CIEE Prague, Czech Republic

Course title: Filmmaking Practicum and Mentorship
Course code: FILM 3002 PRFS
Programs offering course: Film Studies
Language of instruction: English
U.S. semester credits: 4
Contact hours: 60
Term: Spring 2020

Course Description

The Filmmaking Mentorship and Practicum is a continuation of (and overlaps with) the TOPICS IN PRODUCTION seminars. Entering the Practicum with a completed literary script, and full awareness of its technical demands, students (in teams of two or three) proceed to the pre-production stage of finalizing a technical screenplay, casting and rehearsing actors and planning technical equipment and accessories for the shoot. They then enter the production phase of shooting their short film on location, and move on to post-production processing of film, editing, creating a sound track and color-grading of a 5 to 10 minute 16mm film. Every phase of their work is carried out under the supervision of faculty mentors, and the support of FAMU production staff. Each team of students is assigned one primary directing and one primary technical mentor to guide them and help trouble-shoot for the project. The editing, sound and color-grading instructors help each team with the preparation and realization of those aspects of their project.

Learning Objectives

By completing this course, students will:

- To create, as key member of a collaborative team of filmmakers, a high production quality 16mm narrative film which is on par with films for an undergraduate thesis and or with successful festival submissions.
- To gain all of the necessary organizational, creative, and technical skills to independently create larger film and media projects in the future.
- To develop collaborative skills effective in producing a film or media project in a foreign environment.
Course Prerequisites

The course is part of the core curriculum of the Film Studies program, Production track.

Methods of Instruction

The course consists on sessions with mentors, in small groups, and supervision of laboratory work.

Assessment and Final Grade

1. Technical Mentor’s evaluation of preparation 10%
2. Directing Mentor’s evaluation of students' preparation 10%
3. Camera Supervisor's evaluation of students' preparation 10%
4. Sound and Editing Instructors evaluation of process 10%
5. Production supervisor's evaluation 10%
6. Final film as evaluated by all instructors 50%
   TOTAL 100%

Course Requirements

Technical Mentor’s evaluation of preparation
Directing Mentor's evaluation of students' preparation
Camera Supervisor's evaluation of students' preparation
Sound and Editing Instructors evaluation of process
Production supervisor's evaluation
Final film as evaluated by all instructors

- Two meetings with Directing mentor (script consultant) during week 4
- Finished literary script submitted to mentors and production staff (week 4)
- Continued meetings with directing mentor through pre and post production
- Meetings with Technical mentor, beginning in week 5
- Location found by Thursday week 5, (with help from production manager)
- Attendance at camera and sound equipment orientation
• Active collaborative involvement in one's own shoot, plus crew position on two other shoots
• Meetings with editing, sound mentors (arranged by academic adviser) plus meeting with directing mentor (arranged by student) in post-production
• Completed final edit by the time of sound mixing (set up in days preceeding final screening)
• Attendance at colorgrading, having completed sound mix and all credits prior to session. Students should bring their final exports of the films in Uncompress 8bit 422/Prores 4444 both 1920x1080 full HD format. Recommended editing software: Adobe Premier/Final Cut Pro 7 (note: Final Cut X is not compatible with FAMU colorgrading software)
• Attendance at final screening

Attendance

Regular class attendance is required throughout the program, and all absences are treated equally regardless of reason for any affected CIEE course. Attendance policies also apply to any required co-curricular class excursions or events, as well as Internship.

Students who transfer from one CIEE class to another during the add/drop period will not be considered absent from the first session(s) of their new class, provided they were marked present for the first session(s) of their original class. Otherwise, the absence(s) from the original class carry over to the new class and count against the grade in that class.

Missing classes will lead to the following penalties:
Persistent absenteeism (students approaching 20% of the total course hours missed, or violating the attendance policy in more than one class) will result in a written warning, a notification to the student’s home school, and possibly a dismissal from the program.

Missing more than 20% of the total class hours will lead to a course failure, and potential program dismissal. This is a CIEE rule that applies to all CIEE courses and is in line with the Participant Contract that each CIEE student signs before arriving on-site.
Late arrival to class will be considered a partial (up to 15 minutes late) or full (15 or more minutes late) absence. Three partial absences due to late arrivals will be regarded as one full class absence.

Students must notify their professor and Program Coordinators (PC) beforehand if they are going to miss class for any reason and are responsible for any material covered in class in their absence.

If missing a class during which a test, exam, the student’s presentation or other graded class assignments are administered, make-up assignment will only be allowed in approved circumstances, such as serious medical issues. In this case, the student must submit a local doctor’s note within 24 hours of his/her absence to the PC, who will decide whether the student qualifies for a make-up assignment. Doctor’s notes may be submitted via e-mail or phone (a scan or a photograph are acceptable), however the student must ensure that the note is delivered to the PC.

Should a truly extraordinary situation arise, the student must contact the PC immediately concerning permission for a make-up assignment. Make-up assignments are not granted automatically! The PC decides the course of action for all absence cases that are not straightforward. Always contact the PC with any inquiry about potential absence(s) and the nature thereof.

Personal travel (including flight delays and cancelled flights), handling passport and other document replacements, interviews, volunteering and other similar situations are not considered justifiable reasons for missing class or getting permission for make-up assignments.

For class conflicts (irregularities in the class schedule, including field trips, make-up classes and other instances), always contact the Academic Assistant to decide the appropriate course of action.

Course attendance is recorded on individual Canvas Course Sites. Students are responsible for checking their attendance regularly to ensure the correctness of the records. In case of discrepancies, students are required to contact the Academic Assistant within one week of the discrepancy date to have it corrected. Later claims will not be considered.
CIEE staff does not directly manage absences at FAMU and ECES, but they have similar attendance policies and attendance is monitored there. Grade penalties may result from excessive absences.

CIEE Prague Class Participation Policy

Assessment of students’ participation in class is an inherent component of the course grade. Participation is valued as meaningful contribution in the digital and tangible classroom, utilizing the resources and materials presented to students as part of the course. Students are required to actively, meaningfully and thoughtfully contribute to class discussions and all types of in-class activities throughout the duration of the class. Meaningful contribution requires students to be prepared, as directed, in advance of each class session. This includes valued or informed engagement in, for example, small group discussions, online discussion boards, peer-to-peer feedback (after presentations), interaction with guest speakers, and attentiveness on co-curricular and outside-of-classroom activities. Students are responsible for following the course content and are expected to ask clarification questions if they cannot follow the instructor’s or other students’ line of thought or argumentation. The use of electronic devices is only allowed for computer-based in-class tests, assignments and other tasks specifically assigned by the course instructor. Students are expected to take notes by hand unless the student is entitled to the use of computer due to his/her academic accommodations. In such cases the student is required to submit an official letter issued by his/her home institution specifying the extent of academic accommodations. Class participation also includes students’ active participation in Canvas discussions and other additional tasks related to the course content as specified by the instructor. Students will receive a partial participation grade every three weeks.

N.B. Course schedule is subject to change due to study tours, excursions, or local holidays. Final schedules will be included in the final syllabus provided to students on site.

Weekly Schedule

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<th>Week 1</th>
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Week 2
Class    Literary script

Week 3
Class    MEETINGS WITH DIRECTING MENTORS

2 meetings arranged by students

Week 4
Class    LITERARY SCRIPT COMPLETED

LOCATION FOUND

Week 5
Class    TECHNICAL SCREENWRITING SESSIONS BEGIN

Meeting twice for 3 weeks

Week 6
Class    PRE-PRODUCTION MEETINGS WITH TECHNICAL AND DIRECTING MENTORS

Approximately 5 times each mentor, meetings are arranged by student, from week 4 to time of shoot

Week 7
Class    EQUIPMENT ORIENTATION

Week 8
Class    EQUIPMENT ORIENTATION

Week 9
Class    SHOOT

The shooting period is scheduled for approx. 18 days
Week 10
Class SHOOT

Week 12
Class POST-PRODUCTION MEETING WITH MENTORS

   Students arrange to show rough edit to directing mentors in days following the return of footage

Class MEETINGS WITH EDITING AND SOUND MENTORS:

   Arranged by the FS academic advisor

Week 13
Class FINAL EDIT

   Editing takes place up to the time of sound mixing)

   SOUND MIXING AND COLORGRADING SESSIONS

   FINAL SCREENING of completed projects for faculty review

Course Materials

Readings

Will be supplied in class