RTV3663

FILM SET WORKFLOW AND OPERATIONS

Professor Iman Zawahry

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3048 Weimer Hall
Office Hours: Tuesday and Thursdays 10:30-11:30

COURSE DESCRIPTION

This course provides a comprehensive understanding of film production, covering key crew roles, industry-standard workflows, and essential production paperwork. Students will develop skills in scheduling, budgeting, casting, and director preparation while gaining hands-on experience with shot design, storyboarding, and lighting diagrams. Through assignments and presentations, they will learn the responsibilities of production designers, assistant directors, and camera and sound teams. By the end of the course, students will demonstrate practical knowledge of pre-production planning, on-set operations, and the collaborative process necessary to bring a film from concept to execution.

LEARNING OBJECTIVES

- Understanding the many positions and set that compose a film and television crew
- Mastering Producing and understand the paperwork and logistics needed to work on set.
- Learn how to schedule and Budget for film/tv and the programs used
- Execute Casting and Audition Processes
- Apply Pre-Production Planning Techniques
- Understand Camera and Sound Department Operations
- Present a Comprehensive Director's Preparation Plan

ABSENTEE POLICY

Students are responsible for satisfying all academic objectives as defined by the instructor. Absences count from the first-class meeting.

Acceptable reasons for absence from or failure to engage in class include illness; Title IX-related situations; serious accidents or emergencies affecting the student, their roommates, or their family; special curricular requirements (e.g., judging trips, field trips, professional conferences); military obligation; severe weather conditions that prevent class participation; religious holidays; participation in official university activities (e.g., music performances, athletic competition, debate); and court-imposed legal obligations (e.g., jury duty or subpoena). Other reasons (e.g., a job interview or club activity) may be deemed acceptable if approved by the instructor.

For all planned absences, a student in a situation that allows an excused absence from a class, or any required class activity must inform the instructor as early as possible prior to the class. For all unplanned absences because of accidents or emergency situations, students should contact their instructor as soon as conditions permit.

If a student does not participate in at least one of the first two class meetings and they have not contacted the instructor or department to indicate their intent, the student can be dropped from this course.

CLASS MEETINGS

Tuesday 11:45am - 1:40pm
WEIL0279

STUDENT RESPONSIBILITIES

To ensure a productive and respectful learning environment, I ask that all students:

Be Respectful: Treat fellow students and the instructor with kindness and respect. This includes actively listening during discussions, valuing diverse opinions, and fostering a positive and supportive classroom atmosphere.

Be Punctual: Arrive on time for class and stay for the entire session. If you need to arrive late or leave early, please inform me in advance when possible. Consistent tardiness disrupts the flow of the class and can impact your participation grade.

Stay Engaged: Actively participate in class activities, discussions, and assignments. Your engagement enriches the learning experience for everyone.

Follow Course Policies: Adhere to deadlines for exams, quizzes, projects and other assignments.

Be Prepared: Come to class with the required materials, having completed any assigned readings or tasks. This ensures that you can actively participate in discussions and group work.

Respect Technology Use: Keep phone use to a minimum during class, unless it's for a class-related activity. Let's be mindful of how distractions can affect everyone's focus.

Seek Help When Needed: If you're struggling with course content or need accommodations, please don't hesitate to reach out to me. I'm here to support your success.

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ONLINE RESOURCES

This course makes extensive use of Canvas for readings, tutorials and course announcements. Students should check Canvas daily for:

Canvas Calendar – The course schedule with key dates.

Event Reminders – Automatic reminders for important activities or deadlines.

COURSE STRUCTURE

This course offers a balanced mix of theoretical readings to provide you with a robust understanding of film language, genres, and production techniques, while quizzes help reinforce key concepts. You'll quickly move from theory to practice, engaging in interactive assignments that include camera exercises, lighting experiments, and editing challenges. The final component of the course is focused on hands-on projects, where you'll work in teams to produce and edit a short film giving you a comprehensive, real-

UNIVERSITY POLICIES

University policies regarding attendance, grades, course evaluations, honor code violations, disability resources, health & wellness, crisis support, et al can be found at this link:
https://syllabus.ufl.edu/syllabus-policy/uf-syllabus-policy-links/

STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation Letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

COURSE EVALUATIONS

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/ ,

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

Fractional grade totals .05 and above will be rounded up.

Information on UF grading policies can be found here

GRADING VALUES

- Quizzes..... 20 PTS
- Schedule/Budget..... 10 PTS
- Casting Call Sheets..... 10 PTS
- Directors Beat Breakdown.....10 PT
- Storyboards..... 5 PTS
- Lighting Diagrams ..... 5 PTS
- Call Sheet & Setup Schedule...10 PTS
- Break Down a Script for PD.....10 PTS
- Director's Prep .....20 PTS

UF HONESTY POLICY

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. If you have any questions or concerns, please consult with the instructor.

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ACADEMIC RESOURCES

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. https://lss.at.ufl.edu/help.shtml.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. http://www.crc.ufl.edu/

Library Support, http://cms.uflib.ufl.edu/ask. Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring. http://teachingcenter.ufl.edu/

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers. http://writing.ufl.edu/writing-studio/

Student Complaints Campus:
https://www.dso.ufl.edu/documents/UF_Complaints_policy.pdf

On-Line Students Complaints: http://www.distance.ufl.edu/student-complaint-process

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 or magazine.

HEALTH AND WELLNESS

U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center:
http://www.counseling.ufl.edu/cwc/Default.aspx
352-392-1575

UF Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)
Student Health Care Center 352- 392-1161.

Remember
CJC Faculty and staff are here to help guide you, and we often have resources to connect you with appropriate services. You're not alone.

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DATE	IN CLASS	ASSIGNMENTS
JAN 6	ZOOM CLASS OVERVIEW OF CLASS	
JAN 13	• Overview of a Film Set • Crew Positions: Above the Line (ATL) vs. Below the Line (BTL) • Chain of Command on Set	Assignment: ATL & BTL Chain of Command Quiz
JAN 20	Casting & Pre-Production Prep • Understanding Casting Calls & Auditions • Casting Call Sheets • Director's Beat Breakdown	Assignment: Create a Casting Call Sheet Complete a Director's Beat Breakdown
JAN 27	Producer Basics & Production Paperwork • Essential Set Paperwork: o Production Logistics: o Kraft Services & 2nd AD Responsibilities o Location & Meal Coordination • Introduction to Movie Magic Scheduling & Budgeting	Assignment: Create a Film Schedule & Budget Production Rules Quiz
FEB 3	Camera & Sound Departments • Camera Team: o Camera Tests & Lens Tests o Camera Reports & DIT Workflow • Sound Team: o Sound Mixer & Sound Reports • Pre-Production Prep: o Location Scouts & Tech Scouts o Shot Design, Storyboards & Lighting Diagrams	Assignment: Create Storyboards & Lighting Diagrams
FEB 10	Production Design & Assistant Directing • Production Design: o Breaking Down a Script o Establishing Themes & Visual Aesthetics • Assistant Directors: o 1st AD & 2nd AD Responsibilities o Call Sheets & Setup Schedules	Assignment: Create a Call Sheet & Setup Schedule Break Down a Script for Production Design
FEB 17	Prepping for the Production Company • Director's Preparation: Communicating the Vision • Finalizing Production Details	Assignment: Director's Prep Presentation Due Next Week
FEB 24	Director's Prep Presentations • Each team member presents their role & responsibilities	