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 # CTVU 496
SENIOR PROJECT

SPRING, 2011
COURSE LOCATION: ON CAMPUS
9-11:55 AM THURSDAYS
COMM 146

INSTRUCTOR INFORMATION
INSTRUCTORS: BOOKER T. MATTISON, PAM MILLER
FAX: 757-352-4275
E-MAIL: bmattison@regent.edu, pmiller@regent.edu
OFFICE HOURS: MATTISON (352-4014): TUES 1P-4P, WED 10A-1P
MILLER (352-4743): MON 1:30-4:30P, TUES 3:30P-5P, WED 3:30P-5P
OFFICE LOCATIONS: COMM FACULTY SUITE

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!

Well, you’re finally here, you’ve taken most of your courses and have a good handle on how to put a production together. Now it’s time for you to take all that you’ve learned, and prove you have what it takes to make it in your chosen field. You will make a great film or write a great screenplay this semester, create a great TV feature segment or write a pilot episode. You can count on God’s leading and guidance as you ask Him for His help. You will have your instructors with whom you can consult. We look forward to seeing what great stories you have to tell as you finish your time here at Regent.

Course Description

Culminating project and capstone course for Bachelor of Arts students anticipating graduation within two semesters. Consists of research and production of a short film, a script or television segment with supervision and mentoring by the faculty.

Rationale/Course Overview

As students graduate with a BA degree, they are faced with the inevitable question, how do I get a job? One of the calling cards for getting a job in the industry is good demo reel or portfolio of work, accompanied by a great work ethic and stellar reputation. This course, as your culminating project is intended to guide you in the steps of making one final film or writing one final screenplay, or producing a television segment; one that will make your reel or portfolio stand out from the thousands out there! And it will, if you take the time to produce something this semester that is intriguing, interesting, riveting, doable and something that brings glory to God.

Following is an Outline of the Senior Project Process

Write a proposal for the project consisting of the following:

Filmmakers:

a. Proposal
b. Script
c. Budget
d. Pre, Production and Post-production calendars

DP’s:

a. Script
b. Statement of Photographic Design
c. Rough Lighting Grids

d. Pre, Production and Post-production calendars

Editors:

a. Script
b. Post-Production Calendar
c. Post-Production Workflow

d. Pre, Production and Post-production calendars

Screenwriters:

a. Treatment (one-page)
b. Statement (5 pages answering why you want to write this screenplay)

d. Pre, Production and Post-production calendars

tv producers or directors

a. Proposal
b. Script
c. Budget
d. Pre, Production and Post-production calendars

Only when the proposal is approved, may you proceed with shooting the project.

Write, shoot and edit and complete the project.
Participate in the end of semester screening with a FINISHED product.
In addition to your final project on DVD, you are required to turn in deliverables, which may contain the following:

Filmmakers (Production Files):

- a. Final Script
- b. Budget Report
- c. Copies of Storyboards
- d. Copies of Lighting Grids
- e. Crew and Cast List
- f. Legal Documents

Note: All production files are to be copies only; you need your originals so hang on to them.

Editors & DP’s and TV Directors:

- a. Final Cut only

Screenwriters:

- a. Final draft of script
- b. Final Treatment

Television Producers

- a. Final Script
- b. Budget Report
- c. Copies of Lighting Grids
- d. Crew and Cast List
- e. Legal Documents

PLEASE NOTE: The senior project process is a very important one for the graduating student and completion of the entire process is necessary for graduation.

SENIOR PROJECT PARAMETERS

Projects must be no longer than 5 minutes in length, with a 3-minute minimum. Projects may be narrative, documentary, music video, feature story, commercials, etc. Students must produce and/or direct their own projects. Students may collaborate with other students in a producer/director partnership. Scripts must be approved by the instructor. All documentaries, feature stories and music videos must have a partial script included in the proposal.

For script writers: Scripts must be either feature film length or for television, a one-hour format with series bible, or a 30 minute format with series bible.

Projects must be completed by the end of the semester in order for the student to graduate.

INTEGRATION OF FAITH AND LEARNING

In the Bible, 1 Timothy 3:13 states, “Those who have served well gain an excellent standing and great assurance in their faith in Christ Jesus.” This class is framed in the worldview that servant leadership is the ideal model for working on a film or television shoot. Students will be expected to serve with this attitude.

Romans 10:12, states, “For there is no difference between Jew and Gentile – the same Lord is Lord of all, and richly blesses all who call on him.” This course intends to integrate faith and learning by teaching the student in two areas. First, the student will be taught the qualities of excellence and will be given the tools to achieve said excellence. Second, the instructors stand by this scripture. There is no student above another, regardless of their position on the shoot. All shoots will be conducted in a
collaborative manner.

**PREREQUISITES**

There are no pre-requisites for this course; however, students should have taken the majority of courses in the Cinema-Television major. Students enrolled in this class should be in their last or next to last semester.

**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 (SENIOR PROJECT) OUTCOMES**

- To serve as a capstone experience for the Bachelor of Arts student through supervision of a short film or video production or full length script.
  Assessment: Final screening of semester project.

- Excellence in a final project in terms of story, cinematography, sound, editing, production design, directing, producing and actor’s performances.
  Assessment: Final semester project.

- Students will have a thorough understanding of the process of making a short film or video.
  Assessment: Production meetings, assignments and reports.

- Students will experience the rigors of making a short film or video with a limited budget and within a limited time frame.
  Assessment: Participation in the final project and fellow students’ projects.

**COURSE MATERIALS –**

*No required text*

Own or have access to a non-linear editing system.

Funds to purchase stock, catering and craft services for 2-3 days of shooting.

Regent Production Manual: [http://www.regent.edu/acad/schcom/production/forms.htm](http://www.regent.edu/acad/schcom/production/forms.htm)

Recommended Resources:

Production forms that you will need to use can be found on the CTV web page:

[http://www.regent.edu/acad/schcom/production/](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 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%3Aysen9baf38&cof=FORID%3A11&q=academic+honor+code&send.x=0&send.y=0&send=search#1094

INSTRUCTOR AVAILABILITY

Professor Mattison and Professor Miller’s offices are located in the faculty east office in the Communication building. If you need to meet, an appointment may be made by calling or via e-mail. Contact information is included on the front of this syllabus. Please include the course number, name and your name in the subject line of your email. For instance, CTVU 496-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. Completion of this form is mandatory.

Materials

A. Discussion boards
   1. A production forum has been created in Blackboard to help facilitate communication and sharing of information among students.

B. Assignments
   1. Pitches: Students are to come to class with at least 3 pitches for their final project. Pitches are to be written down and submitted in the proper ASSIGNMENT section of Blackboard.

   2. Script: Students are to present a 3-5 minute script, or partial script, or storyboards (music video) or treatment in class. The script must be in standard screenplay format and will be read in class. Students should expect a thorough critique of the script and be prepared to re-write as per feedback from the instructor. Students are also to submit the script in the proper ASSIGNMENT section of Blackboard.

   3. Proposal: Students are to prepare a proposal outlining the parameters of the production, which includes, but is not limited to production calendar, storyboards, production schedule and crew list (see Outline for the Senior Project Process for specifics).

   4. First Cut: Filmmakers, Editors, and DP’s are to come to class with a first cut of the final project on DVD. Students should be prepared for a thorough critique and be prepared to edit as appropriate. Projects must have sound, but need not have a sound mix or color correction at this point.

      Step Outline: Screenwriters are to come to class with a step outline of their final script.

   5. Production Paperwork: Students are to turn in production paperwork as discussed in class.

      Draft: Screenwriters are to come to class with a rough draft of the completed screenplay. Other deadlines will be set for writers as needed.

   6. Completed Film or Video: Students are to come to the final screening with a completed film, including color correction a final sound mix and proper packaging, on DVD. Screenwriters are to come with a completed screenplay.
7. **Participation and Attendance**: Students are expected to attend each class. Students are also required to work on at least one other student’s project besides their own (from this class). Proof of this must be submitted in the proper ASSIGNMENT section of Blackboard.

**EVALUATION AND GRADING**: Points Scale

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<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93–100</td>
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<td>90-92</td>
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<td>87-89</td>
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<td>B</td>
<td>83-86</td>
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<tr>
<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<td>73-76</td>
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<td>70-72</td>
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<tbody>
<tr>
<td>15</td>
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<td>Pitches</td>
<td></td>
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<tr>
<td>15</td>
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<td>Script/Treatment</td>
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<tr>
<td>15</td>
<td></td>
<td>Proposal</td>
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<td>15</td>
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<td>First Cut/Step Outline</td>
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<tr>
<td>15</td>
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<td>Production Paperwork/Draft</td>
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<td>Completed Film/Video/Script</td>
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<td>10</td>
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<td>Participation and Attendance</td>
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<td>TOTAL</td>
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**COURSE SCHEDULE (WEEK-BY-WEEK)**

<table>
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<tr>
<th>WEEK</th>
<th>SUBJECT</th>
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</thead>
<tbody>
<tr>
<td>Week 1 - 1/6</td>
<td>Introduction, review of Syllabus, Final Project Discussion</td>
</tr>
<tr>
<td>Week 2 – 1/12</td>
<td>PITCHES</td>
</tr>
<tr>
<td>Week 3 – 1/19</td>
<td>SCRIPTS/TREATMENT</td>
</tr>
<tr>
<td>Week 4 – 1/26</td>
<td>PROPOSALS</td>
</tr>
<tr>
<td>Week 5 – 2/3</td>
<td>LOCATIONS /CASTING/CREW</td>
</tr>
<tr>
<td>Week 6 – 2/10</td>
<td>PRE-PRODUCTION- meet with your producer/director/ writer</td>
</tr>
<tr>
<td>Week 7 – 2/17</td>
<td>PRODUCTION MEETING- meet with your crew</td>
</tr>
<tr>
<td>Week 8 – 2/24</td>
<td>GO SHOOT IT!</td>
</tr>
</tbody>
</table>

*Feb 28 to Mar 6 - Modular Week – NO CLASS*
Week 9 – 3/10  GO SHOOT IT!
Week 10 – 3/17  PRODUCTION MEETING with professors
Week 11 - 3/24  PREPPING FOR POST
Week 12 - 3/31  FIRST CUT DUE
Week 13 – 4/7  PRESS AND PACKAGING
Week 14 – 4/14  FINAL SCREENING
Week 15 - 4/21  FINAL SCREENING (cont.)

DEPARTMENT RESOURCES

See recommended resources.

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 assistant director of Student Services at 757.352.4486 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](http://www.regent.edu/admin/stusrv/student_life/disabilities.cfm)

I have read and understand the syllabus.

Last Updated: 11/19/2010

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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