

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number JMC 265 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Create JMC 265 Film Production.

The tools and techniques of digital filmmaking have become as relevant to the production of television as they are to cinema. Having a course focused on teaching the craft of digital film production will better prepare our students pursuing careers in film, television or commercial video.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

		COUNCIL ³								
	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A	I				I	I
2.	Description (not affecting content)	A	A	A	I				I	I
3.	Course term(s)	A	I	A	I				I	I
4.	Content (substantive change)	A	A	A	I				A	A
5.	Number of hours (lecture, lab, contact)	A	A	A	A				A	A
6.	Course number within the hundred	A	A	I	I				I	I
7.	Course number beyond the hundred	A	A	A	A				A	A
8.	Prerequisites	A	A	A	I				I	I
9.	Course fee(s)	A	--	A	--				A	I
10.	From U to G <i>or</i> G to U	A	A	A	A				A	A
11.	Cross list with another department: U or G level	A	A	A	A				A	A
12.	Department of record	A	A	A	A				A	A
13.	Open or close a course	A	A	A	A				A	A
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A				A	A

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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		COUNCIL ³							Board of Trustees
Change to a Degree Plan		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	
1.	University Requirements — Change in approved course content ⁶	A	A	A		A		A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A		A		A	A
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--		A		A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A		A		A	A
5.	Major — Revision of major ^{4,5}	A	A	A		A		A	--
6.	Major — Adopt or change admission requirements	A	A	A		A		A	--
7.	Major — Add ^{4,5}	A	A	A		A		A	A
8.	Major — Discontinue (proposed by the department or college)	A	A	A		A		A	A
9.	Major — Discontinue (proposed by the Provost)	See below.							
10.	GPA — Revise major or cumulative requirement	A	A	A		A		A	A
11.	Minor — Revise course selection	A	A	A		I		I	--
12.	Minor — Add	A	A	A		A		A	--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A		A		A	--
14.	Minor — Discontinue (proposed by the Provost)	See below.							
15.	Degree — Add	A	A	A		A		A	A
16.	Degree — Discontinue (proposed by the department or college)	A	A	A		A		A	A
17.	Degree — Discontinue (proposed by the Provost)	See below.							
18.	Any change to a graduate degree program	A	A	A		A		A	--

		COUNCIL ³							Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R		A		A	I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R		A		--	--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R		A		A	I

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COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		A		A	A	A
2.	Admission requirements	--	--	--		A		A	A	A
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A
4.	Requirements for graduating with honors	--	--	--		A		A	A	A
5.	Other academic policy changes	--	--	--		A		A	--	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)
Signature	1-15-19
Signature	Approval date

	College Academic Council(s)
Signature	3-1-19
Signature	Approval date

	Dean(s)
Signature	3/17/19
Signature	Approval date

Teacher Education Council	
Chair's signature	Approval date

General Education Council	
Chair's signature	Approval date

Undergraduate Academic Council	
Chair's signature	Approval date

Graduate Council	
Chair's signature	Approval date

Provost	
Signature	Approval date

Faculty	
Chair of faculty senate	Approval date

President	
Signature	Approval date

Application for a New Course v10.6

Course ID <i>Subject and Number</i>	JMC 265
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Cade White
2	Course Teacher	Cade White
3	Course Title	Film Production
4	Course Abbreviation (if title is over 30 characters)	
5	College	Arts and Sciences
6	Department	Journalism and Mass Communication
7	Number of Credit Hours	3
8a.	Number of contact hours - lecture	3
8b.	Number of contact hours – lab/activity	0
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	3
13	What type of course is this? (Select one. Please see Schedule Type definitions above.)	☐ Traditional lecture ☐ Traditional lab ☒ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation

14	Instructor Workload	25%
15	Grade Mode (check all appropriate):	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	15
17	Catalog Description (50 words or less)	Introduction to the filmmaking process from script to screen, including the basics of producing, cinematography, sound recording, production roles and set etiquette. Storytelling and production craft are emphasized through hands-on exercises, projects and screenings.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	JMC 165 Media Maker or instructor approval
19	List any co-requisites	None
20	If the course is cross listed, specify the Course ID(s); MUST have signature in Section V from all Department Chairs	
21	Does this course have any special student costs?	☐ No ☒ Yes (If yes, must attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.)
22a	How frequently will the course be offered in the Fall ? All, even or odd years?	All
22b	How frequently will the course be offered in the Spring ? All, even or odd years?	None
22c	How frequently will the course be offered in the Summer ? All, even or odd years?	None
23	First semester this course will be offered as an approved course <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2020
24	List course/s that should be deleted, (Also, include the last semester for course/s being deleted)	

	<i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	
--	--	--

25	Is this course required for a degree/s? <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	☐ No ☒ Yes
26	Should the addition of this course be retroactively applied to the degree plan it supports?	☒ No ☐ Yes Explanation:
27	Has this course been offered as a Special Topics course?	☒ No ☐ Yes <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, a course may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>
28	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	Multimedia, B.S. - Required for degree
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	The tools and techniques of digital filmmaking have become as relevant to the production of television as they are to cinema. Having a course focused on teaching the craft of digital film production will better prepare our students pursuing careers in film, television or commercial video.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Multimedia majors in the Department of Journalism and Mass Communication or any student seeking a foundational experience in the art and craft of motion picture storytelling.
2	State the overarching course goal(s) in performance terms.	The goal of this course is to teach the craft of digital filmmaking, including the creative and technical aspects of pre-production planning, camera operation, lighting, recording sound and editing.

2. Competencies and Measurements

	Competency	Measurement
1	understand the roles and responsibilities of a film production team	exercises, assignments and exams
2	understand the script-to-screen filmmaking process from pre-production to production, post-production and distribution	exercises, assignments and exams
3	understand the elements of mise-en-scene including camera placement, composition and production design	exercises, assignments and exams
4	recognize and apply storytelling techniques in editing and post-production	exercises, assignments and exams
5	create a short film using the fundamental tools and techniques of filmmaking	completed film
6		
7		
8		
9		

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
 - a. full publication information; label **Undergraduate**.
 - b. full publication information; label **Graduate**. Indicate number of pages required.

Voice & Vision: A Creative Approach to Narrative Filmmaking, 3rd Edition. By Mick Hurbis-Cherrier. Routledge. ISBN-10: 0415739985 ISBN-13: 978-0415739986

The Visual Story: Creating the Visual Structure of Film, TV and Digital Media, 2nd Edition. By Bruce Block. Routledge. ISBN-10: 1138410624 ISBN-13: 978-1138410626

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

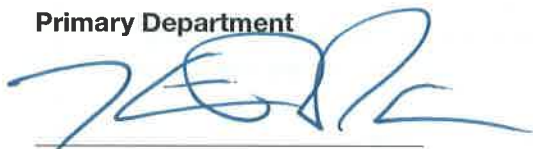
1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name: JMC 165 Media Maker

Primary Department



Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

VI. **Actions** *Place all actions on one page.*

Course ID: JMC 265

Course Title: Film Production

1. **College Academic Council:** (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒	Denied ☐	<u>Jonathan Lamp</u>	<u>3-1-19</u>
		College Dean or Director	Date
Approved ☒	Denied ☐	<u>[Signature]</u>	<u>3/17/19</u>
		College Dean or Director	Date

2. **Graduate Council:** (for graduate level courses)

Approved ☐	Denied ☐	_____	_____
		Dean of Graduate School	Date

3. **Teacher Education Council:** (when applicable)

Approved ☐	Denied ☐	_____	_____
		TEC Chair	Date

4. **University General Education Council:** (when applicable)

Approved ☐	Denied ☐	_____	_____
		Provost's designee	Date

5. **University Undergraduate Academic Council:** (*undergraduate level courses*)

Approved ☐	Denied ☐	_____	_____
		Vice Provost	Date

6. **Academic Provost:** (for all courses)

Approved ☐	Denied ☐	_____	_____
		Provost	Date

7. **President of the University:** (for all courses)

Approved ☐	Denied ☐	_____	_____
		President	Date

Attach notes, comments, or conditions from appropriate councils:

Abilene Christian University
JMC 265 Film Production

Course Syllabus - Fall 2019
9:30 a.m. - TR - 110 Don Morris Center (map)

Instructor:

Cade White, DM309 ext. 2295
ACU Box 27892
whitec@acu.edu

Office Hours: M-F 3-5 p.m.
(by appointment)

Course Description

JMC 265 Film Production (3-0-3) fall. Introduction to the filmmaking process from script to screen, including the basics of producing, cinematography, sound recording, production roles and set etiquette. Storytelling and production craft are emphasized through hands-on exercises, projects and screenings.

Prerequisites: JMC 165-Media Maker or instructor approval. Course fee.

University Mission

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

College of Arts & Sciences Mission

The mission of the College of Arts & Sciences is to educate students for worldwide Christian service and leadership through programs of study and other learning experiences that blend a liberal arts education with professional and career education.

Departmental Mission

Our mission is to engage students in critical and creative thinking in the classroom, in the laboratory and through mentoring relationships, leading them to become exceptional, ethical and agile communicators in a rapidly changing media environment, embracing technology, valuing diversity and embodying Christ-centered service.

Integration of Faith and Learning

The ACU mission has special significance in all areas of mass media. The role of the Christian mass media practitioner will be discussed and evaluated throughout the semester. Every student has a responsibility to himself and to God to use his talents and to reflect high moral standards before the public.

Diversity Statement

Those who control the flow of information in the mass media have a responsibility to their audience to communicate messages in a fair and truthful manner, without bias or prejudice, and with careful consideration to creating content that does not reinforce societal stereotypes.

See the ACU/JMC diversity policy:

- <http://www.acu.edu/academics/cas/jmc/resources/policies/diversity.html>

Course Overview

Purpose of the Course

In this course, students will learn and practice the basic tools and craft of digital filmmaking, become familiar with the broad stylistic and disciplinary range of media production and engage in projects which teach the creative and technical aspects of pre-production planning, camera operation, lighting, recording sound and editing.

Intended Audience

This class is for any student seeking a foundational experience in the art and craft of motion picture storytelling. The class is required for all students majoring in Multimedia in the Department of Journalism & Mass Communication.

Required Materials

Computers & Production Tools

- Computers, software and assorted production tools will be used throughout this course. See the "Use of JMC Equipment" section of this document for more information.

Required Textbooks

- *Voice & Vision: A Creative Approach to Narrative Filmmaking*, 3rd Edition. By Mick Hurbis-Cherrier. Routledge. ISBN-10: 0415739985 ISBN-13: 978-0415739986
- *The Visual Story: Creating the Visual Structure of Film, TV and Digital Media*, 2nd Edition. By Bruce Block. Routledge. ISBN-10: 1138410624 ISBN-13: 978-1138410626

Recommended Reading

- *The Complete Guide to Film and Digital Production: The People and The Process*, 3rd Edition. By Lorene M. Wales. Routledge. ISBN-10: 9781138239821 ISBN-13: 978-1138239821
- *The Lean Forward Moment: Telling Better Stories for Film, TV, and the Web*. By Norman Hollyn. New Riders. ISBN-10: 9780321585455 ISBN-13: 978-0321585455
- *Making Movies*. By Sidney Lumet. Vintage. ISBN-10: 9780679756606 ISBN-13: 978-0679756606
- *In the Blink of an Eye: A Perspective on Film Editing*, 2nd Edition. By Walter Murch. Silman-James Press. ISBN-10: 1879505622 ISBN-13: 978-1879505629

Memory Cards

- SDHC format - Class 10 (example)
- 32 GB minimum capacity
- One is required, having two is recommended

Production Tool Kit

- Flashlight (not your phone)
- 2 Marking Pens (Sharpies)
- Multitool

Course Objectives and Outcomes

<i>By the conclusion of the course, the student should be able to effectively:</i>	<i>Assessment</i>
understand the roles and responsibilities of a film production team	exercises, assignments and exams
understand the script-to-screen filmmaking process from pre-production to production, post-production and distribution	exercises, assignments and exams
understand the elements of mise-en-scene including camera placement, composition and production design	exercises, assignments and exams
recognize and apply storytelling techniques in editing and post-production	exercises, assignments and exams
create a short film using the fundamental tools and techniques of filmmaking	completed film

Course Policies

Course Grading

Your grade for this course will be based on the evaluation of your performance on assignments, exercises, exams and a project. Percentage values are as follows:

- 40% - Exercises & Assignments
- 20% - Exams & Quizzes
- 30% - Projects
- 10% - Short Film

Letter grades will be determined by the following scale:

- A = 92-100
- B = 91-83
- C = 82-74
- D = 73-65
- F = Below 65

Assignment and project grades may be interpreted according to the following rationale:

- A Exceptional work that goes beyond the expectations of the course
- A- Superior work, very high quality
- B+ Work of high quality, much better than average
- B Very good work, meets all expectations
- B- Good work
- C+ Satisfactory work that indicates a basic understanding of the course material
- C Satisfactory work, passable
- C- Passing work, but below reasonable expectations
- D Barely passing, less than satisfactory
- F Unacceptable

Grade values are assigned to student work based on point-based system of performance assessment, as well as on the professional, educated observations of the instructor.

Extra Credit Opportunities

Students have several opportunities for extra credit available during the course. These opportunities vary by semester as they often are tied to attending and/or volunteering service at various events. These opportunities are generally announced in class but it is the student's responsibility to be aware of available opportunities.

Assignments, Deadlines, and Late Work Policy

Each student is required to produce regular assignments during the semester. The assignment subject matter and due-dates are noted on the schedule. All assignments are due at class time unless stated otherwise.

No late work will be accepted for full credit. Work not submitted by the required date will be considered late and subject to penalties. All late assignments will automatically have 10 points subtracted from the highest possible grade.

No assignments will be accepted later than one week.

The instructor is the final arbiter in all course-related matters and reserves the right to control the assignment process, including the selection and placement of students into production roles should such actions be deemed necessary for students to meet course goals.

Use of JMC Equipment

Production equipment will be available for use on your assignments in this course and a usage fee will be charged to your account. Checkouts and returns will be made through the JMC Equipment Desk only during designated days and times. Multiple classes share this equipment so it is imperative all equipment is returned on or before the required deadline. Late returns or other equipment policy violations may result in a reduction of overall grade points, fines and even removal of all checkout privileges.

You are responsible for all departmental equipment while checked out in your name. If items are lost, stolen or damaged due to negligence you may be held responsible for the cost of repair or replacement. Students wishing to use equipment from any other source do so at their own risk. The JMC department and ACU are not responsible for loss or damages to personal equipment.

Equipment may not be checked out over the weekend or taken outside a 50-mile radius of Abilene unless approved by the instructor. Use of JMC equipment for any reason other than class-related activities is not permitted. Equipment policy violations may result in a reduction of overall grade points, fines and even removal of checkout privileges.

Participation in this program constitutes agreement with these terms.

Content Requirements

Content created for this course should comply with the [ACU Student Handbook](#) regarding behavior and depictions of the use of regulated substances. References to and illusions of alcohol and tobacco use may be shown, but students are not allowed to consume alcohol or use tobacco products as part of an official ACU activity.

The [MPAA PG-13 guidelines](#) are a good starting point regarding depictions of sexuality and use profanity, but acceptable standards within the ACU community take a more conservative position.

Student works in violation of these content requirements will not be accepted for a grade. The violation would also make a film ineligible for submission to the annual ACU FilmFest short film competition. Egregious violations will be referred to the ACU Dean of Students.

Content Warning

We will watch or reference numerous films during the semester. Some of these films could contain content considered offensive or not aligned with Christian values. Please speak to me in advance of any screening or assignment if you think such material will bother you. Students will not be forced to watch something they would rather not see.

University Policies

ACU Dress Code

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The university also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all university-sponsored activities, including athletics events. See the [full ACU Student Dress Code policy](#).

Anti-Harassment Policy

As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is defined as unwelcome behavior or conduct based on sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual's employment, education, or participation in University programs or activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity. See the [full ACU Title IX Anti-Harassment policy](#).

In-Class Behavior Policy

Use of laptop computers, tablets or phones in the classroom is permitted ONLY when the use is tied directly to a classroom activity such as software demonstrations, required research, content creation and editing, actual note-taking or similar activity. Any other use may be addressed by the instructor and could result in dismissal from the class period or being dropped from class if the action is determined by the instructor to be egregious or persistent.

During group productions, the integrity of the production and the set must be maintained. In such cases, the assistant director will decide whether members of the production crew may carry personal devices (phones) and if they should be powered down. On a professional set, the unexpected ringtone or vibration buzz can get you fired. It's not unusual for an AD to require all crew members to power down their phones, place them all in container and securely store off-set. Emergency situations will be handled on a case-by-case basis.

Disability Statement

Abilene Christian University is dedicated to removing barriers and opening access for students with disabilities in compliance with ADA and Section 504 of the Rehabilitation Act. The Alpha Scholars Program facilitates disability accommodations in cooperation with instructors. In order to receive accommodations, you must be registered with Alpha Scholars Program, and you must complete a specific request for each class in which you need accommodations. If you have a documented disability and wish to discuss academic accommodations, please email alpha@acu.edu or call the office directly at 325-674-2667.]

The ability to consistently meet deadlines is an essential requirement of most media and media related professions. Thus, in JMC courses subsequent to this one where meeting deadlines is an inherent element of instruction, extended time for some types of testing or other assignments may not always be an option.

Diversity Statement

Those who control the flow of information in the mass media have a responsibility to their audience to illustrate messages in a fair and truthful manner, without bias or prejudice, and with careful consideration to creating content that does not reinforce societal stereotypes. See the [full ACU/JMC diversity policy](#).

JMC Department Policies

Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failure to give credit to sources used in a work in an attempt to present the work as one's own, 2) Submission of papers or projects obtained from another source (e.g., research service or club paper file) as one's own, and 3) Falsifying information orally or in writing. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of your school, and the Dean of Student Life will be notified.

Breakdowns of all forms of academic integrity in JMC classrooms, labs and student media are condemned categorically by the faculty of the Department of Journalism and Mass Communication: in group projects, research papers, exams, out-of-class assignments, in-class work, individual projects, lab work, material prepared for public distribution via departmental media, internships, résumés and in JMC-sponsored organizations.

See the [full JMC Academic Integrity Policy](#) and the [full ACU Academic Integrity Policy](#) for more information.

Student Complaint Policy

The Student Complaint Policy, as adopted by the JMC department and approved by the university, is viewable online. See the [full JMC Attendance Policy](#).

JMC Attendance Policy

The JMC faculty values attendance at every class session. We believe students with superior attendance perform better than students with average or poor attendance. The teacher may require student to produce documentation of absence causes. Penalties will be imposed for excessive absences unless they are caused by:

- Serious illness of the student.
- Death or critical illness in immediate family.
- Approved university off-campus activities.
- Other absolutely unavoidable occurrences.

Penalties:

Students whose absences do not meet above criteria may be penalized:

- 5 MWF absences = minus one letter grade
- 4 MW or TR absences = minus one letter grade
- 2 one-day-a-week classes = minus one letter grade

Withdrawals Tied to Absences:

When a student's absences reach these levels, including university approved absences, the student will be withdrawn from the class:

- 9 MWF classes,
- or 6 MW or TR classes,
- or 3 one-day-a-week classes, the student will be dropped from the class regardless of the reasons for the absences. The grade will be WP if the absences fit the criteria described under "Value of Attendance." Otherwise the grade will be WF.

University Activity Participation:

Under university policy, a student who is required to miss a class to participate in a school activity by the academic administration will not be penalized by the teacher for missing that class. The student should not be penalized for the absence approved under this policy if he or she has satisfactorily made up the missed work within the time limit and in the way agreed upon by the student and the professor. Each professor may, but is not required to, drop a student from his or her class for nonattendance (absences in excess of 20 percent of the total meetings of the class) or for disruptive behavior in classrooms. See the [full JMC Attendance Policy](#).

Individual Assignments

Picture Story

- Tell a story using still photographs. Emphasis on narrative storytelling and composition.

Poetic Video

- Use motion imagery to illustrate mood and theme in selected short poem.

Script Breakdown/Shot List

- Use industry techniques to breakdown a short script to create a production plan and shot list.

Foley Soundscape

- Create an aural experience to a silent video using found and created sounds.

Team Assignments

Narrative Scene

- Recreate a short two-person dialog scene from a film. Emphasis on camera coverage, shot composition, sound recording and editing. Project Includes requirements in pre-production, production and post-production.

Action Scene

- Create a short scene featuring a chase, fight or other action narrative between two characters. Emphasis on direction, camera movement, sound design and editing. Project Includes requirements in pre-production, production and post-production.

Short Film

- Create a five- to eight-minute film from a selected student script approved by the instructor. Emphasis on all aspects of filmmaking process from script breakdown and production to editing and distribution. Note: Films must adhere to content limitations described in the the course policies.

Activities & Exercises

Production Deconstruction

- Deconstruct the production of a scene from a selected film using all available information about the production. This may include behind-the-scenes photos and videos, DVD commentary tracks and interviews with key production personnel.

Film Screenings

- Attend weekly screening of noted films and participate in critique discussions afterword.

Course Schedule

Note: The instructor may modify the course schedule as needed to maintain structure and to ensure success for all involved. All schedule adjustments will be thoroughly communicated to students as early as possible.

Week 1: Introduction to Course, Film Production Tools, Process and People

Week 2: Pre-Production Planning, Breaking Down a Script, Shot List

Week 3: Intro to Lighting and Camera, the Exposure Triangle

Week 4: Lens Perspective and focal length

Week 5: Production Meeting, Production Role Assignments, On-Set Safety

Week 6: Production Design, Set Dressing, Props

Week 7: Color and White Balance, and Lighting Basics

Week 8: Focus, Slating, Sound, Audio, Recording on Location, Using Audio Recorders

Week 9: Camera Mounts, Movement and Stabilization

Week 10: Editing and Media Management, Audio Sync, Basic Color Correction

Week 11: Creative Lighting, Gels, Scrims, Modifiers

Week 12: Advanced sound design and foley

Week 13: Advanced Editing Techniques

Week 14: Post-production output, film distribution

Week 15: Final post-production, Prep films for presentation

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: January 10, 2019
TO: Dr. Kenneth Pybus
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for JMC 265 – Film Production

After reviewing the course application, the library is able to support the proposed course. Please contact your Librarian Liaison, Chai Green (cwg06b@acu.edu), if additional library resources are needed to support the course. Thank you for the opportunity to evaluate the syllabus and course proposal.

December 21, 2018

Professor Cade White
whitec@acu.edu
325-674-2295

Re: Review of JMC265: Film Production

Dear Professor White,

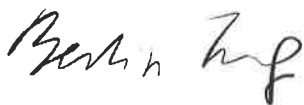
Thank you for submitting JMC265: Film Production. I have reviewed it based on the ACU Syllabus Guidelines. I found the syllabus document to be exemplary in both format and content, especially the description of various policies. However, here are a few places where you might want to consider revising to meet the university requirement:

- Consider adding information about credit hours.
- Consider adding a section describing the format of the class, addressing such questions as: Do students work on their projects in class or after class? Do they use their own computers or lab computers to complete the assignments? It's probably helpful to mention that the software applications are available to download for free through ACU's Adobe site license.
- As there are various individual and team assignments, as well as "activities and exercises," I wonder if it would be a good idea to create a table of course schedule specifying topic, readings, activities, and assignments so that students can see them at a glance. The schedule is optional, but it could be helpful in this course.

These are fairly minor changes you can make and move forward. There is no need to bring the syllabus back for further review. However, feel free to reach out to me if you have any questions or concerns.

Please note that this letter is not meant to be a final approval in the course application process. Instead it is intended as a reference, which will be read by the department chair and members of the council, who may also have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.



Director of Instructional Design

Adams Center