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Fall 2015

FTA 5500

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University of New Orleans

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**FTA 5500 FILM DEVELOPMENT & PLANNING
FALL 2015 SYLLABUS**

Day/Time: WEDNESDAY 4:30 – 7:15P
Classroom: PAC 320

Professor: Laura Medina
Email: lmolina@uno.edu
Fall 2015 Office hours (PAC 311): T&TH 1:30-3:30, W 2:30 –4:30

COURSE DESCRIPTION: This course is designed to develop the knowledge and skills necessary for developing creative, pre-production and production plans for an advanced short film project.

STUDENT LEARNING OBJECTIVES: Upon successful completion of this course you will:

- Have a creative and production plan for an advanced short film project
- Be exposed to legal, business and professional practices of the film business.
- Learn and practice essential skills such as team building, collaboration and presentation.

RECOMMENDED TEXT: *The Complete Film Production Handbook, 4th Edition*, by Eve Light Honthaner

PREREQUISITES FOR FTA 5500 FTA 6520 & FTA 5251

PARTICIPATION: Filmmaking is a complex process involving individual talents and team effort, with key components being collaboration and communication. Class participation is essential to the learning experience and represents 5% of the grade. Participation means students arrive on time, complete and demonstrate familiarity with the assigned reading and materials, and participate in discussions, exercises and critiques in an informed and respectful manner.

ATTENDANCE: Attendance is mandatory and will be taken at the start of class. One absence is automatically excused. For each absence exceeding one, your participation grade will automatically be decreased by one full grade.

GRADES: Grades will be based on meeting deadlines, fulfilling assignment requirements and the quality of assignments and presentations.

Grading scale: A 91-100%; B 81-90%; C 71-80%; D 61-70%; F 0-60%

Grades will be determined on the following basis:

15%	Creative & Production Presentation
15%	Production Book
65%	All Other Assignments
<u>5%</u>	<u>Participation</u>
100%	TOTAL

ASSIGNMENTS: Meeting deadlines is a key component of this class. As in the preparation of a film, each assignment in this class prepares the students for the next subject and area of planning and development. It is **essential** that all assignments are completed by the due date. Assignments are due at the beginning of class. No written assignment will be accepted more 1 week late. The penalty for late assignments will be a 10% reduction in grade. **In-class presentations due at any time during the semester or assignments due during the last week of the semester will not be accepted late.** An absence from class does not constitute an extension of the due date. If you are going to miss class, written notification of absence with assignments attached may be emailed to the professor prior to the class. All work in this class must be prepared in the format requested. No improperly formatted work will be accepted.

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MOODLE & EMAIL: Students must have Internet access to www.uno.edu and the Moodle portion of this course. Course syllabus, handouts and other resource documents may be posted on the Moodle site. Help with Moodle can be accessed at <http://www.uno.edu/moodle>. Students are responsible for regularly checking for email communications from the instructor to their UNO email address. All communications from students to the instructor must be from a UNO email account.

FTA DEPARTMENT WEBSITE: Important department and film-related information is available on the Department website and Intranet including policies, production forms, news about job opportunities, film festivals, and links to local and national film-related sites.

CLASSROOM CONDUCT: Civility in the classroom and respect for the opinions of others is essential. Students may not agree with everything that is expressed, but their response must be courteous. Cell phones must be silenced before class begins. There will be no eating, text messaging or non-class related web-browsing. Be in class on time.

ACADEMIC INTEGRITY: Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the UNO Judicial Code on UNO's website for further information: <http://www.studentaffairs.uno.edu/accountability.cfm>

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services first, and then their instructors, to discuss individual needs for accommodations. More information is available online at <http://ods.uno.edu/>

IMPORTANT INFORMATION IS CONTAINED IN THE UNIVERSITY OF NEW ORLEANS FALL 2015 SYLLABUS ATTACHEMENT DOCUMENT APPENDED TO THIS SYLLABUS.

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CLASS SCHEDULE

Topics and due dates subject to change. Additional assignments and due dates will be given throughout the semester.

Week	Date	TOPIC	DUE
1	8/19	Course overview, script review, clearance & rights	<i>Hard copy of script due</i>
2	8/26	Script analysis & review, creative and production considerations	<i>Script analysis due</i>
3	9/2	Developing creative and visual plans	
4	9/9	Revised scripts review, overview of scheduling	<i>Revised scripts due</i>
5	9/16	Scheduling	
6	9/23	Scheduling	<i>Lined script due</i>
7	9/30	Overview of budgeting concepts	<i>Schedules due</i>
8	10/7	Budgeting	
9	10/14	Budgeting	
10	10/21	Pre-Production Planning	<i>Budgets due</i>
11	10/28	Pre-Production Planning	<i>Revised scripts due</i>
12	11/4	Revised scripts review, Pre-Production Planning	
13	11/11	Presentations	<i>Group 1</i>
14	11/18	Presentations	<i>Group 2</i>
15	11/25	TBD	
16	12/2	What happens next? Spring production dates set Final review of creative & production plans	<i>Production Books due</i>

FINAL EXAMINATION: This is a lab/workshop class - there will be no written final exam. Instructor reserves the right to use final exam class time (per UNO Final Exam Schedule) for final review or presentations, if needed.



Syllabus Attachment

Fall 2015

Important Dates*

Last day to adjust schedule w/out fee.....	08/18/2015
Semester Classes Begin	08/19/2015
Last day to adjust schedule w/fee, or withdraw with 100% refund.....	08/25/2015
Last day to apply for December commencement.....	09/25/2015
Final day to drop a course or resign	10/14/2015
Mid-semester examinations.....	10/05-10/09/2015
Final examinations	12/07-12/11/2015
Commencement.....	12/18/2015

*Note: check Registrar's website for Saturday and A/B sessions, and for items not listed here: <http://www.registrar.uno.edu>

Fall Semester Holidays

Labor Day	09/07/2015
Mid-semester break	10/15-10/16/2015
Thanksgiving.....	11/26-11/27/2015

Withdrawal Policy – Undergraduate only

Students are responsible for initiating action to resign from the University (withdraw from all courses) or from a course on or before dates indicated in the current Important dates calendar. Students who fail to resign by the published final date for such action will be retained on the class rolls even though they may be absent for the remainder of the semester and be graded as if they were in attendance. Failure to attend classes does not constitute a resignation. Check the dates on the Registrar's website, <http://www.registrar.uno.edu>. Please consult The Bulletin for charges associated with dropping and adding courses.

Incomplete Policy – Undergraduate only

The grade of I means *incomplete* and is given for work of passing quality but which, because of circumstances beyond the student's control, is not complete. The issuance of the grade of I is at the discretion of the faculty member teaching the course. For all graduate and undergraduate students, a grade of I becomes a grade of F if it is not converted before the deadline for adding courses for credit (as printed in the Important Dates Calendar) of the next regular semester including summer semester.

Repeat Policy

When a student is permitted to repeat a course for credit, the last grade earned shall be the one which determines course acceptability for degree credit. A student who has earned a C or better in a course may not repeat that course unless, (1) the catalog description indicates that the course may be repeated for credit, or (2) the student's Dean gives prior approval for documented extenuating circumstances.

Graduate Policies

Graduate policies often vary from undergraduate policies. To view the applicable policies for graduate students, see the Graduate Student Handbook: <http://www.uno.edu/grad/documents/GraduateStudentHandbook2014.pdf>

Academic Dishonesty Policy

<http://www.uno.edu/student-affairs-enrollment-management/documents/academic-dishonesty-policy-rev2014.pdf>

Safety Awareness Facts and Education

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:

<http://www.uno.edu/student-affairs-enrollment-management/>

UNO Counseling Services and UNO Cares

UNO offers care and support for students in any type of distress. Counseling Services assist students in addressing mental health concerns through assessment, short-term counseling, and career testing and counseling. Find out more at <http://www.uno.edu/counseling-services/>. First-year students often have unique concerns, and UNO Cares is designed to address those students succeed. Contact UNO Cares through <http://www.uno.edu/fye/uno-cares.aspx>.

Emergency Procedures

Sign up for emergency notifications via text and/or email at E2Campus Notification: <http://www.uno.edu/ehso/emergency-communications/index.aspx>. All emergency and safety procedures are explained at the Emergency Health and Safety Office: <http://www.uno.edu/ehso/>.

Diversity at UNO

As the most diverse public university in the state, UNO maintains a Diversity Affairs division to support the university's efforts towards creating an environment of healthy respect, tolerance, and appreciation for the people from all walks of life, and the expression of intellectual point of view and personal lifestyle. The Office of Diversity Affairs promotes these values through a wide range of programming and activities. <http://diversity.uno.edu/index.cfm>

Learning and Support Services

Help is within reach in the form of learning support services, including tutoring in writing and math and other supplemental instruction. Visit the Learning Resource Center in LA 334, or learn more at <http://www.uno.edu/lrc/>.

Affirmative Action and Equal Opportunity

UNO is an equal opportunity employer. The Human Resource Management department has more information on UNO's compliance with federal and state regulations regarding EEOC in its Policies and Resources website: <http://www.uno.edu/human-resource-management/policies.aspx>