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FORMAT 1

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).

See <a href="http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/">http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/</a> for a complete description of the rules governing curriculum & course changes.

<u> </u>	TRI		OR NEW C	OURSE PROP	OSAL		COLAR COLOR DE COLOR
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SUBMITTED BY:			7	/0.1			
Department	Theatre & Film			College/School		**************************************	CLA
Department Prepared by	Maya Salgane	k	Phor				X5950
Email Contact	maya@alaska.	.edu	Facu	lty Contact	5	maya@	alaska.edı
1. ACTION D	DESIRED (CHECK ONE):	: Trial	l Course		New Co	urse	
2. COURSE I	DENTIFICATION:	Dept	FLPA	Course #	403	No. of Credits	3-6
Justify u division number of		racticum Course	, variable credit	offered for uppe	r-division Fili	n Track FLPA n	ajors.
3. PROPOSED	COURSE TITLE:		Practi	cum in Film Pr	oduction: F	RAME	
4. To be CR	OSS LISTED? YES/NO	No	If yes Dept	· 1	Course	#	7
NOTE: Cros end of	s-listing require form for addition	es approval nal required	of both depa	rtments and	deans inv	olved. Add	lines at
5. To be STA	ACKED?* YES/NO	No	If yes, Dept.		Cour	se #	
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6. FREQUENCY 7. SEMESTER (Effective A	o of this page.	Fall, Sp F OFFERING proved by	oring pring, Summer numbered		y both do	. More info	students online -

	1 LECTURE	LAB	4		CTICUM
Note: # of credits are based on contact hours. 1600 minutes in non-science lab=1 credit. 24 This must match with the syllabus. See <a href="http://wfor-computing-/">http://wfor-computing-/</a> for more information on number.	00-4800 minutes of practicu www.uaf.edu/uafgov/faculty-s	m=1 credit. 2400-8	of lab in a scien 000 minutes of	ce cour internsh	nip=1 credit.
OTHER HOURS (specify type)					
10. COMPLETE CATALOG DESCRIPTION in	cluding dept., number, tit	le, credits, credit	distribution, c	cross-li	stings and/or
stacking (50 words or less if possible): Example of a <u>complete</u> description:					
FISH F487 W, O Fisheries Management 3 Credits Offered Spring Theory and practice of fisheries manag freshwater and marine fisheries. Prered ENGL F213X; ENGL F414; FISH F425;	quisites: COMM F131X or	COMM F141X; I	ENGL F111X;	ENGL	F211X or
FLPA F403 Film Production Practicum: Fl 3-6 credits Offered Fall & Spring	RAME				
The Film Reel Alaska Mentorship Experie University of Alaska Fairbanks. Students variety of content for academic, industria professional project development, produc F271, FLPA F231, FLPA F290 or permission	will work with program m l, and creative research action, and distribution. Ma	entors, clients, an ctivities. Students ay be repeated for	d researchers will be directly	to deve y enga	elop a ged in
11. COURSE CLASSIFICATIONS: Undergrad	liate courses only Consu				
		t with CLA Curric	ulum Council	to app	ly S or H
classification appropriately; otherwise le	eave fields blank.	t with CLA Curric  = Social Sciences	ulum Council	to app	oly S or H
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13. (	GRADING SYS  Course Chan			: Changing the grading system for a c	course later on constitutes a Major
REST	TRICTIONS ON				
	PREREQUISIT		ĺ	F231, FLPA F290 or permission of inst	tructor
		These		ore the student is allowed to enroll in	
-					
			, CONDITIONS		
10.	. PROPOSED C		Ψ.υ	d through your dean to the Provost fo	r fee approval? No
					Yes/No
<i>17. 1</i>	PREVIOUS HIS  Has the cour:		ered as special topic	s or trial course previously?	yes
	Yes/No				
	If yes, give se	mester, yea	ar, course #, etc.:	Course offered previously as par research program. Summer 201, 2015.	
18.	ESTIMATED IM WHAT IMPA		, WILL THIS HAVE (	ON BUDGET, FACILITIES/SPACE, FAC	CULTY, ETC.
	for our stud of program	ents. This equipmen	program generate	ing as a method to provide "real w s revenue and develops content for cement costs, though revenue gene	r UA programs. Increased use
	adequacy of lik	acted the li brary/media		elopment officer (kljensen@alaska.ede nent, and services available for the pro nt.	
20	IMPACTS ON I		C/DEDTS		
20. 1	What program	ns/departr	ments will be affec	rted by this proposed action? contacted (e.g., email, memo)	
				e hand-on training in Film Produc core department curriculum.	ction. This course will
21.	POSITIVE AND				
	Please specify proposed action		d negative impacts o	on other courses, programs and depar	tments resulting from the
	produced by	UAF Film	students.	de UA programs with a method to	_

Negative Impacts will be on faculty time, a for staffing.	ind equipment.	Program cu	rrently r	elies on external funding
TUSTIFICATION FOR ACTION REQUESTE  The purpose of the department and of scrutinize course change and new con of UAF education is not lowered as this in your response. This section is pace as needed to fully justify the	campus-wide ourse applica a result of on needs to b	ations to r the propos be self-exp	make su sed chai	re that the quality
For many years the Film Reel Alaska Mento film professionals to develop a wide variety oprogram, we feel that developing a consisten of employment for our majors.	of dramatic and	d documenta.	ry conter	it. After three years of this
PPROVALS: Add additional signatu	ıre lines a	s needed.	_	
			Date	2/2/16
Signature, Chair, Produsimed Department of:	Carrie Ba	ker, Depa	rtment	of Theatre & Film
Rob Duke			7	February 17, 2016
6ECEE8E424E74E3			Date	February 17, 2016
Signature, Chair, College/School Currolisherm. Council for:		CLA		
and Sen			Date	February 17, 2016
Signature, Dean, College/School of:			Date	I
Offerings above the level of app	roved progr	ams must	be app	proved in advance by
			Data	
Signature of Provost (if above le programs)	evel of app	proved	Date	
ALL SIGNATURES MUST BE OBTAINED P	RIOR TO SUE	MISSION T	O THE	GOVERNANCE OFFICE
			Date	
Signature, Chair Faculty Senate Review Committee:	Curric	ulum Revi	ew	GAAC
	Core R	eview	SA	DAC
DDITIONAL SIGNATURES: (As needed 1	for cross-l	isting an	d/or s	tacking)
-			Date	
Signature, Chair, Program/Department of:				

Signature, Chair, College/School Curriculum Council for:	
	Date
Signature, Dean, College/School of:	

# FLM 403: Film Production Practicum: FRAME University of Alaska Fairbanks Fall 2016

Time TBA Green Room THEA 101 Variable Credits (3-6)

Maya Salganek, Assistant Professor 107B Fine Arts. (907) 474-5950 Office Hours: TBD maya@alaska.edu

## Course Description:

The UAF Film program has aligned technical career training in Arts, AV Technology & Communications with mentors in the film industry. Utilizing faculty, professionals, and current students, we are able to provide limited video production services to the University of Alaska. UAF Frame Film Production Services provides students with hands-on training opportunities while simultaneously providing many academic and research units the video production support needed. Through FRAME you will develop critical skills for working professionally in the film industry.

The cinematic research process includes pre-production development and/or hands-on training in technical skills and their application during film production. Students may earn credit for being involved in film projects led by faculty/research technicians in conjunction with a client for which the film project is being developed. Students may work in any area of film production to earn credit. 40 hours of supervised film production are equivalent to one credit. (1-2+0+4-10)

This course is part of a capstone project for film students. This practicum will include project development, production, and editing for a client, typically as part of another UA program. Emphasis will be placed on preproduction development as well as production organization and execution. Pertinent to areas of cinematic research or production, the student may spend considerable time in any of the aspects of film production including but not limited to the development of script, historical research, storyboarding, camera techniques, editing techniques, location scouting, casting, art design, audio recording, and film marketing. In addition, students will likely be involved with more than one client at a time.

#### **Course Goals:**

To communicate effectively with a production client and generate content in film that matches the client/projects' needs. Production development may include: script development, archival and visual research, production design, pre-production development and planning, and/or film production and post-production. Students will be mentored throughout the process and will have professional client relationship and product as part of the course.

Students will be able to participate in the design, research, and creation of a film project in consultation with a client. Student will develop organized research techniques of contemporary and archival film and photographic research, meet legal and logistical film production requirements, and successfully organize and execute a film production. Students will also work in live-event videography, and gain critical experience working on a live multi-camera shoot for television production.

### **Student Learning Outcomes:**

- Students will have designed a video production from start to finish and have a final product for distribution that meets the goals of a client/project.
- Student will have ability to light, shoot, and audio record interviews in a variety of film location settings.
- Students will have a completed portfolio that highlights pre-production, production, and post-production processes along with the final production video.
- Students will have gained valuable experience working on multi-camera live shoots, and editing multi-camera/multi-audio video streams.

#### Attendance:

To be arranged with instructor hours vary according to enrolled credits. Weekly lectures and practicum lab/production hours will be arranged and maintained weekly on a shared Google calendar and on blackboard, in conjunction with client needs. Student will be required to attend 40 hours of lab time per credit enrolled.

# Instructional Methods/Evaluation:

This course will be taught by lecture and demonstration, with students meeting during scheduled lab/production hours as required to fulfill the course requirements. Course information, assignments, and updates will be posted on Blackboard. Each student is responsible for communications and assignments on blackboard: <a href="http://www.classes.uaf.edu">http://www.classes.uaf.edu</a>.

Students will be evaluated in all three phases of production, and on final presentations and evaluations from the production team and the client(s):

PRE-PRODUCTION		30% of Total Grade
Attendance and Participation	15%	
Pre-production assignments	15%	
PRODUCTION		20% of Total Grade
Attendance and Participation	10%	
Production assignments	10%	
POST-PRODUCTION		20% of Total Grade
Attendance and Participation	10%	
Post-production assignments	10%	
PRACTICUM A/V PRESENTATION		10% of Total Grade
PRACTICUM PORTFOLIO		10% of Total Grade
PRODUCTION TEAM EVALUATION		5% of Total Grade
CLIENT EVALUATION		5% of Total Grade

**Practicum A/V Presentation** will chronicle the students' work throughout the semester.

This may include:

- -preproduction treatments/schedules
- -digital video rough cut
- -digital editing exercises
- -DVD authoring
- -animations
- -power point
- -website authoring

The Practicum Presentation *must* be open to the public, reveal the accomplishments and insights gained to the research, as well as an assessment of challenges and future directions. Students will be evaluated on the quality of their A/V presentation, their written documentation and reflection, and the completed product.

Client and production team evaluations will also be used to determine a percentage of the student's grade. These evaluations will provide the student with insight into their professional relationships, and will indicate areas of strength and weakness.

# Grading:

Grading will be informed by UAF guidelines, which are included in the following table. What I'd consider the cinematic equivalent to UAF guidelines are also noted. I make a conscious effort to have these criteria in mind when I'm grading your work. I encourage you to refer to this chart often (along with the explanation of criteria I use for grading your writing, that appears later in this syllabus). By working from a commonly understood interpretation of grades, you should be better able to gauge your performance and the quality of your work.

GRADE	UAF GUIDELINES	CINEMATIC EQUIVALENT
A	An honor grade, indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.	Excellent work. Creative, comprehensive, innovative, and insightful. Pre-production, production, and post-production are to highest standards achievable for the circumstances.  Written material is superb and free of all errors.  Work is enhanced with original content that goes beyond the scope of the assignment.
В	Indicates outstanding ability above the average level of performance.	Well done. Smart, conscientious, thorough, and effective. Work is well shot, edits are clean, audio levels are even, credits are complete.  Meets expectations.
С	Indicates a satisfactory or average level of performance.	Adequate job. Competently satisfies basic requirements of assignment or request with correct and generally complete information - lacks inspiration, but is sufficient to meet needs. Gets the point across, but roughly cut or shot. Uneven audio levels, incorrect color balance, typos, or other issues are noted.
D	The lowest passing grade, indicates work of below average quality and performance.	Sloppy or lazy work. May address most elements of an assignment, but often reflects inattention to details resulting in poor edits, rough takes, out-of-sync audio, and the like. No sound track, credits, or fades typical. Passable as a rough-cut or assembly.
F	Indicates failure to meet lowest standards.	Unacceptable. Work meets so few assignment elements, or meets them so poorly, it is unwatchable.

# Rubric for 'Participation and attendance' grade

EVALUATION	Unsatisfactory	Marginal	Satisfactory	Exceptional
CRITERA  Draw no duction	LINIDDEDADE	NAININAAI	10 15 mainta	EVTENCIVE
Preproduction	UNPREPARE	MINIMAL	10-15 points	EXTENSIVE
Materials	D 0 -5 points	PREPERATION	ADEQUATE	PREPARATION
(Storyboards,		(may have	PREPERATION	(revised and updated
Interview Questions,		documents but	(printed materials,	script based on
Contact Sheets,		needs printing, has	shot list,	rehearsals,
permits, etc.		not communicated	interview	storyboards and shot
		with production	questions refined.	lists revised.
		team prior to	Team ready)	Extensive rehearsal
		shoot). 5-10 points	10-20 points	or other materials)
				20-25 points
Takes	Rude,	Ignores or	Asks questions	Progressively
Direction/Follows	malicious, or	Undermines	when appropriate.	improves work
instructions	unresponsive.	directions.	Adjusts	throughout the
	0-5 points	Difficult to work	performance	shoot. Anticipates
		with on set.	based on	needs of set and
		5-10 points	feedback.	keeps momentum.
			10-20 points	20-25 points
Communication/Direct	Rude,	Competitive or	Available to assist	Mentor to others.
ion with Crew	malicious, or	unresponsive to	others as needed.	Offers assistance
	unresponsive.	other students' or	Pleasant attitude.	before asked. Finds
	0-5 points	crews' needs.	Helpful to work	work to do and
		Often idle on set.	with.	keeps set
		5-10 points	10-20 points	operational.
				20-25 points
Safety & Etiquette	Creates a	Maintains work	Work area is	Spots potential
	dangerous or	area somewhat	clean and	safety issues and
	unpleasant	disorganized. May	organized. Safety	alerts authorities.
	work	violate some safety	and Ettiquite	Cleans work areas
	environment in	protocols or need	protocols	on set before
	any way.	to alter	followed.	needed. Understands
	0-5 points	communication	10-20 points	and models set
		methods.		etiquette and safety
		5-10 points.		protocols.
				20-25 points.

## Grading Written and Production Assignments:

The ability to communicate ideas clearly is the cornerstone of a great filmmaker. To demonstrate good technique, you should plan to organize your ideas clearly, use correct grammar, spell words and names correctly, and demonstrate that you've thoroughly conceptualized and edited your work. Effort put in to the pre-production will make up for problems during production and post.

All production assignments should be turned in with accompanying pre-production material; screenplays, treatments, shooting scripts, storyboards, production schedules, contact sheets, etc. It is the director's responsibility to provide this information along with their final cut of the film.

It's not "cheating" to ask for opinions and editing skills of others. Instead, the discussion is positive and can bring new insights to your work. The **Writing Center**(http://www.alaska.edu/english/studentresources/writing/) is available for students to develop their writing skills. Please visit or contact them for assistance, Gruening 801 or 474-5314. For assistance with video production, please consult me, or your production-team members.

I generally evaluate video quality based on the following characteristics:

#### "A" Production:

- Demonstrates a high level of insight about the story a director's concept is clear.
- Exhibits creativity in both concept and approach to the story. *Technique matches intention*.
- Well organized production with complete supporting materials (screenplay or treatment, storyboard, production schedule, etc)
- Displays awareness of the audience and the kind of production suitable for that audience.
- Is virtually free from errors in mechanics: Shots and edits "work" without dropped frames, gaps, audio inconsistencies, continuity errors.
- · Addresses the task set by the assignment.

#### "B" Production:

- Demonstrates great skill in one or more area of production.
- Exhibits competence in both approach to the assigned problem and use of cinematic language.
- Features good organization of pre-production, although it may have minor flaws in organization.
- Displays awareness of the audience and the kind of production suitable for that audience.
- Is generally free from errors in mechanics. May have some editing or filming errors.
- Addresses the task set by the assignment.

#### "C" Production:

- Story conveys general understanding of video production skills.
- Production is adequately developed and organized.
- Displays some awareness of the audience and the kind of production suitable for that audience.
- May display some errors in mechanics, on multiple levels.
- Addresses the task set by the assignment.

## "D" Production:

- Demonstrates a weak concept of director unclear story structure or concept.
- Displays weaknesses in development or organization, or
- Reveals the director's unawareness of the kind of production suitable for the audience, or
- Reveals a pattern of errors in mechanics
- Suggests a lack of understanding of the assignment.

## "F" Production:

- Work is incomplete, unedited, or
- Unorganized for production

A + = 4.0

- Reveals the director's unawareness of the kind of production suitable for the audience, or
- Reveals a pattern of errors in mechanics on multiple levels
- Complete lack of understanding or disregard of the assignment.

# All work will be evaluated using a +/- grading system as follows:

100-97%

	11.0	100 01 /0			
	A = 4.0	96-93%	IN	IOT SUFF	ICIENT FOR
	A-= 3.7	92-90%	บ	AF CREI	IT
	B+ = 3.3	89-87%	D	)+=1.3	69-67%
	B = 3.0	86-83%	D	= 1.0	66-63%
	B- = 2.7	82-80%	D	)- = 0.7	62-60%
	C + = 2.3	79-77%	F	= 0.0	59-0%
	C = 2.0	76-73%			
	C-=1.7	72-70%			
C+ (2.3) C (2.0) C- (1.7)	completion of cours  C- (1.7) is the min courses to count to another course.  A minimum grade and / or major / min	e requirements.  imum acceptable g ward the major or  of C (2.0), howeve inor courses. Plea	grade that undergraduat minor degree requirement, mer, MAY be required by s se consult specific progr	e students ents, or as specific pr cam listing	s may receive for a prerequisite for ograms for prerequisite s in the UAF Catalog.
D+ (1.3) D (1.0) D- (.7)		pletion of course re	ninimal level of acquired k equirements. This grade or raduate programs.		

<u>Disability Services:</u> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. I will work with the Office of Disabilities Services (203 WHIT, 474-7043) to provide reasonable accommodation to students with disabilities.

**Course calendar:** Tentative schedule. Given that research students will focus on a variety of projects and time frames, this schedule will be modified individually per project/student as needed. Students will meet with faculty weekly during duration of project, and be expected to complete course work equivalent to credits received. Be sure to check the class calendar for updates via blackboard/social media.

Week	Lecture/Seminar	Practicum
Week 1	Overview of syllabus	Equipment/ Labs/ KUAC/ working methods
	Intro to production positions &	of equipment and use.
	teams - Overview of Departments/	<b>Pre-Production Assignment:</b> Develop a
	Schedules/Communications.	Google Drive with client samples researched
	Communication strategies,	for project development.
	samples of similar work.	Pre-Production Assignment: Client Scope
		of Work Create a Scope of Work for client.
Week 2	Client meetings and working with	Generating Action plan of script, treatment,
	clients lecture.	shot lists.
	Script Development/Treatment	Pre-Production Assignment: Complete
		client pitch including script, treatment,
		production designs.
		Develop production schedule for entire
		shoot, including shot list, and post-
		production timeline.
Week 3	Lecture: Legal agreements/	Pre-Production Assignment: Clear all
	Intellectual Property	production logistics, legal forms, and
	Film Set Safety Training	schedule approvals with client.
	Refresher. Set Etiquette.	<b>Production Assignment -</b> Equipment Test
		& Shoot 1st trial video.
Week 4	Production Equipment setup	ON SET PRODUCTION
	Location Scouting/walk-through	Pre-Production Assignment:
		Post-Production Assignment Edit 1st
		Assembly Video for client Due week 6.
Week 5	Lecture/Demo: Workflow for	Production Assignment - Broll and Pickup
	Post	Shots
		Post-Production Assignment: Assembly 1
Week 6		<b>Assignment:</b> Revise workplan based on 1st
	DUE: Review of 1st Assembly	trial feedback from producer and/or client.
	Videos and Producer	Continue production as scheduled.
	Presentation.	
Week 7	Logistics Meeting: Review of	Production Assignment: Continue
	schedule and timeline and	production as scheduled.
	footage as shot. Backup of	Post-Production Assignment - Rough-cut
	footage.	Due Week 9.
	Lecture: "Story, Print, Media:	Log all footage, mark selects. Transcriptions
	Timecode" Papercut of transcript	if needed.
	highlights and action selects.	
Week 8	Constructive Criticism-	Production Assignment: Continue
· · · · · · · · · · · · · · · · · · ·	Producer/Client expectations	production as scheduled. <b>Post-Production</b>
	and Learning from mistakes.	Assignment -Prepare Rough Cut
Week 9	Rough Cut DUE.	Post-Production Assignment- Reflection
	Screenings/Seminar: Rough	Paper on Rough Cut. Integrate into Fine Cut.
	Assembly Discover Invisible	Fine Cut Due Week 10.
	Bricks (needed footage, audio,	

	archival).Client/Student/Mentor	
	meetings scheduled.	
Week 10	Lecture: Exporting formats for the client.	CLIENT MEETINGS with Fine Cut
	CLIENT MEETINGS with Fine	
	Cut	
Week 11	Lecture: Expanding capacities.	Post-production Assignment: Develop
	Research opportunities,	Distribution/marketing plan. <b>Assignment:</b>
	distribution connections.	Continue production/post-production as
		needed.
Week 12	The Next Job:	Revisions to assemblies based on client
	Event Videography Setup	feedback. Post-Production Assignment:
		PICTURE LOCK CUT of project due Week
		14.
Week 13	Event Videography Editing	THANKSGIVING NO CLASSES
Week 14	Due: Picture Lock Cut. Fine	Production/Post-Production Assignment:
	Cut/Exporting of FINAL CUT.	Stills, Archival, Music, added as needed.
	A/V Presentation and Portfolio	Color correct. Export.
	preparation	<b>Post-Production Assignment:</b> Prepare final
		cut for online distribution, press package,
		and DVD mastering. Duplicate all sequences
		to client HDD. Final Portfolio and
		Presentation due Finals Week.
Week 15	FINAL FILM PROJECT	FINAL FILM PROJECT
	FINAL CLIENT MEETINGS	FINAL CLIENT MEETINGS
	Production Team/Client	
	Evaluations	
FINALS	Instead of Final Exam time, we	
	will have a public A/V	
1	Will have a pasife in	

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