Class: TR 5:00pm – 7:40pm, 318 E Starr Ave (Film Bldg.)  
Instructor: Peyton Paulette (peyton.paulette@gmail.com, 936.414.2458)  
Office Hours: MW 12pm – 5pm, TR 12pm – 5pm, Room 208, Film Bldg.

Course Description: Short Film Production (ART 415) is a repeatable class where advanced creative production techniques and storytelling are taught. Through six (6) films produced throughout the semester, the student will learn story, production technique, scheduling, advanced camera and lighting, and group dynamics. The student should treat this as a course leading to professional career.

Required Software/Hardware: Final Draft, Scrivener, Celtx, or equivalent screenwriting software.  
External Hard drive, 500GB(minimum), 7200rpm, USB3

Suggested Book(s):  
Set Lighting Technician’s Handbook  Harry C. Box  
The Pocket Lawyer For Filmmakers  Thomas A Crowell  
Save the Cat!  Blake Snyder  
Audio Post-Production for Film and Video  Jay Rose  
Color Correction Handbook  Alexis Van Hurkman

Grades: Grades are determined on the following breakdown:  
Completed Short Film Productions (6): 80%  
Attendance/Participation: 10%  
Script: 10%  

In addition to the breakdown illustrated above, the student's professional growth shown through his or her involvement in the group is considered when formulating a student's final grades.

Class attendance: Attendance/participation in this class is mandatory and will be recorded, so it is important to be here. Three (3) absences will result in a student’s final grade lowered by one letter grade. Four (4) absences will result in a failing grade. A student displaying numerous late arrivals or leaving the class early will be recorded as absent.

Class Periods: Tuesdays and Thursdays class will be used for the following: script writing theory, film theory, advance film production techniques, editing, casting, testing of lights/cameras, viewing rushes and completed film projects. Fridays will be used for the shooting of the six Short Film Productions. Call time will be 12:00pm Friday and the day will conclude on/before 12:00am. Call time can be adjusted if needed, but only to move it earlier, and filming must conclude on a 12-hour scale (for example, we’re shooting a film that takes place entirely outside during the day, we may move the call time to 9:00am. In this case, we must wrap by 9:00pm to maintain a 12-hour turn-around).

Short Film Productions: 1) Six scripts will be provided and students will work together through all stages of pre-production, production, and post-production. All students in this class are responsible for the success of the individual vignettes. The students are a team and must work together to ensure that each short film is produced competently, shot efficiently, and completed on time and professionally. Each student will assume the role of a department head – a position they will carry throughout the semester, into the Summer Feature and onward. These positions include: Director, Assistant Director, Production Designer/Art Director, Unit Production Manager, A & B Camera Operators, Script Supervisor, Production Editor, Key Grip, Gaffer, and other key support roles. The student in this role will also work with the instructor in selecting their support crew for vignettes and the Summer Feature.
Safety: Filmmaking can be a dangerous profession. On set injuries and, in some cases, death has occurred due to negligence and ignorance of basic safety protocol. Students should be aware of the dangers of the equipment being used and take steps to protect themselves and their cast and crew. The use of real firearms, explosives, fireworks, and electrical tie-ins are strictly prohibited and will result in a failing grade for this class and expulsion from the film program. The use of prop/toy guns may be used, but they must be stored and used off campus. If you’re using the prop gun in a public area the local authorities must be informed. All stunts including, but not limited to, vehicle stunts, fight scenes, and drug use must be presented to the instructor for approval prior to the stunt being performed. In some cases, the University safety officer may need to be present during the scene to ensure cast and crew safety.

S.F.A. Class Attendance and Excused Absence Policies

Class Attendance: Regular and punctual attendance is expected for all classes, laboratories, and other activities for which a student is registered. Attendance policies shall be stated in the syllabus. For those classes where attendance is a factor in the course grade, an accurate record of attendance shall be maintained. Regardless of attendance, the student is responsible for course content and assignments.

Excused Absences: Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Students are responsible for providing satisfactory documentation in a timely manner to the instructor for each absence. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with acceptable excuses may be permitted to make up work for a maximum of three weeks’ worth of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make up work must be completed as soon as possible after returning from an absence in accordance with the course syllabus. In the case of absences caused by participation in university-sponsored events, announcement via mySFA will constitute official notification. Faculty members sponsoring activities that require their students to be absent from other classes must submit to the provost and vice president for academic affairs an explanation of the absence, including the date, time and an alphabetical listing of all attending students. If approved by the provost and vice president for academic affairs, this information will be posted on my SFA.

S.F.A. Academic Integrity Policy

Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: 1. Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; 2. Falsification or invention of any information, including citations, on an assignment; and/or 3. Helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism include, but are not limited to: 1. Submitting an assignment as if it were one’s own work when, in fact, it is at least partly the work of another; 2. Submitting a work that has been purchased or otherwise obtained from the Internet or another source, and; 3. Incorporating the words or ideas of an author into one’s paper or presentation without giving the author due credit.

Procedure for Addressing Student Academic Dishonesty: A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student(s) involved, and initiate the following procedure: 1. The faculty member shall review all evidence of cheating or plagiarism and discuss it directly with the student(s) involved. The faculty member shall inform the student(s) of the procedure for addressing academic dishonesty, as well as the appeals process: 2. After hearing the student(s)’ explanation or defense, the faculty member will determine whether or not academic dishonesty has occurred and will inform the student(s) what action will be taken. Penalties may include reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, or failure of the course. The faculty member may consult with the academic unit chair/director and dean in making these
decisions; 3. After a determination of academic dishonesty, the faculty member shall notify the office of the dean of the student’s major by submitting a Report of Academic Dishonesty, along with supporting documentation as noted on the form. This report shall be made part of the student’s record and shall remain on file with the dean’s office for at least four years: 4. Upon second or subsequent offenses, the dean of the student’s major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination. A student’s record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student’s academic career at Stephen F. Austin State University. Students who are found to have demonstrated academic dishonesty and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records.

Student Appeals: A student who wishes to appeal decisions related to academic integrity should follow procedures outlined in Academic Appeals of Students (A-2). To see the complete policy, go to: http://www.sfasu.edu/policies/academic_integrity.asp

S.F.A. Withheld Grades Semester Grades Policy
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

S.F.A. Policy for Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 1 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to: http://www.sfasu.edu/disabilityservices

Spring 2018 Desired Learning Outcomes:
1. Students are expected to learn proficiency in filming techniques and film/video terms.
2. Students will produce a six (6) short films and will learn pre-production, production and post-production techniques that will lead to a professional career.
3. Students will learn to work in a professional manner and conduct themselves as professionals on a film set.

Student Learning Outcomes:
1. Students, through the short film productions, will demonstrate their proficiency in pre-production, production and post-production.
2. Students through heavy hands-on participation, will learn advanced filming, lighting, shooting, and editing techniques.
3. Student will be able to collaborate with fellow students with a minimum amount of friction.
4. Students through will learn professional work habits and the film/video language.
FILE/VIDEO EQUIPMENT POLICIES

All equipment issued to students will be checked-out by the graduate assistant assigned to the check-out room. There are no exceptions to this rule. Check-out times and procedures will be posted. Equipment when checked-out will be entered in the equipment room’s computer. All cinematography equipment, with the exception of light tripods, HMI's, the jib-arm, c-stands and light stands, will be checked out in cases. There are no exceptions to this rule. The 2500 HMI, 4K HMI, 9 Light, Tulip Crane and the senior light fixture can be checked-out only through special permission. The School of Art will do its utmost to see that all equipment is in good working condition, but it is advised that students checking-out equipment, inspect their equipment. When a student completes the checkout process, they testify that they have the equipment, they have inspected the equipment, and that it is in complete and/or working condition.

The cost to replace or repair lost, broken or damaged equipment (including lamps) will be assessed to the student to whom the equipment was issued. Notification of broken or damaged equipment will be made in the presence of the student at the time the equipment is returned or within 48 hours. The assessment cost will be made by a cinematographic teacher.

Issued equipment will be returned on the date specified on the checkout form. A student who has not returned a camera, sound kit or HMI fixture on the due date will be fined five (5) dollars per day per unit. Grip, gaff, electric or supporting equipment not returned on the due date will be fined one (1) dollar per day per unit. Failure to pay a fine will result in a hold on the student's transcript and will prevent that student from future S.F.A. registration or graduation.

When a student is issued equipment, they are responsible for that equipment until it has been returned to the School’s equipment room. Lending equipment to another student or film group does not change that responsibility. There are no exceptions to this rule.

STATEMENT OF ACCEPTANCE

I ______________________ (print name) hereby proclaim by my signature that I have read and understand the Film/Video Equipment Policies and agree to all terms outlined including the late per day fines and the replacement/repair assessment fines that could be assessed to me. I understand that failure to pay a fine or replacement/repair assessment will result in a hold on my transcript and will prevent me from future S.F.A. registration or graduation.

Signature: ______________________

Student ID #: ______________________

Date: ______________________
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