or if you miss a portion of a class period, it is YOUR RESPONSIBILITY to get notes from a peer and to turn in assignments. After your third absence, your final grade will be penalized a full letter grade. If you miss five or more classes, you will automatically fail the class.

Arriving more than 10 minutes late or leaving more than 10 minutes early from class will be considered tardiness. Three accumulated tardies will equal one absence.

The only exceptions to this policy are for DOCUMENTED medical issues requiring a visit to a clinic, doctor’s office, or hospital for emergency care. This means that regularly scheduled medical appointments are not excused. You must provide the instructor with a note from a caregiver for the absence to be excused.

LATE WORK AND MAKEUP ASSIGNMENTS
The work in this class reflects real world demands and tendencies. Regardless of whether you are in attendance at class, unless the student has a valid reason (such as death in the family, documented personal health conditions, military conscriptions, failure of local infrastructure, etc) late work will not be accepted for full credit. Late work that is received before the start of the following week’s class session will be penalized 1 full letter grade (A will become B, A- will become B-, etc.). If it is received between 1-2 weeks of the original due date, it will be penalized 2 full letter grades (A will become C, A- will become C-, etc.). NO WORK WILL BE ACCEPTED AFTER IT IS MORE THAN 2 WEEKS LATE.

Any exceptions to this policy must be discussed and approved prior to late work being accepted.
INCOMPLETE POLICY:
No incompletes will be given except in the case of death in the family, personal health conditions, military conscriptions, failure of local infrastructure, etc.

MORE ON THE JOURNEY OF ASSIGNMENTS:
• You are strongly encouraged to assist and cooperate on one another’s projects. However, all your course work in this class must be your original work and must be shot by yourself! Plagiarism, borrowing a story idea or storyboards from somebody else and hiring director or cinematographer for your project is strictly prohibited.
• Always submit your papers, treatments and projects on time to get full grade consideration and to be screened in class.
• If you miss class, you are still responsible to submit work that is due. All course work turned in after the due date will be downgraded 1 full letter grade/ 0 credit after 1 week. Please discuss in advance of your absence if at all possible.
• Missed exams count as F (0%).
• Failure to turn in one or more major assignments - Final film and Final Exam - by the end of semester will result in a final grade no higher than a D.
• I assume that the course material is new to all students. Accordingly I expect most students to do better at the end of the course than at the beginning.
• To help you improve as a shooter and designer, I make "critical" comments on your early work. These comments should not be taken personally; they are indications of areas on which you need to work. It is your responsibility as students to ask questions when they arise.
• Absolutely no phones are allowed in the class! Any device activated in the classroom will lead to releasing a student from the class and count as an absence. This includes checking or sending text messages! We will take breaks during the class time, and you may check messages at that time.
• Each student should keep a dedicated notebook for this course.
• Projects completed for other classes will not be accepted.
• Your characters must be human. No pets, toys, or other ‘favorite’ objects!
• All writing assignments (quizzes, treatments, storyboards, etc.) must be dated and typed. No handwritten assignments (other than storyboards) will be accepted unless otherwise specified.
• BE ON TIME! We are extremely pressed for time in this class. Class starts promptly at the designated time – your videos should be exported and ready to play when class begins.
• PLEASE contact me if you need help.

DISCLAIMER STATEMENT:
Please note that this syllabus may be amended as the course proceeds. You will be notified of all changes in class, and changes will be posted on CANVAS.
DAILY SCHEDULE: Fall 2016
(all reading assignments are to be completed by the following class)

Week 1, August 16: INTRODUCTION TO THE COURSE
Discuss our goals for semester, read syllabus, Class discussion, what makes good cinematic composition. What are the steps in creating a project. Developing a visual concept. Introduction to the textbook.

Lecture: Design of the Image, Framing & Composition
Assignment: STILL PHOTO & ESSAY, DUE: Wk 2
Reading: Shot by Shot, Chapters 1, 2, AND 5

Week 2, August 23: FRAMING
In-Class group shoot to familiarize students with Digital Video cameras. Cinema Department Rules & Regulations. Introduction to Motion Picture Cameras. Film Cameras vs. Digital Cameras. Differences between working in Film & Video.

DUE: STILL PHOTO & ESSAY
Reading: Shot by Shot, Chapters 3 and 4
Online Quiz: Shot by Shot, Chapters 1-5 (quiz due by 1:00pm, August 30)

DEADLINE TO DROP CLASSES WITH 100% REFUND: August 25

Week 3, August 30: PRE-PRODUCTION PLANNING

Quiz (in-class): Cinema Department Rules & Regulations
Assignment: Poetry Film, DUE Week 6: September 21.
Reading: Shot by Shot, Chapter 9

Week 4, September 6: EDITING & PREMIERE ELEMENTS

Workshop: Editing in Premiere Elements.
Reading: Shot by Shot, Chapter 6, 7, & 8
Online Quiz: Shot by Shot, Chapters 6-9 (quiz due by 1:00pm, September 13)

DEADLINE TO DROP CLASSES WITH 50% REFUND: September 8
Week 5, September 13:  EDITING CONTINUED
Lecture: Editing Strategies & Shooting for the Edit
Workshop: In-Class Found Footage Edit
Assignment: Action Film: Treatments (Due: Wk 6)
Assignment: Action Film: Storyboards, Pre-Production (Due: Wk 7)
Assignment: Action Film: Final Edit (Due Wk 10)

DEADLINE TO REQUEST Pass/No Pass (P/NP) GRADING OPTION: September 15

Week 6, September 20:  POETRY FILMS DUE
SCREEN IN CLASS: POETRY FILMS (all)
Reading: Shot by Shot, Chapter 10
DUE: Action Film Treatment

Week 7, September 27:  LIGHTING
3-Point Lighting. Qualities of Light. Color & Tone. Realistic & Expressive Lighting.
Workshop: Lighting Demo & Safety Procedures
DUE: Action Film Storyboards & Pre-Production Packet
ONLINE: Feedback on Peer’s Action Film (due by noon, Sat October 1)

Week 8, October 4:  PITCHING & PRESENTING IDEAS
PRESENTATION: Action Film Materials (revised) – ALL STUDENTS
Lecture: Midterm Exam Review

Week 9, October 11:  MIDTERM EXAM
DUE: Midterm Exam (in-class, no books, no notes)
Workshop: In-Class Lighting Shoot
Assignment: Final Film Treatment & Storyboards (Due: Wk 12)
Assignment: Final Film Rushes OR Rough Cut (Due: Wk 16)
Assignment: Final Film (Due: Wk 18)

Week 10, October 18:  FLEX DAY – NO CLASS

Week 11, October 25:  ACTION FILM / SOUND
SCREEN IN CLASS: Action Films (all)

Reading:  *Shot by Shot*, Chapter 11

**Week 12, November 1:**  **FINAL FILM TREATMENTS**

**Pitch:**  Final Film Treatment & Storyboards

**Week 13, November 8:**  **FAST FILMS**

**Workshop:**  Fast Film (In-Class group narrative film & shoot)

**Reading:**  *Shot by Shot*, Chapter 12

**Week 14, November 15:**  **FAST FILMS SCREENING**

**SCREEN IN CLASS:**  Fast Film Edit

**Week 15, November 22:**  **DOCUMENTARY FILM**

**Workshop:**  Documentary Film (In-Class group shoot)

**Week 16, November 29:**  **FINAL FILM ROUGH CUT SCREENING**

**SCREEN IN CLASS:**  FINAL FILM ROUGH CUT OR RUSHES

**Lecture:**  Final Exam Review

**Week 17 December 6:**  **FINAL FILMS & DOCUMENTARY FILMS**

**SCREEN IN CLASS:**  Final Films

**SCREEN IN CLASS:**  Documentary Films

**Week 18, December 13:**  **FINAL EXAM 2pm-4pm (CLOUD 117)**