



INSTRUCTOR INFORMATION	Instructor: Iman Zawahry Contact Info: iman@jou.ufl.edu 352-281-6787 Office: 3048 Weimer Hall Office Hours: Thursday Periods 4-5 10:40am - 12:35pm Brandon Shenk bshenk@ufl.com 323-671-0038 Office Hours: by appointment
CLASS & FILM TIMES	Class: Monday Lab Periods 8-10 G001 Lecture: Thursday Periods 6-7 WEIM 3020 Film Weekends: Film 10/10-13/25 - Film 2- 10/24-27/24 Film 3- 10/31-11/3/25 Director's Prep: Film 10/6/25 - Film 2- 10/16/25 Film 3- 10/20/25 Crew Drills: Sept. 29th 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 8-10 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 lecture and lab/workshop unexcused absence per semester. Each additional unexcused absence will result in a two-point deduction from a student's final grade for each occurrence. Students are allowed one unexcused tardy during the semester in each class. Each additional unexcused tardy will result in a one-point reduction from a student's final grade. Any unexcused late assignment will be lowered 20% of the total possible points. Any unexcused late assignment turned in over a week late will be lowered 50% of the possible points. Excused absences, tardy and late assignments will not be penalized. 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



UNIVERSITY POLICIES

- Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center. See the “Get Started With the DRC” webpage on the Disability Resource Center site. It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.
- Information on current UF grading policies for assigning grade points. This may be achieved by including a link to the University grades and grading policies.
- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online. Students can complete evaluations in three ways:
 1. The email they receive from GatorEvals
 2. Their Canvas course menu under GatorEvals
 3. The central portal at <https://my-ufl.bluer.com>

Guidance on how to provide constructive feedback is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

The University's Honesty Policy regarding cheating, plagiarism, etc.

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 Conduct Code specifies a number of behaviors that are in violation of this code and the possible sanctions. See the UF Conduct Code website for more information. If you have any questions or concerns, please consult with the instructor or TAs in this class.

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 education 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 deliver by an 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 presentation 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 guest 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.

Academic Resources:

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.



- Library Support: Various ways to receive assistance with respect to using the libraries or finding resources. Call 866-281-6309 or email ask@ufl.libanswers.com for more information.
 - Academic Resources: 1317 Turlington Hall, Call 352-392-2010, or to make a private appointment: 352- 392-6420. Email contact: teaching-center@ufl.edu. General study skills and tutoring.
 - Writing Studio: Daytime (9:30am-3:30pm): 2215 Turlington Hall, 352-846-1138 | Evening (5:00pm-7:00pm): 1545 W University Avenue (Library West, Rm. 339). Help brainstorming, formatting, and writing papers.
 - Academic Complaints: Office of the Ombuds; Visit the Complaint Portal webpage for more information.
 - Enrollment Management Complaints (Registrar, Financial Aid, Admissions): View the Student Complaint Procedure webpage for more information.
 - UF Student Success Initiative: Visit <https://studentsuccess.ufl.edu/> for resources that support your success as a UF student.
- Campus Health and Wellness Resources:
- UF Whole Gator Resources: Visit <https://one.uf.edu/whole-gator/discover> for resources that are designed to help you thrive physically, mentally, and emotionally at UF.

You can check these above policies at:
<https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/>

TIME
COMMITMENT

TIME COMMITMENT
 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.

ASSIGNMENTS,
PROJECTS &
GRADING

ASSIGNMENTS	
Attendance and punctuality	10 PTS
Pitch.....	10 PTS
Painting with Light.....	10 PTS
Director's Prep	20 PTS
Production Delivery Book....	10 PTS
Crew Drills.....	10 PTS
Final Film (individual).....	15 PTS
Final Film(team)	15 PTS

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

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

ASSIGNMENTS

ASSIGNMENTS (DETAILS WORKSHEETS WILL BE PROVIDED ON CANVAS)

1) PITCH	Due Aug. 25th
2) CREW DRILLS	Due Sept. 29th
3)FILM A SCENE	Due Sept. 17th
4) DIRECTOR'S PREP	Due Oct. 6th, Oct. 16th, Oct. 20th
5) PRODUCTION DELIVERY BOOKS	Due Dec. 1st
6) FINAL FILM	Due Dec 6th



CLASS	MONDAY LAB PERIOD 8-10- 3:00PM-6:00PM	THURSDAY	THURSDAY CLASS PERIOD 6-7- 12:50PM-2:45PM	DUE
		AUG 21 ST	Making Movies -- Introduction to Class and Syllabus - What is Story? - Understanding loglines and pitching a good story. Assignment - Everyone Pitches and Idea	
AUG 25 TH	Imagine This...G001 - Listen to Pitch Ideas	AUG 27 TH	Where's My Crew At? Meet in G007 - Choose Films - Learning BTL Positions Assignment - Writer's work on first draft	Pitches Due
SEPT 1 ST	UF HOLIDAY	SEPT 3 RD	Fade In - Workshop First Draft in Class-	First Draft of Film
SEPT 8 TH	Making Movies WEIM G001 - BTL Positions round tutorial	SEPT 10 TH	Imagine This... - Director's Beat Breakdown - BTL Positions -	Draft 2 Script to Iman/Brandon
SEPT 15 TH	Fade In WEIM G001 - Work in assembled film crews on location.. Filming a scene. - Cinematographers pick one scene for lighting workshop next week	SEPT 17 TH	Fade In - Workshop Third Draft in Class - Screen Film A Scene Light Assignment	Draft 3 Script to Iman/Brandon Film a Scene Assignment Due
SEPT 22 ND	Painting with Light.....G001 Advanced Lighting Workshop - Lighting one scene of each script (Light somewhere outside G001)	SEPT 24 TH	What's that in the frame? - - Director's Prep Preparation Production Design and Producer basics and examples -Screen Painting with Light Assignment Final Draft. - Workshop Final Draft in Class	Final Draft Due
SEPT 29 TH	Crew Drills! 3PM-9PM Each film will have 2 hours to shoot one scene of their film. This will be a dress rehearsal for the crew and ATL.	OCT 1 ST	ATL WORKSHOPS	
OCT 6 TH	PRE-PRODUCTION FOR ALL			



CLASS	PRODUCTION SCHEDULE	
OCT 6 TH	Directors Prep - Film 1 (suggested production meeting Oct. 9)	
OCT 10-13	Production Film 1 (three days in this four day block)	
OCT 9 TH	Editor's Workshop	
OCT 16 TH	Directors Prep - Film 2 (suggested production meeting Oct.23))	
OCT 20 TH	Directors Prep - Project 3 (suggested production meeting Oct.30)	
OCT 24-27	Production- Film 2 (three days in this four day block)	
OCT 31- NOV 3	Production- Film 3 three days in this four day block)	
NOV 4	Editors Upload Footage and Begin Edit	
NOV 10	Rough Cut Screening 1	
NOV 13	Directors and Editors Meet with Iman By appointment	
NOV 17 TH	Cut Screening 2	
NOV 20 TH	Directors and Editors Meet with Brandon By appointment	
NOV 24 TH	Thanksgiving Break	
DEC 1 ST	Final In Class Screening Films Delivery Books DUE	
DEC 6	Formal Screening for projects on Dec 6th at 7pm in Reitz Auditorium	