

CIN3660: SHORT FORM FILMMAKING (4 credits)

Fall 2018 (CRN: 44745)

Oakland University, Cinema Studies Program

Tuesday: 3:00 – 4:47pm, 112/228 VAR (Varner Hall)

Thursday: 3:00 – 4:47pm, 112/228 VAR (Varner Hall)

Instructor: Adam Gould

Email: agould@oakland.edu

Office: 536 O'Dowd Hall

Office Hours: Tuesday & Thursday: 2pm – 3pm (VAR 112/228) & by appointment (ODH 536)

CIN3660 CATALOG DESCRIPTION:

Through critical analysis, students will develop an understanding of single and multi-camera short form, non-theatrical film production; that knowledge will then be put into practice through the production of original projects. Prerequisite: CIN2600

CIN 3660 learning Objectives

- To critically evaluate common single and multi-camera, short form filmmaking techniques.
- To develop an understanding of how a filmmaker's creative choices directly connect to audience experience and perception.
- To incorporate conceptual understanding of cinematic techniques into creative practice.
- To develop technical proficiency in single and multi-camera, short form filmmaking pre-production, production and post-production.

Required Reading: No required text. Readings will be provided via Moodle.

Required Equipment: Portable external hard drive – USB 3.0, 1TB minimum

Equipment and Lab: Students enrolled in this class will have access to digital film equipment and editing labs in Varner Hall. Equipment available for checkout includes digital camcorders, regular and fluid head tripods, microphones and lighting kits. The student under whose name equipment is signed out is responsible for the timely return of the equipment, and its condition upon return. Editing is done on the Mac computers in the VAR 228. Students enrolled in this class are allowed 24/7 access to VAR 228 (when classes are not scheduled in that lab).

We will use Adobe Premiere CC as our editing software. Students who have their own laptops with appropriate software may use them instead; use of different editing software must be cleared with the instructor before use (iMovie is not appropriate software for course work). Many class sessions include in-class studio work, so students who want to do coursework on their own laptops will be required to bring the laptops to class for all in-class studio days.

Course Format: This course is divided into lectures, technical workshops and studio time. The lectures and workshops rely heavily on student-centered discussions.

Workload: This course requires a significant commitment of time and energy, both inside and outside of class. If you anticipate that you will not be able or willing to keep up with the considerable reading, writing or production schedule, please drop the class now instead of jeopardizing your grade or the continuity of the class.

Grade Distribution:

Participation **10%**

Participation is based on attendance & involvement in class activities and discussions.

Analysis Presentation **7%**

A ten-minute class presentation.

Short Projects **40%**

4 short projects will be assigned during the semester.

Final Project Components **28%**

There are six, separately graded components you will complete during the production of your Final Project film. Pitch & Treatment, Script, Storyboards, Camera & Sound Documents, Production Binder & Assembly Cut, and Rough Cut.

Final Project **15%**

The final project is a three to six-minute film on a subject of your choosing.

Grading Scale:

Grade	Percentages
A	93 - 100
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	60 - 66
F	59 & below

Attendance Policy: Regular attendance is required and will be monitored using an attendance sign in sheet and occasional in-class written assignments. **You will be allowed 3 absences** (excused and unexcused; this includes documented illnesses) during the term. **A fourth absence will lower your participation grade by 10 %.** You will receive a **participation grade of 0% if you miss five or more class meetings.** If you are late to class and do not sign the attendance sheet you may be considered absent. **After class is finished,** please inform me of your tardiness. If you know you will be absent, it is always a good idea to contact me before that day in order to keep up with assignments and class discussion.

Class Participation: A considerable portion of this class will be discussion based, and your attentiveness to, engagement with, and participation in discussions and the course in general (along with your consistent attendance and timely submission of assignments) is vital to our success this semester. Often, your ideas, comments, and questions will lead our discussions and indicate that you are keeping up with and interested in the class in general. Demonstration of these levels of engagement will help your participation grade.

Classroom behavior: Respect and courtesy for your fellow classmates and professor is expected. If your conduct is deemed disruptive or disrespectful you will be asked to leave the classroom and your participation grade will be lowered. All electronic devices should be silent and un-touched during class time. Please meet with me before class if you would like to use your electronic device to take notes. No food should be consumed during class time. The drinking of beverages should not be disruptive to the class.

Late work: Any work received after the start of class on the due date will be late and will be penalized 10%. All late work must be received before the start of the next scheduled class meeting or it will be eligible for no

better than 50%. Absolutely no work will be accepted after the final class meets, Week 14. If you anticipate missing class on the date an assignment is due or an exam is scheduled, contact me to schedule a time to complete the assignment *before* the regular deadline. Barring extreme (documented) circumstances, there will be no make-up exams or make-up assignments given.

Moodle Policies: Designated Moodle assignments must be completed on Moodle by the given deadlines.

UNIVERSITY POLICIES

CLASSROOM BEHAVIOR

1. **ACADEMIC CONDUCT POLICY.** All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. Following are some examples of academic dishonesty:
 - a. **Cheating.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, falsifying data or submitting data not based on the student's own work on assignments or lab reports, or other forms of misconduct on exams.
 - b. **Plagiarizing the work of others.** Plagiarism is using someone else's work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else's thinking. Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism.
 - c. **Falsifying records** or providing misinformation regarding one's credentials.
 - d. **Unauthorized collaboration** on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

For more information, review OU's [Academic Conduct Regulations](https://www.oakland.edu/deanofstudents/policies/). (Link to Academic Conduct Regulations: <https://www.oakland.edu/deanofstudents/policies/>)

2. **BEHAVIORAL CODE OF CONDUCT.** Appropriate behavior is required in class and on campus. Disrespectful, disruptive and dangerous behavior are not conducive to a positive learning environment and may result in consequences. Core Standards for Student Conduct at OU includes
 - a. **Integrity.** See academic conduct policy points above.
 - b. **Community.** Policies regarding disruptive behavior, damage and destruction, weapons, and animals.
 - c. **Respect.** Policies regarding harassment, hazing, and [sexual misconduct](https://www.oakland.edu/policies/health-and-safety/625/) (Link to Sexual Misconduct policy: <https://www.oakland.edu/policies/health-and-safety/625/>)
 - d. **Responsibility.** Policies regarding alcohol, drugs, and other substances

See the [Student Code of Conduct](https://www.oakland.edu/deanofstudents/student-code-of-conduct/) for details. (Link to Student Code of Conduct: <https://www.oakland.edu/deanofstudents/student-code-of-conduct/>)

Accommodation and Special Considerations

Oakland University is committed to providing everyone the support and services needed to participate in their courses. Students with disabilities who may require special accommodations should make an appointment with campus [Disability Support Services](#) (DSS). If you qualify for accommodations because of a disability, please submit to your professor a letter from Disability Support Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed.

DSS determines accommodations based on documented disabilities. Contact DSS at 248-370-3266 or by e-mail at dss@oakland.edu.

For information on additional academic support services and equipment, visit the [Study Aids](#) webpage of Disability Support Services website. (Link to Disability Support Services website: <https://www.oakland.edu/dss/>)

Excused Absence Policy

This policy for university excused absences applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. A student must notify and make arrangements with the professor in advance. For responsibilities and procedures see [Academic Policies and Procedures](#). (Link to Academic Policies and Procedures: <https://www.oakland.edu/provost/policies-and-procedures/>)

RELIGIOUS OBSERVANCES

Student should discuss with professor at the beginning of the semester to make appropriate arrangements. Although Oakland University, as a public institution, does not observe religious holidays, it will continue to make every reasonable effort to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. See The [OU Diversity Calendar](#) for more information. (Link to calendar: <https://www.oakland.edu/diversity/calendar/>)

PREFERRED NAME POLICY

[OU's Preferred Name Policy](#) ensures a student's university records can use a name that reflects the student's identity (abbreviated name, name change etc.).

SEXUAL MISCONDUCT

Faculty and staff are responsible for creating a safe learning environment for our students, and that includes a mandatory reporting responsibility if students share information regarding sexual misconduct/harassment, relationship violence, or information about a crime that may have occurred on campus with the University. In such cases, the professor will report information to the campus' Title IX Coordinator (Chad Martinez, chadmartinez@oakland.edu or 248-370-3496). Students who wish to speak to someone confidentially can contact the OU Counseling Center at 248-370-3465. Additionally, students can speak to a confidential source off-campus 24 hours a day by contacting Haven at 248-334-1274.

ADD/DROPS

The university policy will be explicitly followed. It is the student's responsibility to be aware of [deadline dates for dropping courses](#) and officially drop the course. (Link to deadlines for dropping courses: <https://www.oakland.edu/registrar/registration/dropornot/>)

FACULTY FEEDBACK: OU EARLY ALERT SYSTEM

As a student in this class, you may receive "[Faculty Feedback](#)" in your OU e-mail if your professor identifies areas of concern that may impede your success in the class. Faculty Feedback typically occurs during weeks 2-5 of the Fall and Winter terms, but may also be given later in the semester and more than once a semester. A "Faculty Feedback" e-mail will specify the area(s) of concern and recommend action(s) you should take. Please remember to check your OU email account regularly as that is where it will appear. This system is to provide early feedback and intervention to support your success. (Link to Faculty Feedback for students: <https://www.oakland.edu/advising/faculty-feedback/>)

EMERGENCY PREPAREDNESS

In the event of an emergency arising on campus, the Oakland University Police Department (OUPD) will notify the campus community via the emergency notification system. The professor of your class is not responsible for

your personal safety, so therefore it is the responsibility of each student to understand the evacuation and “lockdown” guidelines to follow when an emergency is declared. These simple steps are a good place to start:

- OU uses an emergency notification system through text, email, and landline. These notifications include campus closures, evacuations, lockdowns and other emergencies. Register for these notifications at oupolice.com.
- Based on the class cellphone policy, ensure that one cellphone is on in order to receive and share emergency notifications with the professor in class.
- If an emergency arises on campus, call the OUPD at (248) 370-3331. Save this number in your phone, and put it in an easy-to-find spot in your contacts.
- Review protocol for evacuation, lockdown, and other emergencies via the classroom’s red books (hanging on the wall) and oupolice.com/emergencies.
- Review with the professor and class what to do in an emergency (evacuation, lockdown, snow emergency).

Violence/Active Shooter: If an active shooter is in the vicinity, call the OUPD at (248) 370-3331 or 911 when it is safe to do so and provide information, including the location and number of shooter(s), description of shooter(s), weapons used and number of potential victims. Consider your options: [Run, Hide, or Fight](#).

****Syllabus may change at the discretion of the teacher.***

Course Schedule

Week	Topic	Reading Due	Assignment Given	Assignment Due
1 TH 9/6	NO MEETING THIS WEEK. SEE MOODLE (Prof Gould at TIFF)	See Moodle	Project 1: "A little about me"	
2 T 9/11 TH 9/13	Introduction & Syllabus. Defining Short Form ----- Demo Analysis Presentation	See Moodle	Analysis Presentation	
3 T 9/18 TH 9/20	Multi-Cam I ----- Screen Project 1	See Moodle	Project 2: Multi-Cam ----- Project 3: Client Video	Project 1: "A little about me"
4 T 9/25 TH 9/27	Multi-Cam II ----- Presentations A	See Moodle	-----	Presentations A
5 T 10/2 TH 10/4	Short Form Post-Production ----- Presentations B	See Moodle	----- Final Project: Pitch & Treatment	Presentations B
6 T 10/9 TH 10/11	Screen Project 2 ----- Presentations C	See Moodle	Project 4: TBD	Project 2: Multi-Cam ----- Presentations C
7 T 10/16 TH 10/18	Analysis Summary Lecture ----- Working on projects & meeting with the professor		-----	-----
8 T 10/23 TH 10/25	Screen Project 3 ----- Final Project: Pitches		----- Final Project Script	Project 3: Client Video ----- Final Project: Pitch & Treatment
9 T 10/30 TH 11/1	Final Project: Script d1 ----- Working on projects & meeting with the professor	-----	Final Project: Storyboards	Final Project: Script d1

10 T 11/6 TH 11/8	Final Project: Storyboards ----- Working on projects & meeting with the professor		Final Project: Camera & Sound Documents	Final Project: Storyboards -----
11 T 11/13 TH 11/15	Screen Project 4 ----- Working on Final projects & meeting with the professor			Project 4: TBD -----
12 T 11/20 TH 11/23	Final Project: Camera & Sound Documents THANKSGIVING – NO CLASS THURSDAY		Final Project: Production Binder & Assembly Cut	Final Project: Camera & Sound Documents -----
13 T 11/27 TH 11/29	Working on final projects & meeting with the professor ----- Final Project: Production Binder & Assembly Cut		----- Final Project: Rough Cut	----- Final Project: Production Binder & Assembly Cut
14 T 12/4 TH 12/6	----- Final Project: Rough Cut			----- Final Project: Rough Cut
EX WK TH 12/13	Final Project Screening			Final Project