**MSCH-C 229 – Intro to Single Camera Production**

Fall 2024 (10248) – Syllabus v1.0

**Instructor: Jim Krause jarkraus@iu.edu** **(812) 332-1005**

#  [jk.media.indiana.edu/index.shtml](https://jk.media.indiana.edu/index.shtml)

 Office Hours: Monday 1:30 – 3:30 pm in RTV 350

**Lab Instructors & Office Hours:**

* **Jack Bassett** **jabasset@iu.edu** **(260) 573-1913**

Wednesday 6 – 8 PM in FF 218 Grad Lounge

* **Siarra Bazler** **sibbazle@iu.edu** **(812) 340-0222‬**

Monday 9 – 11 AM in FF Commons / Studio 7 area

* **Laura Ivins** **livinshu@iu.edu** **(812) 856-7153**

Thursday & Friday in Wells Library 002

* **Chris Robinson** **chrrobin@iu.edu** **(812) 947-8831**

4:45 – 6:45 PM in RTV 157 (The Production Lab)

* **Jamie Theophilos** **jatheoph@iu.edu**

 Monday 1 – 3 PM in Collins LLC (main space) or via Zoom

* **Abi Yates**  **abiyates@iu.edu** **(812) 320-9411**

 Monday 5 – 7 PM in RTV 157 (The Production Lab)

**Lectures are mandatory**, live (in-person), and take place Mondays from 4:10 – 5 pm in GA 0001 (Global & International Studies Building)

**Labs are mandatory** and take place in RTV 127 (Studio 5) following the schedule below.

**Schedule:**

* Monday AM Lecture (10248) 4:10 PM - 5 PM Instructor: Jim Krause
* Monday AM Lab (10249) 9:00 - 11:30 AM Lab Instructor: Jack Bassett
* Monday Mid-day Lab (10250) 11:45 AM – 2:15 PM Lab Instructor: Jack Bassett
* Monday PM Lab (12117) 6:45 – 9 PM Lab Instructor: Chris Robinson
* Tuesday AM Lab (10252) 9:45 AM – 12:15 PM Lab Instructor: Abi Yates
* Wednesday AM Lab (12118) 9:00 - 11:30 AM Lab Instructor: Laura Ivins
* Wednesday PM Lab (10251) 12 - 2:30 PM Lab Instructor: Siarra Bazler
* Friday AM Lab (13441) 9 – 11:30 AM Lab Instructor: Jamie Theophilos

Course management via Canvas. [Canvas.iu.edu](https://canvas.iu.edu/)

**This syllabus is subject to change as necessary during the term. If a change occurs, it will be clearly addressed during class.**

# COURSE DESCRIPTION:

The purpose of C229 is to outline the basic procedures, techniques, and principles for single-camera video production/filmmaking. Main focal points and concentrations include cinematography, lighting, and editing of digital video using single-cam and dual system audio/video recording techniques. Students will use professional broadcast and cinema cameras, lighting kits, and audio gear, and incorporate an HD workflow.

Lectures will cover technical and creative principles and provide context for the weekly lab activities. Labs will provide students the chance to work with gear and execute various projects and assignments.

By the end of the course, students will know how the basics of creating a video for single-camera productions including: advertising, corporate, journalistic and cinematic documentary, as well as short film and will understand basic concepts of camera, lighting and grip, audio, set protocol, editing workflow, file management, and exporting media.

# COURSE OBJECTIVES:

C229 is intended to provide students with:

* Understanding of the production process
* Understanding of production gear and technology
* Understanding the roles of production crew and collaborators
* Knowledge and practice using basic filmmaking gear
* Understanding of basic editing techniques and HD workflows
* Practice with scripted and non-scripted motion picture creation
* Understanding of how to relay information to a viewer via composition, soundtrack, and mise en scène

# REQUIRED READING:

* [IU Student Film Production Handbook](https://sites.mediaschool.indiana.edu/learn/wp-content/uploads/sites/22/2023/09/Student-Handbook-2023.pdf) (Available through Canvas and [this link](https://sites.mediaschool.indiana.edu/learn/wp-content/uploads/sites/22/2023/09/Student-Handbook-2023.pdf).)
* Weekly readings will be assigned through the weekly lectures and via Canvas.

# REQUIRED MATERIALS:

* Two 32 GB (or larger) SD/SDHC/SDXC memory cards
* Portable USB drive (1TB SSD recommended)
* Flash Drive with 32GB minimum free space

# RECOMMENDED MATERIALS for LAB:

* Work Gloves
* Flathead/Standard screwdriver or pocket multi-tool.

# COURSE POLICIES:

## Assignments & Exercises:

Written assignments should be turned in via Canvas. Media will be turned in via OneDrive to your lab’s specific media folder. Assignments and production exercises must be completed by the date to which they are assigned. Reasonable deadlines are given for completion for each assignment/exercise. Consequently, ***late work will not be accepted without prior consent of the instructor****.*

## Examinations:

Students who do not take exams during the regularly scheduled time will receive a failing grade unless they have contacted the instructor ***in advance*** to arrange for a make-up. Make-up exams will be administered by the College according to its make-up exam schedule.

## Plagiarism:

Plagiarism on assignments or cheating on tests are serious offenses and earn the student a failing grade for the class. There are no exceptions to this rule. If you are in doubt about the definitions of plagiarism, consult your student handbook. Turnitin software will be used as part of the grading process for written papers and reports.

## Course Lectures/Reading Assignments:

Lectures occur weekly. The readings offer an opportunity for independent learning that supplements the lecture presentations. The instructor will use both the classroom and the readings. Lectures may introduce additional material not available in the readings, and the readings may explore concepts not mentioned in class.

## Vandalism

Handle all equipment with care. Do not abuse or vandalize any equipment in or out of class. Vandalism includes any intentional or unreasonable damage to the equipment or facilities available for the course. If you consistently or recklessly mishandle equipment or keep equipment overdue, you will receive a failing grade for the class and will be responsible for the cost of repairs or replacement. There are absolutely no exceptions to this rule.

## Accessible Educational Needs and Services

Every attempt will be made to accommodate students needing accessibility accommodations. Students should establish their eligibility for support services through the Accessible Educational Services Office. Note that services are confidential, may take time to put into place and are not retroactive; Captions and alternate media for print materials may take three or more weeks to get produced. Please contact the Accessible Educational Services Office at <https://go.iu.edu/iubaes> or 812-855-7578 as soon as possible if accommodations are needed. The office is in Eigenmann Hall, #001 at 1900 E 10th St. Office hours are 8 am to 5 pm, Monday through Friday. You can email the office at iubaes@iu.edu.

## Withdrawal and Academic Policies: All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading, and incompletes can be found on the Registrar’s website: [http://registrar.indiana.edu/official-calendar.](http://registrar.indiana.edu/official-calendar)

**GRADING:**

Between lecture and lab, there are a total of 100 points, awarded as outlined below:

Points

**Lecture participation & assignments 20**

**Weekly Quizzes 10**

**Video Projects (Lab) 20**

Midterm “Campus Montage” project (5 points)

Week 11 narrative project (5 points)

Final narrative Project (10 points)

**Professionalism and Participation (Lab) 40**

**Final Quiz (Administered via Canvas) 10**

Total **100**

A = 100-93, A- = 92-90, B+ = 89-88, B = 87-83, B- = 82-80, C+ = 79-78, C = 77-73, C- = 72-70, D+ = 69-68, D = 67-63, D- = 62-60, F = 59-0. A indicates excellence, B indicates good work, C indicates satisfactory work, D work is unsatisfactory in some respect, F is substantially unsatisfactory work.

## ATTENDANCE, PARTICIPATION & PROFESSIONALISM:

## Attendance and punctuality at each lab and lecture are required and expected. Students will lose 3 points per lab for any non-excused absence or for routinely being late or leaving early. Repeated absences, tardiness, and lack of participation will result in failure. Indiana University policies state that an F grade will be assigned if students miss more than 20% of their classes. Please be on time and dependable (two attributes required for success). If you are sick, call or e-mail your instructor *before class* or provide a doctor’s note within 48 hours. Even if students must miss class due to sickness or technical difficulties, they are still responsible for making up and carrying out the work. It is the student's responsibility to inform instructors of accessibility issues or religious/holy days/holiday conflicts *no later than the second week of the semester* so that reasonable accommodations may be provided.

# COURSE SCHEDULE:

### **WEEK 1** (8/26)

LECTURE: Intro to C229 and Cameras

LAB: Overview of Lab Policies and IU Protocol

### **WEEK 2** (9/3) **NO LECTURE due to Labor Day but LABS STILL MEET!**

LECTURE: Camera Technology

Production LAB: Camera Setup and Gear Handling

### **WEEK 3** (9/9)

LECTURE: Camera Operations

LAB: Camcorder Workshop

### **WEEK 4** (9/16)

LECTURE: Loving the Light

LAB: Lighting Basics

### **WEEK 5** (9/23)

LECTURE: What Grips Do

LAB: Grip Intro

### **WEEK 6** (9/30)

LECTURE: Editing & Workflow / Assign “Campus Symphony” Midterm Project

LAB: Intro to Premiere Pro (Synching audio)

*“Campus Symphony” Midterm Project Assigned*

### **WEEK 7** (10/7)

LAB: Midterm Production (No Labs this week so students can work on Midterm Projects.)

### **WEEK 8** (10/14)

LECTURE: Intro to Cinema/DSLR Cameras

LAB: Midterm Project Screenings & DSLR Cinematography

### **WEEK 9** (10/21)

LECTURE: Camera & Continuity Techniques / Visual Narrative

LAB: Narrative/Continuity and Pre-production techniques

*Narrative “Short Film” Project Assigned* (This project will be shot during Week 11 Lab.)

### **WEEK 10** (10/28)

LECTURE: Cinema Cameras & Sound Recording

LAB: Audio production and Dual-system Recording

*Final Project Assigned* (The Final Project will be shot during Week 13 & 14.)

### **WEEK 11** (11/4)

LECTURE: Alternative Filmmaking / Review Narrative “Short Film” Final Project

LAB: Produce Narrative “Short Film” Project

### **WEEK 12** (11/11)

LECTURE: Short Film and Indie Filmmaking

LAB: Syncing audio, breaking down and working with scripts.

Final Project Production Meetings. Determine projects & groups.

### **WEEK 13** (11/18)

LECTURE: Documentary Filmmaking

LAB: Final Project – All preproduction work due (Group grade)

**THANKSGIVING BREAK -------------------------**

### **WEEK 14** (12/2)

LAB: Final Project Production (No Labs this week so students can work on projects.)

### **WEEK 15** (12/9)

LECTURE: The Future of Single-Camera Production & Review for Final Exam

LAB: Screen Final Projects

### **FINAL EXAM** (12/20) 3-5 pm Friday, December 20 (Assigned by the Registrar and administered via Canvas. NOTE: This date could be changed.)

# ADDITIONAL INFO:

## Personal Technology Use: The use of technology for personal use during lectures and labs is strictly forbidden. This includes cell phones, mobile devices, laptops, etc. When we do use computer technology for in- class lab work, it is not appropriate to check email, social media, etc.

If a student continually disrupts others, or their own, learning experiences due to personal technology use, a lowering of that student’s professionalism and attendance grades will occur, and warning issued. If that student continues the technology usage, they will be asked to drop the course.

Obviously, if an important call or message occurs (i.e., Family emergency, etc.), please be courteous and take that call in the hallway.

**Computers, Procrastination & Murphy’s Law**: Don’t wait until the last minute to carry out your work. If you do, when unexpected, unfortunate events occur you will be out of options and out of luck. **Putting projects off ultimately takes more time and creates more problems and more stress.** ALWAYS make backup copies of all your work, media, and anything you do.

## Writing Tutorial Services: For free help at any phase of the writing process contact [Writing Tutorial Services](http://wts.indiana.edu/). WTS is in the Information Commons on the first floor of the Wells Library. Find out more at [wts.indiana.edu](https://wts.indiana.edu/) or by calling (812) 855-6738 or emailing wts@indiana.edu.

## Sexual Harassment: The policy as specified in the [Code of Student Rights Responsibilities, and Conduct](https://studentcode.iu.edu/about/index.html) are adhered to in this class.

## Civil Discourse: Indiana University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course is civil and respectful of the dignity of each student. Any instances of disrespect or hostility can jeopardize a student’s ability to be successful in the course. The professor will partner with the Dean of Students Office to assist in managing such issues.

## Bias: We seek to maintain a positive learning environment for all students. Bias incidents (events or comments that target an individual or group based on age, color, religion, disability, race, ethnicity, national origin, sex, gender, gender identity, sexual orientation, marital status, or veteran status) are not appropriate in our classroom or on campus. What should you do if you witness or experience a bias incident? See it? Hear it? Report it by submitting a report online (biasincident.indiana.edu) or calling the Dean of Students Office (812-855-8187).

**Counseling and Psychological Services:** For information about services offered to students by CAPS: [http://healthcenter.indiana.edu/counseling/index.shtml.](http://healthcenter.indiana.edu/counseling/index.shtml)

## Sexual Misconduct: We wish to maintain a positive learning environment for all students. Title IX and IU’s Sexual Misconduct Policy prohibit sexual misconduct in any form, including sexual harassment, sexual assault, stalking, and dating and domestic violence. If you have experienced sexual misconduct, or know someone who has, the University can help.

If you are seeking help and would like to speak to someone confidentially, you can make an appointment with: The Sexual Assault Crisis Services (SACS) at (812) 855-8900 (counseling services) Confidential Victim Advocates (CVA) at (812) 856-2469 (advocacy and advice services) IU Health Center at (812) 855-4011 (health and medical services)

It is also important that you know that Title IX and University policy require instructors to share any information brought to my attention about potential sexual misconduct, with the campus Deputy Title IX Coordinator or IU’s Title IX Coordinator. In that event, those individuals will work to ensure that appropriate measures are taken, and resources are made available. Protecting student privacy is of utmost concern, and information will only be shared with those that need to know to ensure the University can respond and assist. Visit [stopsexualviolence.iu.edu](https://stopsexualviolence.iu.edu/employee/index.html) to learn more.