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: 4.00
Contact hours: 60.00
Term: Spring 2021

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:

- 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;
- Gain all of the necessary organizational, creative, and technical skills to independently create larger film and media projects in the future;
- 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.

If you will miss a class for any reason, notify the Program Coordinator and your instructor beforehand via Canvas. You are responsible for any materials covered in class during your absence, and except in the specific cases listed below, credit will not be granted for missed assessments.

Excessive absences will result in a notification letter, and finally a warning letter, sent to you and your home school, based on the following:

<table>
<thead>
<tr>
<th>% of course hours missed</th>
<th>Number of CIEE classes</th>
<th>Minimum penalty</th>
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<tbody>
<tr>
<td>Up to 10%</td>
<td>One to Three 90-min. classes; or One 180-min. class</td>
<td>No penalty</td>
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<tr>
<td>10%-20%</td>
<td>Four 90-min. classes</td>
<td>Written notification* to the student, followed by a warning letter to the student and home school; 3% reduction in the final grade</td>
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<tr>
<td></td>
<td>Five 90-min. classes</td>
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<td></td>
<td>Two 180-min classes</td>
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<td>More than 20%</td>
<td>Six 90-min. classes; or Three 180-min. classes</td>
<td>Automatic course failure, and possible expulsion with notification to the home school</td>
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* The notification letters are intended to ensure that you are well advised in advance of any potential for failure or dismissal, so that you can take steps to avoid this.

As the table shows, missing more than 20% of any class (e.g., due to undocumented illness, travel delays, flight cancellations, over-sleeping, etc.) results in automatic failure of the course.

If you miss an assessment in class due to an absence, you will be able to make it up in the following instances:

- You provide a relevant doctor’s note from a local medical professional to your Program Coordinator within 24 hours of your absence (a scan or photograph sent via e-mail are acceptable)
- A CIEE staff member verifies that you were too ill to attend class.
- You provide evidence of a family emergency to your Program Coordinator.
- You have an approved absence related to the observance of a religious holiday from the Academic Director based on a request submitted before you arrived onsite.

Please note: Absences incurred due to documented illness, documented family emergency or the observance of a religious holiday approved before arrival onsite do not count towards the total of absences. Students may self-certify one absence due to illness without providing a doctor’s note as long as they notify the Program Coordinator within 24 hours of their absence by e-mail or a text message.

Other attendance-related policies

If you transfer from one CIEE class to another during the Add/Drop period, you will not be considered absent from
the first session(s) of the new class provided you were marked present for the first session(s) of the original class.

If you are over 15 minutes late for a class, the instructor is required to mark you absent.

In case of class conflicts (irregularities in the class schedule, including field trips and make-up classes), always contact the Academic Department to decide the appropriate course of action.

Please remember to track your attendance on the Canvas Course Sites and report any errors in the record to the Academic Department within one week of the discrepancy date, as later claims may not be considered.

These attendance rules also apply to any required co-curricular excursion, activity, or event, and to for-credit internships.

CIEE staff does not manage absences at partner institutions providing direct enrollment classes (FAMU, ECES and FSV), but they have similar attendance policies and attendance is monitored there. Grade penalties may result from excessive absences.

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**

**Week 1**
Class: Introductory class

**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 11**
Class: SHOOT

**Week 12**
Class: MEETINGS WITH EDITING AND SOUND MENTORS:
Arranged by the FS academic advisor

Class: POST-PRODUCTION MEETING WITH MENTORS
Students arrange to show rough edit to directing mentors in days following the return of footage

**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.