



FLORIDA
ATLANTIC
UNIVERSITY

COURSE CHANGE REQUEST Undergraduate Programs

Department SCMS
College Arts and Letters

UUPC Approval 2/26/24
 UFS Approval _____
 SCNS Submittal _____
 Confirmed _____
 Banner Posted _____
 Catalog _____

Current Course Prefix and Number RTV 3531

Current Course Title
Video Production

Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.

Change title to:
Digital Film Production

Change description to:

Change prefix

From: _____ To: _____

Change course number

From: _____ To: _____

Change credits*

From: _____ To: _____

Change grading

From: _____ To: _____

Change WAC/Gordon Rule status**

Add Remove

Change General Education Requirements***

Add Remove

*See Definition of a Credit Hour.

**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.

***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

Change prerequisites/minimum grades to:

Change corequisites to:

Change registration controls to:

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

Effective Term/Year for Changes: Fall 2024

Terminate course? Effective Term/Year for Termination:

Faculty Contact/Email/Phone Christopher Robe <crobe@fau.edu>

Approved by

Department Chair CB Mills
 College Curriculum Chair E. H. Hagan
 College Dean _____
 UUPC Chair Korey Sorge
 Undergraduate Studies Dean Dan Meeroff
 UFS President _____
 Provost _____

Date

1/26/2024
5 FEB 2024
 2/8/24
 2/26/24
 2/26/24

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

RTV 3531 (15863)

Digital Film Production

Fall 2023

Thursdays, 9:00AM-12:50AM

Location: Arts & Letters Boca, Room 240

Instructor: Danyelle Greene, PhD

Email: greened@fau.edu

Office Location: CU 219

Office Hours: Tu/W 12:00-2:00PM by appointment

Course Description

This course will introduce students to the basic principles of visual and audio communication with an introduction to field techniques and equipment. We will explore the basics of photography, camera functions, nonlinear editing, media analysis, and filmmaking practice. Students will work individually and in groups to write, shoot, and edit their own projects. Topics include digital film and audio recording technology, principles of composition, lighting, and editing. Students will gain experience planning, shooting, and editing nonfiction and fiction digital film through hands-on exercises, projects, and assignments. This course will ultimately facilitate the development of technical competence, personal voice, point of view, and professionalism.

Course Objectives

- Understand principles of visual storytelling through hands-on planning, capturing, and editing audio-visual stories.
- Develop or improve knowledge/skills in contemporary digital media production technology and operation of cameras, audio, lighting, and other production equipment.
- Gain appreciation for the aesthetics of sound and image production.
- Improve literacy in the “language” of cinema, including shot composition and continuity editing.
- Develop or improve skills in digital nonlinear postproduction.
- Gain a greater understanding of storytelling in narrative and non-narrative visual productions.

Required Texts

There is no required text for this class. Readings for the course may include book chapters, journal articles, and other materials that will be made available/distributed on Canvas.

*Recommended Texts:

- *How Not to Make a Short Film*, Roberta M. Monroe (available [online here](#))
- *In the Blink of an Eye*, Walter Murch
- *Filmmaker's Handbook*, Steven Ascher & Edward Pincus

* [Short of the Week](#) is a recommended website/source for short films from a variety of genres

Required Software

Adobe Creative Cloud - Photoshop, Illustrator, Audition, Premiere, After Effects, InDesign

*These are provided in the labs, but a personal subscription is recommended

<https://www.adobe.com/creativecloud/buy/students.html>

*[FAU Libraries](#)' software availability

Materials/Supplies

- External Hard Drive (1TB minimum)
- 2 – Class 10 32GB SD Cards
Not MicroSD Cards
- 2 – 32GB Flash Drives
- Headphones (NOT noise-canceling or Bluetooth)
- Mac or PC with up-to-date software
- Nonlinear Editing Software (Premiere, Final Cut Pro, Audition, Audacity)

Important University Dates – Fall 2023

08/24/23	First Day of Digital Film Production
08/25/23	Last Day to Add Drop
09/04/23	Labor Day (University Closed)
10/13/23	Mid-Term Grades Posted
10/27/23	Last Day to Drop with a “W”
11/10/23	Veteran’s Day (University Closed)
11/22/23 – 11/26/23	Thanksgiving Break (University Closed)
12/02/23	Classes End
12/04/23 – 12/06/23	Reading Days
12/07/23 – 12/13/23	Finals

Note: You can find the condensed version of this expanded syllabus [here](#).

Course Assignments

Project #1 – Spatial Abandonment

For this assignment, students will develop a moving image portrait of a space that has been abandoned, or a space that is quietly nestled in a corridor of a city. Spatial abandonment can be an alley, dead end, abandoned building, hallway, underpass, rural dwelling, urban dwelling, empty room, etc. Students will use cinematographic techniques to audio-visually represent the character of the space. **There should be no people in the frame of your shots.** The purpose of this assignment is to develop your visualization skills and demonstrate your understanding of the intersection of content and form. Allow us to see the location with a new perspective (through a new lens). Thoughtful/intentional consideration of aesthetic and technical capabilities such as color, light, line, movement, diegetic (non-diegetic) sound, editing, and so on will be essential to representing the character of the space you choose. Thus, these are key to the successful completion of the assignment. The total runtime (TRT) of the final cut should be 3-5min.

Project #2 – Self-Portrait

For this assignment, students will develop a moving image portrait/sketch of themselves. This project is grounded in the tenets and techniques of first-person cinema—a practice in which filmmakers must think critically about self-representation, point of view, and the screen. For this project, you should avoid the “A Day in the Life...” approach. Instead, your goal is to capture a form of yourself using the content and form of cinema. You do not have to include your face, but the project must include some element of the filmmaker (i.e. hand, foot, eyes, etc). A variety of techniques in sound design, lighting, composition, editing, and so on should be used thoughtfully and creatively in this assignment. The total runtime (TRT) of the final cut should be 3-5min.

Project #3 – Open Concept

For this project, students can choose to create a documentary, narrative, or experimental film. You are free to create a project on the topic of your choosing. It can be factual, fictional, personal, objective, subjective, etc. *However, you may NOT create a mockumentary for this assignment.* Students will work in production groups (consisting of 2-3 students) through the pre-production, production, and post-production of this project. The total runtime (TRT) of the final cut should be 5-7min.

Class Engagement (Attendance, Participation & Critiques)

Attendance and participation are essential to learning in this course. All students must be “present” in class—arrive on time, be prepared for discussion, participate in small group activities and class discussions. We will regularly conduct in-class critiques of student projects throughout the semester. Students are expected to ask questions and give constructive feedback to their peers that will aid in improving their films. This is a learning environment, and we are all a part of this learning process. For this reason, this part of the class is crucial, and it is imperative to be in class to participate.

Note: In order to promote a productive learning environment, students should try to raise questions and comments in constructive, thoughtful, and sensitive ways. Remember that it’s alright to disagree with each other. The purpose of dialogue and discussion is not to reach a consensus, nor to convince each other of different viewpoints. Rather, the purpose of dialogue in the classroom is to reach higher levels of learning by examining different viewpoints and opinions. (See also Class & Lab Rules)

This part of the overall course grade is based on attendance, group participation in projects (peer evaluations), and in-class participation. (See also Attendance Policy)

Quizzes, In-Class Assignments, Exercises & Workshops

There are four production quizzes scheduled during the semester. They may be written or hands-on. Questions may be derived from lectures, discussions, workshops, and readings. Also during several classes throughout the semester, students will participate in several in-class assignments designed to provide hands-on practice for specific skills such as media management, camera techniques, basic lighting, and editing. These assignments will familiarize students with basic audio-visual techniques and styles. **All deliverables from in-class assignments and/or workshops should be submitted on Canvas by the next class period.**

Assignment Upload

All production work should be uploaded either directly to Canvas OR via a ONE DRIVE LINK provided on Canvas. Each audio/visual project will have a hyperlink to the respective assignment’s subfolder to upload. Make sure all material is labeled in this way:

[Last Name]_[Project# or Assignment Name]_[Deliverable Type]_[DateMMDDYY]

For example: Greene_Project1_FinalCut_080123

Assignments will be due Thursdays by 9:00AM at the start of class (unless otherwise noted). Failure to adhere to this naming format and deadline will result in point deductions.

Grading

Assignments	Percent of Final Grade
In-Class Assignments & Workshops	15%
Project #1: Spatial Abandonment	15%
Project #2: Self-Portrait	20%
Project #3: Open Concept	25%
Production Quizzes	15%
Class Engagement (Attendance, Participation & Critiques)	10%

Grading Scale

Letter Grade	Letter Grade	
A	94 - 100%	Outstanding Work
A-	90 - 93%	Very Strong Work
B+	87 - 89%	Great Work
B	83 - 86%	Good Work
B-	80 - 82%	Satisfactory Work & Effort
C+	77 - 79%	Satisfies Course Requirement
C	73 - 76%	Less than Adequate
C-	70 - 72%	Not Sufficient
D+	67 - 69%	Student Failed to Meet Course Requirements
D	63 - 66%	Student Failed to Meet Course Requirements

Letter Grade	Letter Grade	
D-	60 - 62%	Student Failed to Meet Course Requirements
F	Below 60	Student Failed to Meet Course Requirements

Assignment Completion & Late Policy

All assignments are due on the dates listed in the course schedule. Making deadlines is key to professionalism. ***Late assignments will be subject to a penalty deduction of 15%*** unless prior permission is granted by the instructor for an extension. For late assignments related to excused absences, reasonable accommodations will be made for students to make up missed/late assignments with no penalty to the student's grade as a direct result of the absence. In general, assignments submitted later than a week following the established due date may not be accepted or may be subject to compound penalty deductions.

Class & Lab Rules

Switch your phone to silent and put it away for the entirety of the class (unless used during in-class activities). Laptops and tablets should only be used to take notes or to complete in-class exercises/assignments.

No food or drink allowed in computer classrooms or labs. If you bring water, please make sure it remains in the main community area far away from any computer equipment. You are responsible for any damage to equipment if you violate this rule.

Clean up your work area of any trash following class.

Save all files on YOUR external drive – not on public/lab computers. Work saved on public/lab computers may be wiped and will be unretrievable.

Follow proper safety procedures during production. You are responsible for the safety of the equipment, your crew, and yourself. Act accordingly.

Do not wear open-toed shoes during class or productions.

Show respect to your fellow students. Do not get personal with any critiques. Maintain civility and respect the diverse backgrounds and perspectives of your classmates. Honor different opinions. Again, it is alright to disagree with each other. However, discussions must be

conducted in a way that promotes a productive, insightful, and collaborative working/learning environment.

Name calling, verbal attacks, accusations, and other unprofessional conduct will not be tolerated in the classroom or outside the classroom. Remember you are a representative of the university and should treat all individuals with courtesy.

Equipment Policy

Follow all SCMS rules in relation to the checkout and return of equipment.

You will have access to university-owned equipment to use for projects in this class only. Again, follow all safety procedures when using equipment, whether using your own equipment or equipment provide by the university.

Attendance Policy

Active participation is vital to the success of this class. Thus, attendance and arriving to class on time is mandatory. Absences from class are not permitted except for emergencies, religious observances, and university-approved activities. It is the student's responsibility to notify the course instructor prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence before the next scheduled class meeting. Any student who has received an excused absent (based on a university-approved reason) will be given the opportunity to make up work missed as a direct result of the absence without reduction of the student's grade. These arrangements must be made with the instructor within a reasonable amount of time prior to the submission of make-up work.

Remember that being present and on time are essential to exercising professionalism. As burgeoning professionals, you are ultimately responsible for your attendance and organizing your time effectively. *Because in-class participation and attendance are vital to learning in this class, excessive unexcused absences (more than two) will result in a lower grade for attendance/class engagement.* **More than six unexcused absences will automatically result in a failing course grade.**

Religious Accommodation Policy Statement

In accordance with the rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices

and beliefs regarding admissions, registration, class attendance, and the scheduling of examinations and work assignments. University Regulation 2.007, Religious Observances, sets forth this policy for FAU and may be accessed on the FAU website at www.fau.edu/regulations.

Any student who feels aggrieved regarding religious accommodations may present a grievance to the director of Equal Opportunity Programs. Any such grievances will follow Florida Atlantic University's established grievance procedure regarding alleged discrimination.

Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

The Speaking Center

Florida Atlantic University Speaking Center offers free public speaking consultation services for FAU students, faculty and staff. Their trained peer consultants work alongside FAU students on projects in all disciplines. They provide free one-on-one consultations, small group workshops, and other speech communication-focused resources. If you need assistance with a presentation for a class or for a university-related activity, you can get feedback and advice from consultants in the Speaking Center. Their services are delivered face-to-face and online. Their goal is to develop the skills and confidence to become effective and ethical speakers who can communicate ideas clearly in face-to-face and mediated formats.

To learn more about the Speaking Center, check out their [website](#). Or use this [link](#) schedule an appointment for a consultation.

Accessibility

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability

services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Mental Health and Wellness Resources

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to: <http://www.fau.edu/counseling/>

Faculty Rights and Responsibilities

Florida Atlantic University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions that do not impede their exercise. To ensure these rights, faculty members have the prerogative to:

- Establish and implement academic standards.
- Establish and enforce reasonable behavior standards in each class.
- Recommend disciplinary action for students whose behavior may be judged as disruptive under the Student Code of Conduct University Regulation 4.007.

Grade Appeal Process

You may request a review of the final course grade when you believe that one of the following conditions apply:

- There was a computational or recording error in the grading.
- The grading process used non-academic criteria.
- There was a gross violation of the instructor's own grading system.

University Regulation 4.002 of the University Regulations contains information on the grade appeals process.

Note on Course Material: It is important to be open to new ideas and learning to think critically about the world as you know it. In this class, you may encounter material that you may find offensive, frustrating, or challenging. However, the point of this class is to challenge you to

expand and sharpen not only your technical proficiencies but also your critical thinking and analytical skills as a consumer, user, and producer of media content.

Course Schedule

** The course syllabus is a general plan for the course. As needed, any changes to the schedule will be announced by the instructor.*

Week One – 8/24 – Course Intro

- Syllabus
- Course introduction
- Student introductions
- Overview of Semester Projects

Syllabus & Production (Pre)Quiz #1

Week Two – 8/31 – Pre-Production/Planning (Nonfiction) & Camera

- Production Notebook
- Scripting, Shot lists
- Camera technology
- Composition

Due 8/31:

- *P1 Pitch (Spatial Abandonment)*

Week Three – 9/7 – Camera & Lighting

- Cinematography
- The Camera Lens
- Controlled & Natural Lighting

Week Four – 9/14 – Nonlinear Editing & File Management

- Intro to Adobe CC (Premiere)
- Intro to File Management/Organization

Week Five – 9/21

- Montage Theory
- Basic Editing, Cuts & Transitions

- Overview of Exporting
- Production Quiz #2*

Week Six – 9/28 – Sound Design, Editing & Mixing, Part 1

- Sound Design
- Sound Recording Techniques
- Intro to Adobe Audition

Due 9/28:

- *P1 Rough Cut (Spatial Abandonment)*

Week Seven – 10/5

- Project 1 Screening & Critique
- Project 2 Pitches
- Continue Editing & Sound Design

Due 10/5:

- *P2 Pitch (Self-Portrait)*
- *P1 Final Cut (Spatial Abandonment)*
- *P1 Journal & Notebook (Spatial Abandonment) - due by 11:59PM*

Week Eight – 10/12 – Documentary Styles & Experimental Forms

- Documentary Modes
- Experimental Media
- Content & Form

Due 10/12:

- *P3 Pitch (Open Concept)*

**** Midterm Grades Posted by 10/13**

****2nd Annual Careers Week (10/11 & 10/12)**

Week Nine – 10/19 – Pre-Production/Planning (Fiction) & Continuity

- Scripting
- Storyboarding

- Blocking

Production Quiz #3

**“A Conversation with David Arquette” on Wednesday, October 18 at 5pm (FAU University Theater)

Week Ten – 10/26

- Camera & Lighting
- Continuity Exercise, Production

Due 10/26:

- *P2 Rough Cut (Self-Portrait)*

Week Eleven – 11/2

- Project 2 Screening & Critique
- Continue Continuity Exercise, Editing

Due 11/2:

- *P2 Final Cut (Self-Portrait)*
- *P2 Journal & Notebook (Self-Portrait) - due by 11:59PM*

Week Twelve – 11/9 – Sound Design, Editing & Mixing, Part 2

- Foley Sound
- Layering Tracks
- “Sweetening” Sound

Week Thirteen – 11/16 – Color Correction & Grading

- Color Correction vs. Color Grading
- File Management for Post-Color
- Lumetri Scopes
- Adjustment Layers
- Final Review of Premiere, Audition, After Effects

Production Quiz #4

Due 11/23:

- *P3 Rough Cut (Open Concept)*

Week Fourteen – 11/23 – No Class (Thanksgiving Break)

Week Fifteen – 11/30

- Project 3 Screening & Final Critique

Due 11/30:

- *P3 Final Cut (Open Concept)*
- *P3 Journal, Notebook & Peer Evaluation (Open Concept) - due by 11:59PM*

Assignment Deadlines & Course Schedule

Weeks	Dates	Assignments
1	Aug 24	<i>Syllabus & Production (Pre)Quiz #1</i>
2	Aug 31	P1: Pitch (Spatial Abandonment)
3	Sept 7	
4	Sept 14	
5	Sept 21	<i>Production Quiz #2</i>
6	Sept 28	P1: Rough Cut (Spatial Abandonment)
7	Oct 5	P1: Final Cut (Spatial Abandonment) P1: Journal & Notebook (Spatial Abandonment) P2: Pitch (Self-Portrait)
8	Oct 12	P3: Pitch (Open Concept)
9	Oct 19	<i>Production Quiz #3</i>
10	Oct 26	P2: Rough Cut (Self-Portrait)
11	Nov 2	P2: Final Cut (Self-Portrait) P2: Journal & Notebook (Self-Portrait)
12	Nov 9	
13	Nov 16	<i>Production Quiz #4</i> P3: Rough Cut (Open Concept)
14	Nov 23	
15	Nov 30	P3: Final Cut (Open Concept) P3: Journal, Notebook & Peer Eval (Open Concept)