

Video Production Assistant

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 one 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 assistant in the development, pre-production, production, and post-production stages of Film, TV and video projects.

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 three major projects, several mini-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. Basic Camera Operation & Composition

Framing heights (frame size); Camera angles (camera height); Camera movement; Tripod parts, setup & breakdown; The rule of thirds; *Camera Operation & Composition Quiz; *Camera Setup Assessment

D. Basic Video Editing

Macintosh Basics; Interface; Element organization; Overwrite & insert editing; Ingesting; File management; Voiceover recording; Audio importing; Basic animation & graphics (text, scale and position); Exporting; *Basic video editing quiz

E. Project

Poetry Project – Groups of five (5) students will each create a visual representation of their own interpretation of a well known poem. Due the week of Oct. 11.

Unit II — Oct. 18 - Nov. 19

A. Basic Camera Operation Part II

Focus; Exposure; Handheld operation; Zoom vs. Dolly; Multi-subject composition; Tape labeling; *Camera Operation Quiz; *Camera Composition Assessment

B. Basic Screenwriting

Screenplay format (elements); “Show, don’t tell”; Finding screenplays to read; PDF exporting

C. Basic Staging and Blocking (Camera & Subject)

Shot sheet planning; Overhead schematic; Storyboarding; Crossing the line (180°); Slating and shot labeling; *Pre-production packet due

D. On-Set Audio Recording

Sound gear; Boom operating; Connections; Camera as recorder; *Audio Quiz; *Audio Setup Assessment

E. Basic Video Editing Part II

Trimming, Trim Tools; Pacing; “Radio” edit; Split edits (L-cuts, J-cuts); Basic color correction and filtering; *Editing Quiz #2; *Rough cuts delivered and screened

F. Project

The Lumiere Project—Individual students will direct and film a 40-50 second single-shot story based on a group theme. Due the week of Nov. 15.

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

Unit III — Nov. 29 - Jan. 25

A. Basic Screenwriting Part II (Writing a Short)

Finding the concept; Outline; Treatment/"Beat-Sheet"; Development; Ear for dialogue; *Rough Draft Screenplay due

B. Proper Set Protocol

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

C. Post Production Delivery

Encoding for web; DVD encoding & authoring; *Delivery Quiz

D. Project

"The Interrogation"—Students will stage and film a one-page Film Noir police interrogation scene. Due the week of Jan. 24.

Unit IV — Jan. 26 - Feb. 11

A. Basic Grip & Lighting

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

B. Project (Not integrated)

Individuals will create a five-shot video (edited in camera) with specific obstructions. 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.

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

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

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.
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: _____