N485
Raw Workflow and Directorial Analysis & Production
Spring 2016

Media Arts and Science / Department of Human-Centered Computing
Indiana University School of Informatics and Computing, Indianapolis

Section: 32534
Credits: 3
Time: Monday 3-5:40 PM
Location: IT 270, Informatics & Communications Technology Complex
535 West Michigan Street, Indianapolis, IN 46202
First Class: January 11, 2016
Instructor: C. Thomas Lewis, MFA (Film)
Office: IT 473
535 West Michigan Street, Indianapolis, IN 46202
Hours: Tuesday, 2:00-4:00, or by Appointment
Phone: (317) 278-3799 (Office)
Email: lewisct@iupui.edu

Prereqs: N253 (Recommended N353)

COURSE DESCRIPTION
This course will have two primary components. The first eight weeks will be devoted to learning the post-production workflow associated with RAW video acquisition. Using industry standard software this portion of the course will establish best practices regarding RAW workflow and color grading. The second eight weeks will be devoted to screening the work of a particular director, analyzing the visual/directorial style, and producing a piece in the style of one of their films.

Software used:
DaVinci Resolve, Avid Media Composer

Teaching and Learning Methods:
Linda.com tutorials for DaVinci Resolve
Hands-on learning of techniques with provided footage
Readings and discussions of narrative film theory and style
Screenings of feature films
Writing assignments applying theory to films screened
Producing one video
Critiques of student work at various milestones

Learning Outcomes:

<table>
<thead>
<tr>
<th>#</th>
<th>Upon completion of this course, students will</th>
<th>PUL*</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>comprehend and have applied methods of RAW workflow (2,3*)</td>
<td>A, B</td>
<td>Evident in assignments and assessments.</td>
</tr>
<tr>
<td>2</td>
<td>have developed working knowledge of the tools and technology of RAW workflow (3)</td>
<td>B</td>
<td>The production values evident in the students' final films</td>
</tr>
<tr>
<td>3</td>
<td>gained an understanding of and applied concepts of visual literacy as they pertain to narrative film. (2,3)</td>
<td>C</td>
<td>The awareness of and sensitivity to the creative and stylistic considerations of representation as evident in their films and in discussions of the films screened in class.</td>
</tr>
<tr>
<td>4</td>
<td>comprehend and demonstrate competency in aspects of pre-production, production and post-production of RAW workflow filming. (2,3)</td>
<td>B</td>
<td>The production values evident in the students' final films</td>
</tr>
</tbody>
</table>

* Number indicates category in Bloom's Taxonomy of cognitive domains.

Principles of Undergraduate Learning (PULs):

Learning outcomes are assessed in the following areas:

Major Emphasis
A. Core communication: written, oral and visual skills
B. Integration and application of knowledge

Minor Emphasis
C. Values and Ethics

Please visit [http://www.iport.iupui.edu/selfstudy/tl/puls/](http://www.iport.iupui.edu/selfstudy/tl/puls/) to learn more.

Teaching Objectives:

- To teach technical skills of RAW workflow and creative methods of color grading
- To analyze and provide insight into the directorial approach of a selected film director
- To thoroughly experience the requirements of pre-production, production and post-production as put into practice making a short narrative scene shot in RAW.
- To give advanced experience of the tools involved in video production: cameras, lights, grip equipment, microphones and editing & presentation software.
- To give exposure to the theories and discourse surrounding narrative filmmaking.
- To give exposure to key creative aspects of films of a featured director

Core Technical Competencies:

- How to plan and execute technical requirements of RAW workflow
- How to approach and execute the color grading of a film
• How to acquire RAW video
• How to work with tapeless video acquisition
• How to analyze and write about narrative film.

Class supplies:
• Blank Blu-ray Discs/Cases
• External Fire Wire Hard Drive – 100-150 GB minimum
• Headphones (for editing in lab)
• Leather work gloves for handling lights

EXPECTATIONS, GUIDELINES, AND POLICIES

Attendance:
The success of the course depends on the consistent attendance of everyone. Genuine reasons like medical concerns will be taken into consideration with proper doctor certification. Attendance will be taken at the beginning of the class and possibly at the end. You are expected to be in your seat by the minute class starts. Three (3) absences will result in the lowering of your class grade by one letter grade. Any student absent for four (4) classes will fail the course. Two tardies or early departures count as an absence. Any student arriving late/leaving early consistently without a valid reason will be docked a letter grade. If you miss a class, it becomes your responsibility to get any notes from a classmate.

Two tardies or early departures count as an absence.

1-15 minutes late is a tardy, after 15 min it is an absence.

Leaving 15 minutes (or less) early is an early departure.

Leaving more than 15 minutes early it is an absence.

Any student arriving late/leaving early consistently without a valid reason will be docked a letter grade. If you miss a class, it becomes your responsibility to get any notes from a classmate. Do not ask me.

Incomplete:
The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year.

http://registrar.iupui.edu/incomp.html

Deliverables:
You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines will be presented in class and/or supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 25%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

**Exams/quizzes:**
- There could be quizzes, surprise and otherwise.
- Quizzes will happen at the beginning of class. There will be no extensions for lateness and no make-ups for absences.
- There will be no grade change unless there is a proof of mathematical miscalculation.

**Class Assignments:**
Assignments include short analyses of the films screened in class, milestones regarding the creation of the client videos, and peer reviews of each production.

**Participation:**
You earn 3 points toward your class participation grade for every class you attend. You will be docked 1 point for every tardy and 1 point for every early departure. Points missed for an absence will not be reinstated if the absence is excused.

All students are expected to participate by answering questions, asking questions and actively discussing projects during lecture. Students are expected to participate in the film shoots, and to vary the capacity in which they work. Your active participation is crucial for class morale. See further information about class participation under Grading Information.

**Grading Information:**
Fifty percent will be based on the grades received for the videos you have worked on, which includes the various milestones. Thirty percent of your grade will be based on your film analyses. Class participation/attendance is worth 10% and quiz/test grades make up the balance, 10%. Class participation refers to the frequency AND quality of your contributions as seen in your presentation of ideas, your contribution to discussions, your enthusiasm to participate with the hands-on aspects of production. (As well as the points discussed in the section above.)

I will not accept ANY assignments after 1 week following the original due date. Class ends at 5:40, you have until 5:40 the following week to submit a late assignment and still get a small amount of credit.
Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>97-100</td>
<td>A +</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
</tr>
<tr>
<td>90-92</td>
<td>A -</td>
</tr>
<tr>
<td>87-89</td>
<td>B +</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
</tr>
<tr>
<td>80-82</td>
<td>B -</td>
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<tr>
<td>77-79</td>
<td>C+</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
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<tr>
<td>70-72</td>
<td>C-</td>
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<tr>
<td>67-69</td>
<td>D+</td>
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<tr>
<td>63-66</td>
<td>D</td>
</tr>
<tr>
<td>60-62</td>
<td>D -</td>
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</tbody>
</table>

Instructions for Checking out Equipment

- The Equipment Room is IT 259
- Do not wait until the last minute to reserve a camera.
- Equipment reservations must be made at least 24 hours in advance.
- Review the equipment check-out policies at: [http://soic.iupui.edu/technology/policies/equipment/](http://soic.iupui.edu/technology/policies/equipment/)

Reserve available equipment at:
[https://soic.iupui.edu/app/support/reserve/equipment/?casticket=ST-840770-cpHBu4txyPW2nlXsl2rb-casprd02.uits.iu.edu](https://soic.iupui.edu/app/support/reserve/equipment/?casticket=ST-840770-cpHBu4txyPW2nlXsl2rb-casprd02.uits.iu.edu)

Accessing IT270 lab for after school hours

To get access to the IT270 after 9 pm weekdays or 6 pm weekends, you will need to print a request form from: [http://informatics.iupui.edu/technology/labs/](http://informatics.iupui.edu/technology/labs/)

Fill in the form, get my signature, and then submit the form to Mike. Once your Jagtag is scanned, you will be able to enter the lab after school hours.

MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning
- Research, Scholarship, and Creative Activity
• Civic Engagement
With each of these core activities characterized by
• Collaboration within and across disciplines and with the community
• A commitment to ensuring diversity, and
• Pursuit of best practices

IUPUI’s mission is derived from and aligned with the principal components – Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices – of Indiana University’s Strategic Directions Charter.

STATEMENT OF VALUES
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community, both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

CODE OF CONDUCT
All students should aspire to the highest standards of academic integrity. Using another student’s work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program.

All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct. Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education “How to Recognize Plagiarism” Tutorial and Test. https://www.indiana.edu/~istd. You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else’s words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com.
http://www.ulib.iupui.edu/libinfo/turnitin

Academic Misconduct:

1. Cheating: Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.
   a. A student must not use external assistance on any “in-class” or “take-home” examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.
   c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.
   d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.
   f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.
   h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism: Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered “common knowledge” may differ from course to course.
   a. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, or pictures of another person without acknowledgment.
b. A student must give credit to the originality of others and acknowledge indebtedness whenever:
   1. directly quoting another person’s actual words, whether oral or written;
   2. using another person’s ideas, opinions, or theories;
   3. paraphrasing the words, ideas, opinions, or theories of others, whether oral or written;
   4. borrowing facts, statistics, or illustrative material; or
   5. offering materials assembled or collected by others in the form of projects or collections without acknowledgment.

4. Interference: A student must not steal, change, destroy, or impede another student’s work, nor should the student unjustly attempt, through a bribe, a promise of favors or threats, to affect any student’s grade or the evaluation of academic performance. Impeding another student’s work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.

5. Violation of Course Rules: A student must not violate course rules established by a department, the course syllabus, verbal or written instructions, or the course materials that are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty: A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct, nor allow another student to use his or her work or resources to commit an act of misconduct.

OTHER POLICIES

1. IUPUI course policies: A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html

2. Classroom civility: To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted. IUPUI nurtures and promotes “a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued” (IUPUI Strategic Initiative 9). IUPUI prohibits “discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status” (Office of Equal Opportunity). Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the
campus community shall not be tolerated. A violation of this rule shall result in a warning and, if the offense continues, possible disciplinary action.

3. Bringing children to class: To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

4. Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274-3241). Visit http://aes.iupui.edu for more information.

5. Administrative Withdrawal: A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.