



FILM 220 – Film Production I

Spring 2022

3 credits

Section 1001:

Instructor:

Email:

Office Hours:

Course Objective

This is a beginning course in film and digital production. The course examines the fundamental concepts and dynamics of production, with class projects focused on the hands-on practice of basic filmmaking technique. The objective of the class exercises is to expose the student to the collaborative process and the importance of crew dynamics. Each student should also be able to analyze and critique production dailies, understand the basic elements and concepts of cinema and know the unique vocabulary associated with film and digital production.

Course Outcomes

By the end of the course, you will:

- Use fundamental skills to complete pre-production, principal photography and post-production
- Understand and execute the dynamics of visual storytelling
- Know the essential vocabulary of filmmaking
- Be able to analyze and critique production dailies
- Gain experience shooting digital video

Course Requirements and Evaluation:

- Operator Mechanics: 10%
- In Class Shoot Pre-Production: 10%
- In Class Shoot Dailies: 10%
- In Class Shoot Edit: 10%
- Digital Audio Recordings: 5%
- Guest Production: 10%
- Guest Production Edit: 10%
- Midterm: 15%
- Final Exam: 15%
- Class Engagement: 5%
- **Total: 100%**

(A = 94-100, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 74-76, C- = 70-73, D+ = 67-69, D = 64-66, D- = 60-63, F = 59 and below)

PLEASE NOTE THE FOLLOWING:

Course Format

This course will be held in person. Dependent on the state of the COVID-19 pandemic, some class sessions may be conducted online using Zoom or the class may transition to a fully synchronous online course. Advance notification will be provided if any classes will be on Zoom. If either Zoom classes or in-person classes will be challenging for you, please notify your professors immediately.

Health and Safety

As we conduct classes both in person and online, our first priority is your health and safety. We will be following guidelines established by NSHE and UNLV. If you have questions or concerns regarding any practices in class, reach out to your instructor and/or check with the Department of Film: (702) 895-3547, unlvfilm@unlv.edu.

The instructor reserves the right to change the schedule or requirements for this course. Announcements regarding changes to the syllabus and/or class assignments made during scheduled class times are your responsibility.

Key requirements of production are responsibility and reliability. Showing up when scheduled and being on time are a must. Consequently, attendance in this class will be strictly monitored.

Attendance

Attendance is mandatory in this class. Two unexcused absences will result in the loss of one letter grade for the course. Three unexcused absences will result in a failing grade for the course. Non-medical absences must be cleared BEFORE they occur. Medical or emergency absences must be cleared by the following class.

Every two marked tardy days will count as one unexcused absence. Students arriving more than 20 minutes late to class will be marked as absent.

The attendance policy will be in effect this semester, but it is a unique time and any attendance issues will be addressed on a case by case basis and at the discretion of the instructor. Students who may require long term accommodations may need to provide doctors' notes or apply for academic accommodations with the DRC.

Communication is key – if you are going to be absent or are experiencing any challenges completing any of the course work, please contact me ASAP.

There will be no cell phone use, or texting during class time. Laptops may be used to take notes, but not for emailing. Social networking is not allowed during class.

Couse Materials

In this course, students may be required to read text or view materials that they may consider offensive. In addition, students in the course may post links to their own work or video examples that the instructor does not screen in advance. The ideas expressed in any given material do not necessarily reflect the views of the instructor, the Film Department, the College of Fine Arts, or UNLV. Course materials are selected as an example of stylistic and/or

rhetorical strategies and techniques. They are meant to be examined in the context of intellectual inquiry of the sort encountered at the university level.

Some of the screenings included in this course may contain sexually explicit, violent, and/or disturbing material, all of which will be discussed in an intellectually responsible manner. Such material will be flagged in advance of individual screenings, and alternative assignments will be provided for students who request them.

Environment

UNLV FILM is committed to creating an inclusive and respectful environment for all students. **Whenever physical contact of any kind between performers is anticipated**, individuals coordinating the shoot or rehearsal (directors, instructors, etc.) should outline the nature and rationale of the planned contact, ensure that participants are comfortable with the actions that will occur, and provide alternatives if requested.

All discussions must be conducted in a collegial manner, which means you are respectful and courteous to other students especially when there is a difference in opinion.

Projects

You are required to reshoot or re-edit any project at the discretion of the instructor. Failure to do so will impact your grade for that project.

Late work will be accepted only at the discretion of the instructor and for substantially reduced credit. Late work will be given **at least** a 50% reduction in the overall grade for the project.

Every project will be graded upon whether the techniques being taught are demonstrably and successfully utilized.

1. OPERATOR MECHANICS (10%) – Students will shoot a series of shots out of class that demonstrate various camera operations.
2. IN CLASS SHOOT PRE-PRODUCTION (10%) – Students will complete pre-production materials for a group filming sequence. (To be explained in greater detail.)
3. IN CLASS SHOOT DAILIES (10%) – Students will film a group sequence in class. (To be explained in greater detail.)
4. IN CLASS SHOOT EDIT (10%) – Students will edit the group sequence. (To be explained in greater detail.)
5. DIGITAL AUDIO RECORDINGS (5%) – Students will utilize digital audio techniques to capture sound. (To be explained in greater detail.)
6. GUEST PRODUCTION (10%) – Students will work on a guest production.
7. GUEST PRODUCTION EDIT (10%) – Each student will take the footage from the guest production and edit it.
8. MIDTERM (15%) – A Midterm will be given covering material from the lectures, workshops and assignments.
9. FINAL EXAM (15%) – The Final Exam will be cumulative covering material from the lectures, workshops and assignments.
10. CLASS ENGAGEMENT (5%) – This course requires active participation. There will be in-class activities and shoots in which students will need to assist on other students' projects. Students are expected to attend and be prepared for every class, volunteer and assist with shoots, complete all assignments on time and actively participate and provide feedback in class discussions and activities. Participation includes collegiality,

which means you are respectful and courteous to other students especially when there is a difference in opinion.

The use of guns or other weapons as props in film projects is prohibited. If you have a question about what constitutes a weapon, consult the instructor.

Required Materials

You should expect to spend as much as \$200 in addition to your lab fee for materials and other production related expenses. The following items are required:

- Work Gloves
- Video Capable SD Cards
- Portable Hard Drive
- Headphones
- Batteries for Audio Equipment (dependent on the equipment used in class)
- Closed-Toed Work Shoes to be Worn to Every Class

IMPORTANT

As a film major you will be presented with opportunities to work in the production of your own projects, other student or faculty projects, projects for other classes and even professional projects that will shoot in town. You are encouraged to take advantage of every opportunity to practice and hone your art and craft but not at the expense of your work in this class. Participation in any production outside of this class is not an excuse for failing to complete any and all responsibilities established in this class.

CLASS SCHEDULE:

1/18/2022 WEEK 1

- Introduction
- Art/Craft/Technique
- Visual Storytelling

1/25/2022 WEEK 2

- Shot Psychology
- Camera Moves and Framing
- The Lens

2/1/2022 WEEK 3

- Production Crew – Roles and Responsibilities
- Intro to the DSLR
- **Workshop:** Lens, Camera Basics
- Assignment: Operator Mechanics

2/8/2022 WEEK 4

- The Axis, Staging and Composition
- **Workshop:** Metering and Exposure, Basic Grip and Electric Hands On, Intro Lighting

2/15/2022 WEEK 5

- Brainstorming, Story & Script
- Pitch In Class Shoot
- Pre-production Planning
- Assignment: In Class Shoot Pre-Production
- Assignment: In Class Shoot Dailies
- Due: Operator Mechanics

2/22/2022 WEEK 6

- **Workshop:** Lighting Concepts and Workshop, Mock Shoot
- Due: In Class Shoot Pre-Production

3/1/2022 WEEK 7

- **Shoot:** In Class Shoot
- Due: In Class Shoot Dailies
- Hand Out Midterm Review

3/8/2022 WEEK 8

MIDTERM

3/15/2022 WEEK 9

SPRING BREAK

3/21/2022 WEEK 10

- Review In Class Shoot Dailies
- Digital Editing
- Assignment: In Class Shoot Edit

3/28/2022 WEEK 11

- Workshop: Sound
- Assignment: Digital Audio Recording

4/4/2022 WEEK 12

- Review Crew Roles and Responsibilities
- Guest Production - Intro, Table Read, Crew Assignments
- Assignment: Guest Production Shoot
- Due: Digital Audio Recording

4/11/2022 WEEK 13

- Guest Production - Rehearsals and Prep
- Review Digital Audio Recordings
- Review In Class Shoot Edits
- Due: In Class Shoot Edit

4/18/2022 WEEK 14

- **Shoot**: Guest Production
- Assignment: Guest Production Edit

4/25/2022 WEEK 15

- Semester Review and Catch Up
- Guest Production Editing Lab

5/3/2022 WEEK 16

- STUDY WEEK
- Due: Guest Production Edit
- Review Guest Production Edits

5/10/2022 WEEK 17

FINAL EXAM

UNIVERSITY POLICIES

Public Health Directives

Face coverings are currently mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](#). Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](#), including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](#).

Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. Students are specifically prohibited to record classes without instructor authorization, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be

deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](#) is available.

Disability Resource Center (DRC)

The [UNLV Disability Resource Center](#) (Student Services Complex, SSC-A, Room 143, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. Students who are already registered with the DRC should request their accommodations online each semester, and make an appointment to discuss their accommodations with their instructors.

Final Examinations

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#).

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation](#) website. You can also [ask the library staff](#) questions via chat and text message.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the Missed Classwork policy, under Registration Policies, on the [Academic Policies](#) webpage.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal

arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV's official email system for students and by University policy, instructors and staff should only send emails to students' Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc>, or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](#), located in the Central Desert Complex, Building 3, Room 301 (CDC 3-301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](#).

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

UNLV Land Acknowledgement

UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudinu, or Desert People. We honor

and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.