

FDMA 2120 FILM CREW

UNM-Valencia, Art Studio and Film & Digital Arts, Spring 2024

updated 8-2023

Face-to-Face Course

Professor: Jonathan Sims | Jsims01@unm.edu

Class time & location: Mon /wed 1pm - 2:45

Office Hours: Tuesdays 12pm - 2pm *and by appointment

*see "How to Contact the Instructor" below for more info

Office: B&T Building Rm. 114

Zoom Office Hours Link: Inquire for link Meeting ID:

Cell [for text only, please]: 505.681.4009

Land Acknowledgment: UNM-Valencia is located on the traditional and ancestral Pueblo people and is unceded. This region holds great historical, spiritual, and personal significance for its original stewards, the Native nations and peoples of this area. I acknowledge their connection to this land, and give thanks for the opportunity to live, work, and learn on their traditional homeland.

A note: Since 2020, the U.S. has experienced both the emergence of a global pandemic and the painful consequences of long-endured violence against the BIPOC community. These events have caused, and continue to cause, fear, stress, and pain for many members of our community, and will continue to impact each of us in various ways for times to come. Under these circumstances, it is completely normal to feel overwhelmed or anxious, and to have difficulty concentrating. I have designed this course with these challenges in mind, and am committed to continuing to work with all of you to create a positive and supportive learning environment. If your health, well-being, or school work are being impacted, I offer support services and resources in this syllabus and will meet with you anytime to discuss it as well. If your needs are not being met in any way, contact me and I will help you find services that will meet your needs as best I can.

Credit-hours: This is a three credit-hour course delivered in-person for 16 weeks. Class meets for five hours of direct instruction per week for the semester. Please plan for a minimum of 4 hours of out-of-class work (or homework, study, open lab, projects, and class preparation) each week.

Course Description

This 16-week course is designed to provide students with a comprehensive understanding of various film crew positions and their specific roles on a film set. Through a combination of theoretical knowledge and practical exercises, students will gain insights into the different departments involved in filmmaking.

Objectives

1. Demonstrate understanding of film crew roles and procedures.
2. Understand the principles of each film department and their functions.
3. Apply team building to production hierarchy..
4. Develop problem-solving skills to overcome production challenges.

Student Responsibilities & Course Policies

- **Health and Awareness:** UNM-Valencia is a mask friendly community if you are not feeling well. If you are experiencing any illness symptoms, please do not come to campus. Even without a positive test for any illness (covid, flu, etc...), if you feel sick, please stay home, rest and **take care of yourself first**. If you do need to stay home, please communicate with me (see "How to Contact the Instructor" section); I can work with you to provide alternatives for course participation and completion. UNM-Valencia faculty and staff know that there is a complete life for you outside of your class and on-campus time. Please let us know that you need support so that we can connect you to the right resources.
- **Affirmed/Preferred First Name:** As part of its commitment to providing a safe, inclusive, and respectful learning, living, and working environment, the UNM-Valencia Campus recognizes that many people prefer to use a name other than their legal name to identify themselves. Here is a general website for it- <https://oeo.unm.edu/resources/preferred-name.html>.
- **AccessAbility Policy:** I can and want to make appropriate accommodations that will support you in this class by collaborating with you and the [Equal Access Services at UNM-Valencia](#), 505-925-8560 or [call/email any of the Advisors](#). It is important that you take the initiative to inform me of your accommodations needs, as I am not legally permitted to inquire. In accordance with University Policy 2310 and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor and/or Equal Access of the need for an accommodation.
- **School/Life Conflict:** Many of you face obstacles to your education as a result of work or family obligations or unforeseen personal difficulties. If you are experiencing challenges throughout the semester that are impacting your ability to succeed in this course, or in your undergraduate career more broadly, please reach out to me immediately so that we can work together to form a plan for your academic success. Reach out to me at anytime to discuss this!
- **Caregiver Responsibilities Policy:** I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other friends/family members. If you run into challenges that require you to miss class or if your caregiving responsibilities are interfering with your ability to engage in this course, please contact me. I can be flexible and support your learning!
- **Citizenship and/or Immigration Status:** Everyone is welcome in this class regardless of citizenship, residency, or immigration status. I will respect your privacy if you choose to disclose your status. UNM-Valencia as an institution has made a core commitment to the success of all our students, including members of our undocumented community. The Administration's welcome is found on the UNM-ABQ campus website: <http://undocumented.unm.edu/>.
- **Course Conduct:** I am committed to creating a learning environment where diverse perspectives are recognized and valued as a source of strength. I request that all students work with me to create a class culture based on open communication, mutual respect, and inclusion. As a class we will approach all discussions with curiosity, respect and civility. Disagreements and debates in academic discourse are expected and welcome, but personal attacks are never OK and will not be tolerated. I strive to ensure an open and welcoming classroom for all students. If I ever miss the mark, please don't hesitate to reach out to me. We are all learning together.
- **UNM Email/CANVAS Access:** All UNM-Valencia students will be required to have a UNM Net ID which can be created by going to: <http://it.unm.edu/accounts/>. UNM Net ID will give you access to the computer labs on campus, Canvas and UNM Email.
- **Computer & Internet Policy:** Students will need to have access to a computer with **high-speed Internet** for this course. If you do not have access to a computer with high-speed internet at home, I want to help! UNM-Valencia and UNM-ABQ have implemented **laptop checkout options**.

- If you are a **UNM-Valencia student** and you need access to a laptop, please contact the UNM-Valencia Library at :<http://valencia.unm.edu/library/index.html>
- If you are a **UNM-ABQ student**, you will need to fill out this form: <https://at.unm.edu/coronavirus/summer-2023-laptop.pdf> and send it to avdept@unm.edu. For more information on computer checkout and wifi access for UNM-ABQ Campus, visit this website: <https://at.unm.edu/coronavirus/student-tech-access.html>.
- **ALL students can request** access to a LoboVirtualDesktop. Here is the website: <https://lobovirtualdesktop.unm.edu>. Fill out the online form. This virtual desktop is a work-in-progress, and you would need a decent computer and internet connection to make this work. But, it would give you access to a variety of UNM owned software.
- Students should have basic computer and file management skills for all courses, especially online courses. If you are struggling with these, reach out to tutoring and support services (see support section on syllabus).
 - If you have any questions or concerns, reach out to me!
 - All students, whether online or in-person (or in-between) are able to access the computer labs on the UNM-Valencia Campus and the UNM-ABQ Campus regardless of where you are taking classes.
- **Access to internet:** The UNM-Valencia Campus has great wifi if you are on campus. [UNM-ABQ does too-see this login info. This is a great list of internet options for qualifying households. This is an ABQ listing and map of wifi hotspots.](#) If you still need access off-campus and do not have the resources, please reach out to me, Student Services, or any other faculty and staff.
- **Computer Lab Responsibility:** Please be advised that use of computer labs on UNM-Valencia and UNM-ABQ properties is governed by "Policy 2500: Acceptable Computer Use" which can be found at <http://policy.unm.edu/university-policies/2000/2500.html>. Anyone violating these policies is subject to possible suspension and loss of computer lab privileges.
- **Title IX:** Our classroom and our university should always be spaces of mutual respect, kindness, and support, without fear of discrimination, harassment, or violence. Should you ever need assistance or have concerns about incidents that violate this principle, please access the resources available to you on campus. Please note that, because UNM-Valencia faculty are considered "responsible employees" by the Department of Education, any disclosure of gender discrimination (including sexual harassment, sexual misconduct, and sexual violence) made to a faculty member must be reported by that faculty member to the university's Title IX coordinator. For more information on the campus policy regarding sexual misconduct, please see: <https://policy.unm.edu/university-policies/2000/2740.html>
- **Academic Integrity and Honesty:** Each student is expected to maintain the highest standards of honesty and integrity in academic and professional matters. The University reserves the right to take disciplinary action, including dismissal, against any student who is found responsible for academic dishonesty. Any student who has been judged to have engaged in academic dishonesty in coursework may receive a reduced or failing grade for the work in question and/or for the course. Academic dishonesty includes, but is not limited to, dishonesty in quizzes, tests or assignments; claiming credit for work not done or done by others; hindering the academic work of other students; and misrepresenting academic or professional qualifications within or outside the University. You are capable of meeting my expectations for this course! The arts are such a personal, unique experience for each person, and your story and how you choose to share it with the world are so important! If you are concerned about how well you are doing in this course, please reach out to me instead of considering academic misconduct.

Participation

Student participation is considered a necessary factor in the learning process. Course participation and attendance is key to mastering skills and successfully completing projects. You are adults and I expect you to be motivated to grow your knowledge and abilities by engaging in coursework. You are still held responsible for all academic work required regardless of weekly participation and attendance. Class participation influences your grade heavily. Participation includes:

- You should complete all projects on time (to your best ability), participate in scheduled critiques/class discussions, and maintain a safe, respectable, positive lab environment.
- You are required to attend class and be prepared for each day's work.
- If you do not attend the first week of class you may be dropped.
- You will need to work a few hours each week in addition to the scheduled class times. Open Studio hours will be announced.

Grading Policy

- Grading is based on completion of course work and projects, the quality of your individual technical and critical development, and a personal commitment to your work. Personal commitment involves regular participation, consistent effort, completion of work, participation in critiques and class discussions and the general willingness to try. Make each project meaningful to yourself!
- Each assignment will culminate in a critique, which will consist of pinning up your work. Being prepared for these critiques, both with your completed work and your readiness to participate in the discussion surrounding your and your peers' artwork is a meaningful part of the process of creating art. Attending the critique, even if your project is incomplete/late, is extremely important.
- If you are submitting work past the posted deadline, it is super important that you communicate your circumstances with me so that we can work out a plan for you to grow and succeed in this art class!
- Incompletes are rarely issued. If 75% of the semester's work/deliverables and participation have been completed with a satisfactory grade, and incomplete may be issued.

Grading Breakdown

Semester Requirements:

- Weekly comment. 30 points 20 points
- Quizzes. 20 points participation online
- Final Project 30 points

Extra Credit: 05 points

Extra Credit will be offered throughout the semester for various points at a maximum of 10 points for the entire semester. Points will be added up and a letter grade will be issued according to this scale to the right:

A+	101+
A	94-100
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	78-79
C	74-77
C-	70-73
D+	68-69
D	64-67
D-	60-63
F	50-59

How to Contact the Instructor

Zoom Link: Zoom link will be provided

During office hours, I will attempt to have my Zoom open and available for us to connect. But, I might be working with a student in a studio or otherwise not in front of a computer. If you are trying to Zoom in and I am not responding, please text me and let me know!

Email:

Email can be sent through UNM email (jsims01@unm.edu). PLEASE: in the subject line, write the class number, for example - "ARTS 1210". I will check email regularly and plan to respond to emails/messages within 48 hours/2 business days. At some points in the term, my inbox gets quite full, but I do want to hear from you! If you email me and don't hear back from me within two business days, please send a follow-up email. I will appreciate the gentle reminder.

Phone:

I am not available via phone call for this course. But, you can text me (no calls please) to my personal cell phone if needed at anytime: 505-681-4009. This and Remind are probably the best way to contact me for fastest response.

Office Hours:

Mondays 12pm -2 virtual* & Wednesdays 11pm - 1pm on-campus, and by appointment

Support Information, Resources, & Tutorials

UNM-Valencia Campus provides extensive academic supports for students, and these supports are there to support you to achieve the academic success you are truly capable of. Most students access them at some point in pursuit of their degree. **There is no shame in seeking help!** I have provided a list of the academic support offices offered by UNM-Valencia below.

Open Studio Time:

- Located in B106 Studio/Classroom: Times and hours TBD.

Support for UNM Canvas:

- <https://canvasinfo.unm.edu/support/index.html>

UNM-Valencia Tutoring Services:

- Custom tutoring services are available through [The Learning Commons](#). Even online tutoring is available!

Instructor Support:

- Please see "How to Contact the Instructor" for methods of contacting the instructor for help.

AccessAbility & Equal Access:

- [UNM-Valencia's accessibility/ADA compliance](#)
- [UNM-Valencia's Equal Access Services](#)

Mental Health and Counseling Services: All of us need a support system, and many students benefit from the use of counseling services. I know I do! UNM-Valencia has mental health counseling as part of the [PASOS Recourse Center](#). Also, here is a [list of services available in Valencia County and around the state: https://](#)

Supplies

Required:

None.

Dates	Schedule	Projects
<u>Week 1</u>	**Week 1-2: Introduction to Filmmaking** - Overview of the film industry - Historical perspective - Basics of storytelling in film	
<u>Week 2</u>	**Week 1-2: Introduction to Filmmaking** - Overview of the film industry - Historical perspective - Basics of storytelling in film	
<u>Week 3</u>	- **Week 3-4: Pre-production Process** - Script development - Budgeting and scheduling - Casting and auditions	<ul style="list-style-type: none"> • Conducting a Read - in class hands on
<u>Week 4</u>	**Week 5-6: Camera Department** - Cinematography basics - Camera types and operation - Shot composition and framing •	
<u>Week 5</u>	**Week 5-6: Camera Department** - Cinematography basics - Camera types and operation - Shot composition and framing • ideo	<ul style="list-style-type: none"> • Shots up in class hands on
<u>Week 6</u>	**Week 7-8: Lighting and Grip Department** - Lighting techniques - Grip equipment and usage - Set safety and etiquette	
<u>Week 7</u>	**Week 7-8: Lighting and Grip Department** - Lighting techniques - Grip equipment and usage - Set safety and etiquette	\

<u>Week 8</u>	Week 9-10: Sound Department** <ul style="list-style-type: none"> - Sound recording and design - Microphone types and placement - Post-production sound editing • 	Sound Dept Show and Tell
<u>Week 9</u>	Week 9-10: Sound Department** <ul style="list-style-type: none"> - Sound recording and design - Microphone types and placement - Post-production sound editing • 	
<u>Week 10</u>	- **Week 11-12: Art Department** <ul style="list-style-type: none"> - Production design - Set decoration - Costume design es 	Art dept Q&A
<u>Week 11</u>	- **Week 11-12: Art Department** <ul style="list-style-type: none"> - Production design - Set decoration - Costume design 	
<u>Week 12</u>	- **Week 13-14: Editing and Post-production** <ul style="list-style-type: none"> - Introduction to editing software - Editing techniques - Visual effects and color grading 	• DIT - ON SET DYNAMICS
<u>Week 13</u>	- **Week 13-14: Editing and Post-production** <ul style="list-style-type: none"> - Introduction to editing software - Editing techniques - Visual effects and color grading 	• OFF SET DYNAMICS
<u>Week 14</u>	**Week 15-16: Wrap-up and Final Projects** <ul style="list-style-type: none"> - Review of key concepts - Final projects and presentations - Q&A session 	
<u>Week 15</u>	**Week 15-16: Wrap-up and Final Projects** <ul style="list-style-type: none"> - Review of key concepts - Final projects and presentations - Q&A session 	
<u>Week 16</u>	• Final Exam	Final exam

****Assessment:****

1. **Quizzes:**

- Quiz 1 (Week 4): Pre-production
- Quiz 2 (Week 8): Camera, Lighting, and Grip
- Quiz 3 (Week 12): Sound, Art, and Editing

2. **Projects:**

- ****Project 1 (Week 6): Cinematography Exercise****
-Working as a camera team.
- ****Project 2 (Week 10): Sound Crew Project****
- Record and run sound dept.
- ****Project 3 (Week 16): Final Film Crew Simulation****
- Collaborative project simulating a real film set, incorporating all learned aspects.

****Grading:****

- Quizzes: 30%
- Projects: 50%
- Participation and Attendance: 20%

****Important Dates:****

- First Day of Class: January 17th
- Quiz 1: February 7th
- Quiz 2: March 6th
- Quiz 3: April 17th
- Final Project Due: May 9th

Note: The syllabus is subject to adjustments based on the pace of the class and specific areas of interest.