

# **Video Production Supervisor**

## **Fall 2010 Syllabus**

### **Mr. Manriquez - Room 120 - Hollywood High School**

#### **Course Description**

This competency-based course is designed to provide training in Film, TV, and video production. This semester is the first half of part three of a three-part sequence of courses provides an introduction to film and television production, policy and history, and a review of the practices necessary for gaining entry-level employment in the Film, TV, and video production industry. This course emphasizes the job responsibilities of the production supervisor in the development, pre-production, production, and post-production stages of Film, TV and video projects.

The projects created in this course are the primary source for the annual screening of short student films at the Egyptian Theater, hosted by the American Cinematheque. Additionally, since Hollywood High School is both an Apple Authorized Training Center (AATC) and an Avid Authorized Training Partner (AATP), the coursework for the training and certification in Final Cut Pro 7 and Avid Media Composer 5 will be delivered to students of this course. Both certifications will be available to students in the Spring semester, but prep work begins this semester.

#### **Prerequisites**

A passing score of C or higher in both semesters of either the Video Production Assistant class, the Video Production Crew Member, or confirmation by the instructor.

#### **After School Requirement**

Since this is the advanced production class, the expectations of the products created in the class are the highest of all other media classes offered at Hollywood. Therefore, there is a requirement that each student in the class is to stay after school until 5:05 p.m. on Tuesdays and Thursdays, including shortened days. There may be other after school opportunities outside of the scheduled days, depending on the needs of the current project and the scheduling of the student group.

#### **Required Materials**

- Binder with paper and a separate section for Video Production class
- Pen (blue or black ink)
- Pencil & eraser
- Flash drive for saving of documents
- Email address (LAUSD MyMail - to be provided)

#### **Grades**

The class consists of several group projects, weekly blog entry assignments, writing compositions and quizzes. All projects are graded by group. Each member of the group will earn the same grade. Individual grades will be earned for writing assignments, quizzes, and participation. Each assignment is given a point value. The final grade is based on an average of the total point value of all assignments.

Assessment of the projects will be based on the following:

- Clear and structured story
- Focused and organized project plan
- Followed directions & technical specifications
- Composition & design
- Sound clarity & quality
- Work ethic & on-task (hard work, focus)
- Appropriate pace, timing, & flow
- Appropriate audio choices meeting technical standards
- Legible and technically correct graphics/text
- Strong effort on polish & quality (attention to detail)

### Notes about Grades

- There is no extra credit available.
- Late assignments are not accepted. An extension may only be granted by teacher 24 hours prior to deadline with evidence of progress.
- An assignment not turned in is worth zero (0) points. A failed assignment turned in on time is worth 50% of the total point value of the assignment. Do the math.

### Homework

Homework in this course consists of weekly blog entries and an occasional writing composition based on a screening in class or a field trip. All writing is to be done electronically and turned in electronically. Out -of-class writing assignments that are turned in on paper (even typed and brilliant) will not be accepted and will be graded with zero (0) points.

### Absences/Tardies

Absences, excused or unexcused, will not be allowed to bend the rule on late assignments. Because the majority of assignments are collected electronically, your presence in class is not required to turn in an assignment.

## Scope and Sequence: Semester Overview (Subject to Change)

[\*Asterisk denotes assignment]

### Unit I — Sept. 13 - Oct. 15

#### A. Orientation

Class rules & practices, syllabus; Safety regulations; Behavior & equipment contracts; Professionalism & reliability; Overview of written assignments; Email assignment; Blog Creation; \*Orientation & safety quiz

#### B. Introduction

Industry jobs & positions; Emerging Technology; Project workflow (elements: dev., pre., prod., post.); Individual vs. crew as unit; Cinema vs. Television vs. Video; Narrative vs. Documentary vs. News vs. Commercial; Licensing, fair practices, equal time, ethics; \*Intro Quiz

#### C. Casting

Character breakdown; Casting call protocol; A.L.P. judging

#### D. Set Protocol Review

Detailed film crew positions; Set hierarchy; "Shooting Shouting"; Lighting crew lingo; Hand signals; \*Set Protocol Quiz, \*Screenplay table reads

#### E. Basic Screenwriting Review

Screenplay format review; Finding screenplays to read; Finding the concept; Outline; Treatment; Development; Ear for dialogue; \*Outline due

#### F. Advanced Camera Operation & Composition

\*Basic Camera Operation & Composition Quiz; Lens types and sizes; Prime vs. zoom; Dolly setup & operation; Focus pulling \* Dolly Setup Assessment

#### G. Project Goals

Pre-Production for first two narrative projects written previous school year. Casting, locations, and pre-production packets completed the week of Oct. 11.

## Scope and Sequence: Semester Overview (Subject to Change) [continued]

### Unit II — Oct. 18 - Nov. 19

- A. Video Editing with Final Cut Pro  
Lesson 1: Screening and Marking in the Final Cut Pro Interface; Lesson 2: Editing Clips to the Timeline; Lesson 3: Finishing the Rough Cut; \*Lesson 1-3 Quiz
- B. Grip & Lighting Review  
Safety; Three-point lighting (for interviews only); Essential grip gear; Lights and wattage; The mathematics of electricity; The stinger and how to wrap it; \*Basic Grip & Lighting Quiz; \*Cable Wrapping Assessment
- C. Advanced Camera Operation & Composition Part II  
Crane Setup & Operation; Intro to DSLR camera use; \*Crane Setup Assessment; \*DSLR Quiz
- D. On-Set Audio Recording  
Sound gear; Boom operating; Connections; Camera as recorder; Field sound mixer; \*Audio Quiz; \*Audio Setup Assessment
- E. Screenwriting Part II (Writing a Short)  
Story development; Ear for dialogue; \*Rough Draft Screenplay due
- F. **Project Goals**  
Production for first narrative short due the week of Nov. 15.

### Unit III — Nov. 29 - Jan. 25

- A. Screenwriting Part III (Writing a Short)  
Table reads of each screenplay; Next two projects selected; \*Final Draft Screenplay due
- B. Video Editing with Final Cut Pro Part III  
Lesson 7: Customizing Final Cut Pro; Lesson 8: Capturing and Transferring Footage; Encoding for web; DVD encoding & authoring; \*Lesson 7-8 Quiz; \*Delivery Quiz
- C. Advanced Camera Operation & Composition Part III  
Glidecam setup & operation; Car mount setup; \*Glidecam Quiz & Assessment
- D. **Project Goals**  
Rough cut for first narrative project. Production for second narrative project . Due the week of Jan. 24.

### Unit IV — Jan. 26 - Feb. 11

- A. Video Editing with Final Cut Pro Part IV  
Lesson 9: Applying Transitions; Lesson 10: Mixing Audio Tracks; Lesson 11: Creating Titles; Differences between Final Cut Pro & Avid Media Composer; \*Lesson 9-11 Quiz
- B. Music  
Music selection; Music composition; Rights management
- C. **Project Goals**  
Final Cut for first narrative project; Rough Cut for second project; Casting & Pre-Production packets for third and fourth projects. Due the week of Feb. 7.

**Field Trips**

Due to the generosity of the American Cinematheque, the class will be privileged with a private screening of a classic and/or academically relevant film at the Egyptian Theater once a month. A written composition is assigned based on the film screened at these field trips. If the student is absent from the trip, they are required to find and view the film on their own.

The class will also be taking a walking field trip to Mole Richardson Lighting company for a lighting workshop.

Additional trips TBD.

**Disclaimer**

A small number of the films that are screened for or assigned to the students are rated R. If a parent or guardian has any objections, please contact me by the email address provided below.

**Additional Resources**

Instructor contact info: (323) 993-1700 ext. 120  
[ajm4827@lausd.net](mailto:ajm4827@lausd.net)

School website: <http://www.hollywoodhighschool.net/>

Instruction blog: <http://manriquez-hhs.blogspot.com/>

Post-production links: <http://www.delicious.com/ajmanx>

Texts used in class: Filmmaking for Teens: Pulling Off Your Shorts by Troy Lanier & Clay Nichols  
Film Directing: Shot by Shot by Stephen D. Katz  
Apple Pro Training Series: Final Cut Pro 7 by Diana Weynand  
Professional Editing with Avid Media Composer by Avid Training

### **Class Participation & Behavior Terms and Conditions**

1. Student is allowed to film ONLY at the locations cleared by Mr. Manriquez in advance.
2. Student does NOT have permission to disturb a class, play around on the set or take a student out of a classroom AT ANY TIME.
3. If student is found at a location OTHER than the one permitted by Mr. Manriquez, such action will be considered truancy and must suffer the consequences of truancy.
4. If student makes a disturbance to any classroom, the production will be shut down and he/she will be banned from participating in any other production for the remainder of the class term.
5. Each project is given a group grade. If any member of the group is disturbance to accomplish any project goals, student must report the behavior to Mr. Manriquez immediately.
6. If there are not enough quality shots on the daily footage, it is due to the group not working hard enough. (Equipment failure is the exception.)
7. Student is expected to do his/her best at all times. The standard is absolute professionalism and excellence.

### **Equipment Rental Terms and Conditions**

1. The rental term is overnight, or one weekend when rented on a Friday, to be returned to Room 120 by 7:45 a.m. on the morning of the return date. There will be a fine of \$15.00 if equipment is not returned on time. Rental clearance will be revoked until fine is paid.
2. Student acknowledges that he/she has inspected and received equipment as itemized and it is in good working condition. Student accepts full responsibility to always treat the equipment WITH EXTREME CARE and for the return of said equipment in the exact same condition in which it was received.
3. Student further accepts responsibility for the cost of repairs or replacement necessitated by loss or damage of equipment during this rental period.
4. Student accepts responsibility to report all losses, damages, or malfunctions immediately to the Media Academy, whose sole option it shall be to replace or repair the equipment. All thefts or losses must be reported to the Media Academy within twelve (12) hours of occurrence, accompanied by a police report and a written account of the incident by the Student.
5. If any equipment problem is encountered during the rental period the Student must notify Mr. Manriquez at [ajm4827@lausd.net](mailto:ajm4827@lausd.net).
6. Student agrees to have no repairs performed on rented equipment without the expressed written consent of the Media Academy.

**PLEASE SIGN AND RETURN THIS PAGE**

I have read and reviewed the requirements for this class.

I have read/discussed this syllabus with my child.

I agree to the terms and conditions for class participation and equipment rental.

Student Name (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Contact Number: \_\_\_\_\_

Student Email Address: \_\_\_\_\_

Parent or Guardian Name (Please Print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Parent or Guardian Email Address: \_\_\_\_\_

Additional Contact Info: \_\_\_\_\_