

# FILM WORKSHOP

## COMF 368

Dr. Cameron A. Pace, Advisor  
Meetings -Monday 3:00 -3:50 PM  
Office phone -ext. 8413, Studio ext. 8410  
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### COURSE DESCRIPTION

This workshop will provide experience in the area of storytelling and film production techniques. Members of the class will be exposed to all facets of film production through a "hands-on" approach. This workshop is responsible to produce a narrative film by the end of the semester or session for public display as well as for airing on cable access channel 84 and Evangel Cable Channel 12. Students may be involved with other related projects from time to time as needed or directed.

### PRODUCTION SCHEDULE

Each Monday during the semester the class meets for a general meeting of the staff and instruction from the advisor. **ALL WORKSHOP STUDENTS ARE REQUIRED TO ATTEND THE 3:00 MEETING.** Additional production meetings and events will be scheduled throughout the semester as needed to complete the film project. Film staff should also attend these meetings regularly.

### REQUIREMENTS/ASSIGNMENTS

1. **Production of the Film** – Everyone in the workshop has the responsibility of making a quality film by the deadline. This requires participation in pre-production, production, and post-production. Students will assist in scriptwriting, casting, location scouting, equipment training, scene production (including camera operation, lighting, sound, and gripping), editing, effects, and audio sweetening. Students will log their hours over the semester for work on the film itself. The log is due when the semester folder is turned in. Logged hours must be verified by the film staff. Evaluation is based on the following:

60+ hours production work = student receives A- to A grade depending on work quality  
50 hours production work = student receives B- to A- grade depending on work quality  
40 hours production work = student receives C- to B- grade depending on work quality  
Less than 40 hours may result in an incomplete or F.

Students will receive a fixed number of hours for certain tasks including scriptwriting, casting, and other miscellaneous duties. Fixed hours will be set in the workshop meetings.

2. **Film Promotion** – Everyone is required to participate in film publicity and promotion during the semester. Promotional activities include writing public relations releases, making posters, producing radio commercials, producing trailers, and other pre-approved projects. Students need to write a description of their promotional project for inclusion in the semester folder.

3. **Overall Evaluation** -The workshop advisor will evaluate the entirety of the student's work in the workshop. Semester grades will be given based on the student's completion of work, staff evaluations, and overall academic objectives as listed in the syllabus.

4. **Individual Workshop Folder** -Each student will need a folder which will be used to collect project forms, scripts,

rundown sheets, evaluations, tape summary forms, journal entries, and other assignments. The content of this folder will be used to evaluate the overall performance of the workshop student as they have completed the assignments above. A folder evaluation form should be completed and added to the contents of the folder. This folder will be turned in to Dr. Pace on or before the night of the movie premiere. Please keep track of this folder. The student is responsible for the folder and its contents. Make sure to completely fill out the Self-Evaluation Form found on [www.doctorpace.net](http://www.doctorpace.net) and include it in your folder. **A student will receive a grade of incomplete if the folder is not turned in.**

5. **Movie Night** – At the end of the semester, the film will be shown to the public on a projection screen in the theater. This event will require workshop students to assist in roles of ushers, ticket takers, and projectionists. Students are required to participate in this final event. Make sure you have asked off from work or other obligations for this event.

#### ATTENDANCE POLICY

If a student misses a workshop meeting, it is the responsibility of the student to make contact with the advisor or film staff to see if any assignments had been given or modified related to the absent student. There is a maximum of **4 absences** from the workshop meeting before being withdrawn from course.

#### GRADING

Students will be evaluated and graded based on the following:\*

Production Hours -	70%
Promotional Project -	15%
Workshop folder/self-evaluation –	7.5%
Class participation/movie night –	7.5%

\*Students must receive at least a grade of C- to pass the Film Workshop.

Your performance in completing your assignments and duties will make a definite difference in your grade. Your experience in the workshop will go a long way toward helping you prepare for a career in film and video production.

#### FINAL NOTES

##### BROADCAST RIGHTS

As with all productions, student or otherwise, produced at Evangel, the film is to be aired over the ECTV cable access channels in whole or in part. Each project is to be considered an EU Films Presentation with copyrights belonging to Evangel University.

##### EXERCISES & ASSIGNMENTS

Projects are completed using the equipment at the TV Studio. Start working on these assignments early to avoid the rush that occurs just before the deadline. Equipment non-availability is not an excuse for late assignments. Equipment breakdown is also not an excuse for late work. Start early, practice your skills, and pay attention to assignment details – these will help you to be successful.

##### FILM STAFF WHO ARE IN THE WORKSHOP

Students who have been hired to be on the film staff during the semester they take Film Workshop are required to meet all requirements of the workshop in addition to the duties they are assigned for their staff position.

##### WORKSHOP PARTICIPATION

It cannot be stressed enough that a workshop is based on student involvement. Though the workshop is only ½ credit, the opportunities for learning are numerous. The work you do in a workshop tends to be the work you show people when looking for a job after graduation. Take advantage of your workshop experience to get the most learning you can for least amount of tuition dollars.

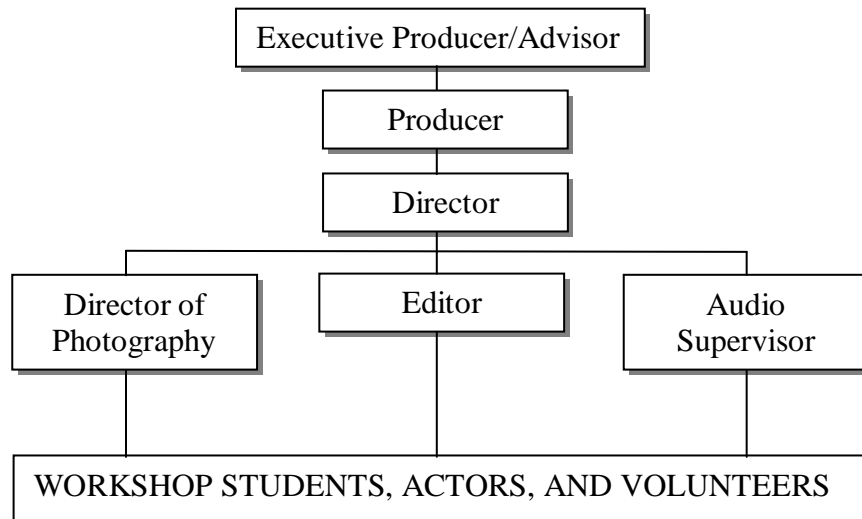
##### CELL PHONES

During workshop and production meetings, students should silence or turn-off their cell phones. This makes

interaction with those in the room more amenable. Students should not be using a cell phone during any class session. Failure to follow this policy may affect your participation grade in the class.

### PRODUCTION MANAGEMENT (Film Staff)

All film productions require organization. Part of organizing a production is to assign positions to students that directly relate to specific areas of responsibility. Students who have had more experience in video and film production will most likely be given positions with more responsibility. Consideration may also be given in terms of classification (junior, senior, etc.). Students are given the chance to apply for paid positions such as director, director of photography, editor, audio supervisor, and producer. The advisor acts as executive producer of the film. Other positions will be assigned during the semester with the option of alternating positions as directed by the advisor or film staff. The workshop hierarchy is shown below:



### WORKSHOP CREW POSITIONS

Workshop students who are not on paid staff will act in various roles throughout the semester project. Some roles will remain the same while others will be alternated. The positions that remain the same include:

Assistant Director  
Screenwriter  
Special Effects Artist

Positions that alternate include:

Camera Operator (not the same as the DP)  
Boom Mic Operator  
Continuity Secretary  
Slate and log assistant  
Lighting and camera assistants  
Production design assistants (costume, makeup, scenery)

### CASTING

Students in the film workshop will be ineligible for acting parts in the film. Auditions for the character roles will be scheduled once a script has been completed. Bit parts, such as extras and one-liners, may be an exception to this, if no other person is available to do these roles. Anyone may tryout for a part who is not in the class. They do not have to be an Evangel student to participate.

## INTEGRATION OF FAITH AND LEARNING

There is an expectation that films produced at Evangel would reflect our beliefs, morals, and philosophy. This means that the story should contain some aspect, character, situation, or meaning that is Christian, moral, or uplifting in nature. This does not mean that the story must be evangelistic or devotional. The story should above all be an act of art and truth. The faculty advisor will work with students as the story is developed to ensure this goal is properly applied.

## STUDENT ROLES & THE FACULTY ADVISOR (EXECUTIVE PRODUCER)

Students who have enrolled in the film workshop often have limited or no experience in film technology and dramatic performance outside of prerequisite courses. The purpose of the workshop is to gain new skills and enhance existing ones as the students produce the movie. The film produced in the workshop is a team effort. Students given leadership roles should still be open to suggestions from others as well as the advisor. The advisor acts as a coach for all positions. The advisor will also act as an executive producer who has ultimate responsibility and authority over the workshop film project, including the story used for the film project.

## OFFENSIVE MATERIAL

Occasionally, a script may suggest the use of alcohol, tobacco, drugs, etc. These situations must be considered from a perspective of storytelling, art, and shared values. As our audience includes Evangel students, staff, and faculty as well as alumni and friends of the college, we must be sensitive to the use of potentially offensive material in student films. Offensive material should be avoided whenever substitute content would work just as well.