Mission Statement:
Our mission is to serve as a leading center of Christian thought and action providing an excellent education from a biblical perspective and global context in pivotal professions to equip Christian leaders to change the world.

COURSE SYLLABUS

SCHOOL OF COMMUNICATION & THE ARTS
DEPARTMENT OF CINEMA-TELEVISION

COURSE CTV 527
THE PRODUCTION PROCESS: SCRIPT TO SCREEN
Summer
2014
Monday - Friday: 9a-12p,
5/5 – 5/23, 2014
LOCATION: TBD

INSTRUCTOR INFORMATION

Instructor: Lorene M. Wales, Ph.D.
Phone: 352-4209
Fax: 352-4275
E-Mail: loredur@regent.edu
Office Hours: TBD
Office Location: COM 264

All students are required to read and have a thorough understanding of the syllabus. Any questions or concerns need to be addressed to the instructor.
GREETINGS!
You are about to embark on an exciting, exhausting, exhilarating journey into the production process for film and video. You gotta love the process, it takes 20 to sometimes hundreds of people to put together thousands of details, before even getting off one shot. After that there are thousands more tasks, decisions and activities that lead to a film being seen up on the big screen. Making a film is hard work, long hours, and oftentimes quite boring. However, if you master the process, and do so with your Christian heart intact, there’s nothing impossible for you in this industry.

YOUR INSTRUCTOR
Before coming to this school, I spent over 20 years, working in or studying the craft of filmmaking. Most of my career was spent in Los Angeles, California, where I worked on everything from low budget independent features to big budget motion pictures. I started out as a production assistant and worked my way up to producing throughout the years. I’ve worked with starving actors and A list stars. With God’s grace I will impart to you all that I have learned.

COURSE DESCRIPTION
Survey of the work of the organizational core of production crew, including the unit production manager, the first and second assistant directors, the production office coordinator and the production auditor. Learn how a film is managed from producing and logistical point of view during production.

RATIONALE/COURSE OVERVIEW
This course will teach the duties, paperwork and practicalities of all departments in single camera pre-production, production, wrap, and post-production. Each week will cover a different department, taking it from pre-production, through wrap and post (if applicable). The course will also cover setting up a production office, doing location scouts, dealing with unions and guilds, running the set, directing background, Station 12’s, Taft-Hartley’s, etc. These areas will be discussed in terms of professional standards as well as how to produce here at Regent. Emphasis will also be placed on the different routes leading to different jobs, how to apply for them and obtain work in different areas of production. Also, this course is designed to train student producers, production managers and assistant directors for work on Regent University projects. This will entail applying the general topics outlined above to the specific context of how Regent Pictures operates.

Integration of Faith and Learning

There are two scriptures, upon which this class is based:

1 Timothy 3:13 “Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.”
1 Chronicles 1:10 “Give me wisdom and knowledge, that I may lead this people, for who is able to govern this great people of yours?"

First, as a Christian leader, or, future producer, UPM, or 1st AD, you must learn to be a servant. Only those with a servant heart will be able to lead entire crews of anywhere from 50-200 people (sometimes even more!). This class will teach servant leadership which starts with the student’s heart attitude and knowledge of scripture. Second, it is not only knowledge of the production process, but also wisdom, sometimes our own, but mostly that which is given by God in prayer that will sustain the Christian leader in the stressful, exhausting, yet rewarding world of filmmaking. This class will give emphasis to how the power of prayer, coupled with a brilliant knowledge of the process will lead to great leadership.

**PREREQUISITES**

There are no prerequisites for this course.

**DEPARTMENTAL (CINEMA-TELEVISION) PROGRAM OUTCOMES**

1. **Christian Worldview:** Biblically-based exploration of the impact of cinema-TV on the audience and/or creators.
2. **Academics:** To maintain a creative educational experience where students learn through scholarship and the creation of artistic projects that examine and reflect our ever-changing industry.
3. **Christian Community:** To foster an environment in and out of the classroom that promotes the principles of a Christian community.
4. **Global Competence:** To critically examine through scholarship and creative projects the aesthetics and techniques of artists and artifacts (in film, video, internet, etc.) from various cultures.
5. **Stewardship:** To teach the biblical and professional principles of faithful stewardship through scholarship and practice.

**COURSE (THE PRODUCTION PROCESS: SCRIPT TO SCREEN) OUTCOMES**

- **Outcome:** To learn how a professional set is run so that student film shoots may be raised to a professional level.
  - Assessment: Semester project (film) and paperwork assignments.
- **Outcome:** The student will learn how each job in single camera productions work, what the position is like and what the student might expect of that position.
  - Assessment: Midterm Exam
- **Outcome:** To introduce the student to an integration of Christian faith and the practicalities of working in film and television. Handling stress in the film workplace is a unique situation, unlike other businesses. It is the goal of this course that the student leaves with an understanding and the skills to participate successfully as a Christian witness and leader in the film and television industry.
  - Assessment: Class discussion and assessment.
• Outcome: To elucidate the standard practices of organizing a motion picture project.
  o Assessment: Paperwork assignments, including Call Sheet & Production Report.

COURSE MATERIALS

REQUIRED TEXTS


The Regent University Production Manual (Regent website)

The above will be supplemented by handouts and (or library reserve materials to be specified by the instructor as they become available).

RECOMMENDED RESOURCES

  Oumano, Elena. Film forum thirty-five top filmmakers discuss their craft. New York: St. Martin’s Press, 1985

WEBSITES

The Internet Movie Database – www.imdb.com
Regent Production office website - http://www.regent.edu/acad/schcom/production/
COURSE REQUIREMENTS AND ASSIGNMENTS

This class has a Blackboard presence, where you will find the syllabus, lectures (power points), handouts, assignments and grades. Announcements will also be posted throughout the semester. Make a habit of checking the Blackboard section of this course.

ASSIGNMENT SUBMISSION

All assignments, except noted, must be submitted in the ASSIGNMENT section of Blackboard. Assignments not submitted by the due date, without an approved extension will automatically receive a “0” grade (whether they were submitted late or in the wrong section of Blackboard).

INCOMPLETE & IN-PROGRESS GRADES

Students desiring an incomplete must submit their request to the course instructor and academic dean prior to the end of the term. An incomplete grade will be given in a regular course only for legitimate deficiencies due to illness, emergencies or extraordinary reasons acceptable to the professor, including equipment breakdown and shortages, and not because of neglect on the student’s part. Incompletes require the final approval of the school dean or his/her authorized representative. A regular grade will be given by the instructor if all requirements for the course are submitted by the end of the following academic term. The instructor will submit the new grade to the Registrar’s Office no later than two weeks after the beginning of the subsequent term. If all work is not submitted by the end of the term following the granting of the incomplete, a grade of FX (NP on pass/fail courses) will be posted automatically unless a Request for Extension of Incomplete has been approved and submitted to the Registrar’s Office. The FX shall be counted as an F in the computation of the GPA. Any student desiring reinstatement to the course after an FX or NP has been posted must register for the course in a subsequent term and pay the full current tuition for the course. In progress grades can only be given for independent studies, internships, practica, portfolios, theses and dissertations.

Unless stated by the instructor in class, all assignments are due on the date stated in the syllabus at the beginning of that class period. Late assignments will be graded down one letter grade for each day they are late without an approved extension. Except in cases of emergency, requests for extension must be made to the instructor at least twenty-four hours before the assignment is due. Be prepared to defend your reason why you need the extension. Remember, deadlines in the film business are taken very seriously. This class, in preparing students to work professionally will take the same attitude.
**Integrity of Scholarship & Grades**

The Regent University Graduate Catalogue contains the following statement: “A community of teachers and scholars recognizes the principles of truth and honesty as absolutely essential. The expectation at Regent University is that these principles will be rigorously followed in all academic endeavors, including the preparation of class reports and papers, giving and taking of examinations, and in protecting the validity of assigned grades. This assumes that all work will be done by the person who purports to do the work without unauthorized aids. Instructors will exercise due diligence in planning and supervising the academic program so that the principles of truth and honesty are encouraged.” Students are also expected to abide by the Regent University Academic Honor Code, which may be found at the following link:

http://www.regent.edu/general/search.cfm?cx=015260434767810659159%3Aveny9baf38&cof=FORID%3A11&q=academic+honour+code&send.x=0&send.y=0&send=search#1094

**Instructor Availability**

My office is located at room 264 in the Communication building. If you need to meet with me, an appointment may be made by calling me at 352-4209, or via e-mail, loredur@regent.edu. If you need to email me with a question or concern, you must include the course number, name and your name in the subject line of your email. For instance, CTV 527-Mary Smith.

**Course Evaluation**

Important note: At the end of the semester you will receive an email with your course evaluation. University policy requires that all students submit a formal student evaluation of teaching form at the end of the academic term.

**Assignments**

1. **Textbook readings** – Reading the textbooks in this class is essential. I will verbally quiz the class on the readings throughout the semester. A list of assigned readings and their due dates can be found in the Course Schedule below.

2. **Discussion boards** - There are no discussion board assignments in this course. However discussion forums will be set up for students to network for their semester film project.

3. **Camera Report Summary Sheet** 50 pts.
   **Script Supervisors Summary Sheet** 50 pts.
   **Call Sheet** 100 pts.
   **Production Report** 100 pts.

Students will fill out these forms based on information provided in class. Students will be graded on accuracy in the reports as well as appearance. All of the above reports are to
be submitted on paper, in class by the due date.

Résumé’s 100 pts.
Students will hand in their own resumes based on previous work done at Regent, or any previous professional work. Resumes will be returned to students the following week with feedback. Grades are based on creativity, professionalism and appropriateness to the film industry. Resume’s are to be submitted on paper, in class by the due date.

4. Production Files 100 pts.
Students will submit Production Files from their productions. Files will be graded on thoroughness, professional appearance and organization. Files may be submitted on paper or electronically via a zip file on blackboard.

5. Final Class Project 400 pts.
Students are required to produce a 5-minute production, shooting on video. The student is to provide the instructor with call sheets PRIOR to each shooting day and production reports are to be turned in the first class following the last day of principal. The student’s grade will be based on the required paperwork, ability to handle the cast and crew, ability to deal in a Christ-like manner with cast and crew and the artistic merit of the final project. Screening of final projects will take place in two phases. The initial screening will take place on Class 12 (200 pts). After verbal feedback from the instructor and students, students will come back with a polished product (only professional looking DVD packaging is acceptable, 200 pts).

Students are encouraged to either write their own scripts, seek out writing students for a script, or partner with a directing student for this final project. Regardless, the final project must have substance, depth, maturity and heart. Students will be asked to articulate in class the message or point of the film.

For purposes of the class, I, the instructor am your mentor (NOT your Executive Producer). I will expect a professional performance on this project and grade accordingly.

Note: Students however should not give the instructor executive producer credit on their films.

6. Participation 100 pts.
Students will be graded on participation in class and on class projects. Depending on class size, students will be required to crew a number of other projects being shot for this class.

TOTAL GRADE POINTS 1000 pts.
EVALUATION AND GRADING

A. Weight

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Camera Report Summary Sheet</td>
<td>50 pts.</td>
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<tr>
<td>Script Supervisor’s Summary Sheet</td>
<td>50 pts.</td>
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<tr>
<td>Call Sheet</td>
<td>100 pts.</td>
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<tr>
<td>Production Report</td>
<td>100 pts.</td>
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<tr>
<td>Resume</td>
<td>100 pts.</td>
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<tr>
<td>Production Files</td>
<td>100 pts.</td>
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<tr>
<td>Final Class Project (1st Screening)</td>
<td>200 pts.</td>
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<tr>
<td>Final Class Project (Final Screening)</td>
<td>200 pts.</td>
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<tr>
<td>Participation</td>
<td>100 pts.</td>
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B. Grading Scale

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<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>930-950</td>
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<td>B+</td>
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<td>B</td>
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COURSE SCHEDULE
The schedule below includes the due dates for all assignments in this course. It is recommended that you place this Course Schedule in a convenient place and refer to it each week of the course. You need to follow it closely, as late assignments may be subject to a grade reduction.

Class 1: May 5
Role of the Producer

Class 2: May 6
The Production Staff

Class 3: May 7
Pre-Production and the Production Office

Class 4: May 8
Running the Set

Class 5: May 9
Call Sheets, Script Supervising

Class 6: May 12
Camera & Sound Department

Class 7: May 13
Production Reports

Class 8: May 14
Grip & Electric Departments

Class 9: May 15
Locations, Casting, Stunts and Post-Production

Class 10: May 16
SP FX, Paperwork, Publicity

Class 11: May 19
Resumes, Networking, Art Department, Transpo.

Class 12: May 20
Makeup & Wardrobe

Class 13: May 21
Screening
8/9/12

Class 14: May 22
Unions, Guilds, Set Safety & Protocol

Class 15: May 23
Final Screening
NOTE: While all chapters of each book are not assigned, students are highly encouraged to read all chapters of each book.

DEPARTMENT RESOURCES

See Websites under Course Materials.

UNIVERSITY POLICIES AND RESOURCES

Please review the following links for important information on University policies:

- Academic Calendar/Registrar Information
- Bookstore
- Honor/Plagiarism Policy
- Regent Library
- Student Services (includes links to student handbook, disability services, University calendar, University Writing Center, etc.)
- Technical Support – University Helpdesk
- Grading Policies (incompletes, extensions, IPs, etc.)
- Student Course Evaluations
- Disability Statement – the student is responsible for contacting the Disability Services Coordinator (stodd@regent.edu) to request accommodations, provide necessary documentation, and make arrangement with each instructor. The following website is designed to help our disabled students learn of their rights and responsibilities with regard to disability services. The site also has resources for faculty to become better informed of their responsibilities toward the disabled students in their classes. www.regent.edu/admin/stusrv/student_life/disabilities.cfm

Last Updated: 8/9/2012

At times, due to unforeseen circumstances, course materials may be subject to change. Please check with your professor to insure you have the most recently updated Syllabus for this course.

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