



**INSTRUCTOR INFORMATION**

Instructor: Iman Zawahry  
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 Office: 3048 Weimer Hall | Office Hours: by appointment or Thursday Period 5 | 11:45pm-12:30pm  
 TA: Brandon Shenk | bshenk36@gmail.com | 323-671-0038  
 Office Hours: by appointment

**CLASS & FILM TIMES**

Class: Monday Lab Periods 8-10 G001 | Lecture: Tuesday Periods 6-7  
 Film Weekends: Film 2/26-28/22 - | Film 2- 3/19-21/22 | Film 3- 3/26-28/21  
 Director's Prep: Film 2/18/22 - | Film 2- 3/14/22 | Film 3- 3/15/21  
 Crew Drills: Feb 14th 3pm -9pm

**COURSE OBJECTIVE**

The goal of this class is to help students acquire the basic knowledge, skills, and work ethic of motion picture production. Students will learn the multiple positions of an industry standard film set and will produce three 5 - 7 minute short films. Every student will play the role of one Above the Line team member (Producer, Director, Cinematographer, Production Designer, Editor) and two Below the Line team members (1st assistant director, 2nd Assistant Director, Script Supervisor, Camera Operator, 1st Assistant Camera, 2nd Assistant Camera, Sound Mixer, Boom Operator, Gaffer and Key Grip).

Students will learn the intricate roles and duties in making a film from breaking down a script to recording sound on a sound mixer. You will learn introductory knowledge of shot composition, storyboarding, and editing. In this class you will be work to perfect those skills in a collaborative setting.

**PREREQUISITES**

Grade of C in RTV3320 and instructor permission

**EQUIPMENT ROOM POLICIES**

Students will sign an equipment room contract. Failure to adhere to the contract can result in a student having a grade point deduction and/or receiving an incomplete or failing grade in the class. Late returns will result in equipment privileges being revoked. Parking for the equipment room is limited to ten minutes. Failure to adhere to this policy may result in a point deduction from a student's final grade.

**TEXTBOOK**

No required text handouts will be provided.  
 Recommended Texts:  
 "Crafting Short Screenplays That Connect" by Claudia Johnson  
 "In the Blink of An Eye" by Walter Murch  
 "Directing Actors" Judith Weston  
 "Save the Cat" by Blake Snyder  
 "Reflections: Twenty One Cinematographers at Work" by Benjamin Bergery

**COMPUTER & SOFTWARE**

It is suggested the students own a MacBook Pro and have access to the Adobe Creative Cloud Software. However, students will have access to the Mac editing lab.

**ATTENDANCE, TARDINESS, AND LATE ASSIGNMENT POLICIES**

Students are allowed one class absence per semester. Each additional absence will result in a two-point deduction from a student's final grade for each occurrence. Students are allowed to be tardy once during the semester in each class. Each additional tardy will result in a one-point reduction from a student's final grade. Students are counted present when they arrive and remain in class. Students are marked tardy one minute after class begins. Any unexcused late assignment will be lowered 20% of the total possible points. Any assignment turned in over a week late will be lowered 50% of the possible points.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>



## COVID-19 UNIVERSITY POLICIES

### FACE TO FACE CLASSES (LABS)

- We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- If you are experiencing COVID-19 symptoms (Check the CDC website for guidance on symptoms of coronavirus), please use the UF Health screening system and follow the instructions on whether you are able to attend class. Go to <https://coronavirus.ufhealth.org/> for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. Find more information in the university attendance policies.

### ON SET

If a student has not been vaccinated, students will take a COVID test the week (7 days) before production. The students must remain in their own bubble from that point until production. On set students must wear masks.. If the test is negative you may not come to set or near your classmates and quarantine according to the CDC guidelines. Please refer to the Film Florida Covid Set Guidelines in Canvas for more information.

## UNIVERSITY POLICIES

### IN CLASS RECORDING

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor. A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code

## TIME COMMITMENT

### TIME COMMITMENT

RTV4929c NCF is an immersive capstone course in film production and post-production. The course is based on team filmmaking. You will need the team and the team will need you. This course requires a significant time commitment from each student. Principal photography on each film will require 36-40 hours of work outside of class as well as a mature approach to time management techniques in order to meet production benchmarks and deadlines.



**UNIVERSITY POLICIES**

**STUDENTS WITH DISABILITIES**

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

**STUDENT EVALUATION OF COURSE AND INSTRUCTOR**

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

**UNIVERSITY POLICIES**

**UF HONOR CODE**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel.

**HELP WITH COPING**

The UF Counseling and Wellness Center is a terrific, free resource for any student who could use help managing stress or coping with life. The center, at 3190 Radio Road on campus, is open for appointments and emergency walk-ins from 8 a.m. to 5 p.m. Monday through Friday. To make an appointment or receive after-hours assistance, call 352-392-1575.

**ASSIGNMENTS, PROJECTS & GRADING**

**ASSIGNMENTS**

Attendance and punctuality .....	10 PTS
Pitch.....	10 PTS
Painting with Light.....	10 PTS
Director's Prep .....	10 PTS
Production Delivery Book....	10 PTS
Crew Drills.....	10 PTS
Final Film (individual).....	20 PTS
Final Film(team) .....	20 PTS

**GRADING SCALE**

94% or higher	= A
90%-93%	= A-
88%-89%	= B+
84%-87%	= B
80%-83%	= B-
78%-79%	= C+
74%-77%	= C
70%-73%	= C-
65%-69%	= D
64% or below	= E

Grades will be rounded up to next letter grade ie. 93.6 = 94

**ASSIGNMENTS**

**ASSIGNMENTS (DETAILS WORKSHEETS WILL BE PROVIDED ON CANVAS)**

1) PITCH	Due Jan. 10th
2) CREW DRILLS	Due Feb. 14nd
3) PAINTING WITH LIGHT	Due Feb. 15th
4) DIRECTOR'S PREP	Due Feb. 18th, Mar. 14th, Mar. 15
5) PRODUCTION DELIVERY BOOKS	Due April. 19th
6) FINAL FILM	Due April. 22nd



CLASS	MONDAY LAB PERIOD 8-10- 3:00PM-6:00PM	TUESDAY	TUESDAY CLASS PERIOD 6-7- 12:50PM-2:45PM	DUE
JAN 7 - FRIDAY(SPECIAL CLASS) <b>Making Movies</b> - What is Story? - Understanding loglines and pitching a good story. <i>Assignment - Everyone Pitches and Idea</i>	JAN 10 <b>Imagine This...G001</b> - Introduction to Class and Syllabus Listen to Pitch Ideas	JAN 11 <sup>TH</sup>	<b>Where's My Crew At?</b> - Choose Films by Thursday -ATL Positions tutorial - BTL Positions	Pitches Due
JAN 17 <sup>TH</sup>	<b>UF HOLIDAY</b>	JAN 18 <sup>TH</sup>	<b>Fade In</b> - Workshop First Draft in Class-	First Draft of Film
JAN 24 <sup>TH</sup>	<b>Making Movies WEIM G001</b> - Learning the C300 - Below the line position tutorials - Learning BTL Positions round tutorial film scenes -	JAN 25 <sup>TH</sup>	<b>Imagine This...</b> - Director's Beat Breakdown - ATL Responsibility - Production Design and Producer basics and examples	Draft 2 Script to Iman
JAN 31 <sup>TH</sup>	<b>Fade In WEIM G001</b> - Work in assembled film crews on location.. Filming a scene.	FEB 1 <sup>ST</sup>	-Third Draft Writers Workshop - Discuss painting with light assignment	
FEB 7 <sup>TH</sup>	<b>Painting with Light.....G001</b> Advanced Lighting Workshop - Lighting one scene of each script (Light somewhere outside G001) <i>- Cinematographers pick one scene for lighting workshop next week</i>	FEB 8 <sup>TH</sup>	<b>What's that in the frame?</b> - - Director's Prep Preparation - Fourth Writers Workshop -	
FEB 14 <sup>TH</sup>	<b>Crew Drills! 3PM-9PM</b> Each film will have 2 hours to shoot one scene of their film. This will be a dress rehearsal for the crew and ATL.	FEB 15 <sup>TH</sup>	<b>Final Draft.</b> - Workshop Final Draft in Class - -Screen Painting with Light Assignment -	Final Draft Due Painting in Light Assignment Due
FEB 21 <sup>ST</sup>	<b>PRE-PRODUCTION FOR ALL</b>			





# NARRATIVE COLLABORATIVE FILMMAKING

SPRING 2022

CLASS	PRODUCTION SCHEDULE
FEB 18 <sup>TH</sup>	<b>Directors Prep - Film 1 (suggested production meeting Feb 24th)</b>
MAR 14 <sup>TH</sup>	<b>Directors Prep - Film 2 (suggested production meeting Mar. 17th))</b>
MAR 15 <sup>TH</sup>	<b>Directors Prep - Project 3 (suggested production meeting Mar 24)</b>
FEB 26-28	<b>Production Film 1</b>
MAR 19-21	<b>Production- Film 2</b>
MAR 26-28	<b>Production- Film 3</b>
MAR 29 <sup>TH</sup>	<b>Upload Footage and begin Edit</b>
APRIL 4 <sup>TH</sup>	<b>Directors and Editors Meet with Iman By appointment</b>
APRIL 5 <sup>TH</sup>	<b>Rough Cut Screening 1</b>
APR 11 <sup>TH</sup>	<b>Directors and Editors Meet with Iman By appointment</b>
APR 12 <sup>TH</sup>	<b>Cut Screening 2</b>
APR 18 <sup>TH</sup>	<b>Directors and Editors Meet with Iman By appointment</b>
APR 19 <sup>TH</sup>	<b>Final In Class Screening Films      Delivery Books DUE</b>
APR 22/23	<b>Formal Screening for projects on April 22 or 23rd at 7pm in Reitz Auditorium (Tentative)</b>