

De Anza College – Winter 2025
F/TV 20 – Beginning Video Production

CRN 37130 | Section 01

Tuesdays & Thursdays 9:30am-12:15pm – Room AT107

Instructor: Rachel Silveria

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Office: A-45

Office Hours: Tuesdays and Thursdays 4:30-6pm, and Wednesdays 5-6pm. Please email me ahead of time. We can also schedule a Zoom meeting.

Description:

This course provides an introduction to the theory, terminology, and operation of single-camera video production, including composition and editing techniques, camera operation, portable lighting, video recorder operation, audio control, and basic editing. This course focuses on the aesthetics and fundamentals of scripting, producing, directing on location, postproduction, exhibition, and distribution through the completion of several short video projects.

Student Learning Outcomes:

Apply the creative use of camera, sound, and editing techniques to produce a completed video project.

Develop the visual storytelling skills needed to take a film idea from concept to realization.

Course Goals:

- Demonstrate creative control of the technical and aesthetic aspects of the visual and sound elements in a single camera video production.
- Utilize the basic operations of the digital video camera in a single camera setting.
- Integrate the basic principles of cinematography as they relate to the digital video image.
- Identify and apply basic digital editing techniques and procedures.
- Identify and apply basic techniques of audio both in on-set recording and in post-production.
- Use pre-production planning and scriptwriting to develop concepts and pre-visualize the story.

- Identify film and digital video career opportunities with a focus upon the importance of teamwork in a crew setting and the moral and ethical responsibility that comes with being a filmmaker.

Recommended Textbook

“Voice & Vision: A Creative Approach to Narrative Filmmaking 3rd Edition” by Mick Hurbis- Cherrier

Required Materials

1 SD card - 32GB or *more* for recording video

1 SD card – 16GB or *less* for recording audio

Portable hard drive or flash drive - Mac & PC compatible - 1TB (recommended)

Headphones (cannot be wireless)

Equipment Rules and Tutorials

Equipment will be available to check out in **WEEK 3**. All equipment must be returned by **WEEK 11** of the quarter.

To reserve equipment, please use our software checkout system **WebCheckout**.

The Equipment Room is **AT106**. Please refer to WebCheckout for hours.

Students are responsible for coordinating check outs and returns OUTSIDE CLASS HOURS.

IMPORTANT: If you are late returning department equipment, a hold will be placed on your grades immediately and you will be prohibited from using department equipment in perpetuity. Students are liable for any damage and loss of equipment.

Tutorials, scheduling tutorials or room reservations, or addressing any issues with the lab technician and student workers must be done outside of class hours, unless it is related to what we are doing in class that day.

Editing Lab

In this class we will be editing on **Adobe Premiere Pro**. You will have free access to all Adobe Creative Cloud applications, which are installed on all stations in the lab. During the hours of the Equipment Room, the lab is available to work unless there is an animation class in session. You will be able to use this free subscription for the remainder of the quarter as an enrolled production student.

Attendance Policy

All Adds must be settled by the end of **Week 2**.

Missing the Final Exam is an automatic fail in this class. If there are extreme circumstances an arrangement must be made with the instructor to reschedule.

Students are expected to be on time and prepared for each class. Attendance is required for both **lecture** and **lab** sections, and attendance will be monitored at both. *Missing class means both missing graded assignments and letting down your collaborators.*

IMPORTANT: If you have an emergency or feel ill, and need to miss class, please email me before class.

De Anza College is committed to protecting the health and safety of all members of its community. By participating in this class, all students agree to uphold and help create a safe environment.

EXERCISES

Students will have two exercises to complete over a series of weeks, in class, to learn and practice each stage of production.

PROJECTS

Students will complete three projects. The time limit for each is invariable—no exceptions.

Projects 1 & 2 are to be produced outside of class and must be "**greenlit**" before shooting. For each project the student must submit the required materials (P1 – Storyboard & Hazard Form & P2 - Script, Shot List & Hazard Form) to be greenlit. The **Hazard Form** requires the student to state whether the project has any potentially hazardous shooting conditions. If so, the student must inform the instructor on the form what they will do to keep their set safe. When the required Hazard Form has been signed by the instructor the student can then take it to the Equipment Room to check out equipment to shoot their project. **Until the student has met these requirements, they will not be able to shoot. This process is required in order to receive points for these assignments.**

PROJECT 1 – VISUAL STORY – No dialogue – 1-3 min (max with titles/credits)

Each student must storyboard, direct, shoot, and edit a film on their own using the GH7 Lumix camera introduced in class.

PROJECT 2 – NARRATIVE or EXPERIMENTAL – Double System Sound – 1-5 min (max with titles/credits)

Each student must write, direct, shoot with a sound recordist, and edit a film with synched dialogue or sound on location. You cannot act in your PROJECT 2. This project requires a small crew in order to record double system sound. If you want to use a camera other than the GH7 or NX100 introduced in class, it must be approved by the instructor before the Hazard Form is signed.

Projects submitted without going through the process or not reflecting the required materials or agreements about additional equipment will receive a grade of F. Students must shoot Project 1 before they can shoot Project 2. Late assignments will receive less credit.

PROJECT 3 – CREW PROJECT - 1-5 min (max with titles/credits)

The class will collaborate through each stage of production in crews, creating a collective project. Roles will be assigned, and each student is expected to contribute creatively and technically on and off set.

IMPORTANT: Crew members cannot act in their projects. Talent will be other students in the class.

Project Suggestions:

Narrative:

1. Beat change within a scene
2. Behavior which reveals character
3. Significant conflict within a scene

Experimental:

1. Use of montage to express an emotion or mood
2. Explore the qualities of light and darkness
3. Explore shape, line, time / space

Quizzes & Exams

Exams will test how well the student has understood the lecture material including filmmaking communication and practical demonstration.

Grading Weight

EXERCISE 1 (Parts 1, 2, & 3)	15 points
EXERCISE 2 (Parts 1, 2, 3, & 4)	15 points
PROJECT 1 – Storyboard - Handout (P1 Greenlight)	3 points
PROJECT 1 – Hazard Form - Handout (P1 Greenlight)	3 points

PROJECT 1 (Exported)	20 points
PROJECT 2 – Script (P2 Greenlight)	3 points
PROJECT 2 – Shot List (P2 Greenlight)	3 points
PROJECT 2 – Hazard Form - Handout (P2 Greenlight)	3 points
PROJECT 2 (Exported)	20 points
MIDTERM EXAM	35 points
PROJECT 3 – Crew – Script	5 points
PROJECT 3 – Crew – Lined Script	5 points
PROJECT 3 – Crew – Shot List	5 points
PROJECT 3 – Crew – Script Breakdown Sheets - Handout	5 points
PROJECT 3 – Crew – Shooting Schedule	5 points
PROJECT 3 – Crew – (Exported)	20 points
FINAL EXAM	35 points

Together, all these assignments add up to **200 points**, and this scale gives you a sense of both their relative difficulty and weight in calculating the final grade. Specific guidelines and grading requirements will be provided for each assignment when it is formally assigned.

Late assignments will be accepted at the instructor’s discretion and will receive a grade deduction of at least one letter grade for each week late. Any assignment not submitted by the final day of class will be considered unfinished and receive a grade of F.

Grading Scale:

A	180-200
B	160-179
C	140-159
D	120-139
F	119 and below

Course Regulations

First Week Attendance

As per college policy, if you are not present at the first class meeting, you can be automatically dropped from the course.

Class Conduct

No food or beverages (water in an enclosed container expected) are to be consumed in the classroom.

Cell phones must be silenced during class sessions.

No video or audio taping of this class is allowed unless there is an agreement between the instructor and the class. Student accommodation is an exception but must be approved.

De Anza Standards of Student Conduct

<https://www.deanza.edu/titleix/documents/5510Conduct.pdf>

Academic Integrity

Plagiarism or cheating of any type will not be tolerated. You may refer to the De Anza's Academic Integrity Policy for specifics, but examples include: submitting a film project that is not created by you, submitting the same video project for more than one class, cheating or copying on exams, and excessive use of copyrighted material that is not your own work. Any assignments found to violate the policies will receive an F.

Academic Integrity Policy

https://www.deanza.edu/policies/academic_integrity.html

A note from me:

Please feel comfortable to come to me when you have questions or concerns regarding the course, or if you would like to know more about De Anza's Academic Resources or Support Services. Below are some helpful links.

Filmmaking is intense and an ever-changing art form, therefore making mistakes and problem-solving will be constant in your creative process... be open to it and you will make the most out of this experience. Make sure to take care of yourself mentally and physically, especially while on the journey. The De Anza film faculty are here to support you!

Recommendation Letters – I am happy to write letters for students who have produced work in my class and that I feel are ready to apply to an internship, job or university program. Please ask one month before your deadline.

RESOURCES & SUPPORT

Resources for Basic Needs

<https://www.deanza.edu/resources/>

Psychological Services

<https://www.deanza.edu/psychologicalservices/>

Student Disability Support Programs & Services (DSS)

<https://www.deanza.edu/dsps/>

Student Success Center

<https://www.deanza.edu/studentssuccess/>

Financial Aid

<https://www.deanza.edu/financialaid/apply/>

WEEK 1

Tuesday 1/7

Introductions

Syllabus

Lecture 1 - The Cinematic Artist

Documentary - *What is Cinema?*

Homework:

Get Materials

Thursday 1/9

Lecture 2 – The Cinematic Language Part 1

Quiz – Lecture 1 & 2

Homework:

Get Materials

WEEK 2

Tuesday 1/14

Lecture 3 - The Cinematic Language Part 2

Project 1 Overview

Quiz – Lecture 3

Exercise 1 – Part 1 – Storyboard

Homework:

Project 1 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 1/16

Demo 1 – Camera 1

Exercise 1 – Part 2 – Shoot Storyboard

Homework:

Project 1 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 3

Tuesday 1/21

Equipment Checkout & Department Facilities Presentation

Lecture 4 – Post-production Part 1 – Organizing & Editing

Quiz – Lecture 4

Demo 2 – Organizing & Editing

Exercise 1 – Part 3 – Edit Storyboard Footage

Project 1 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 1/23

Lecture 5 – Pre-production Part 1 – Screenplay

Quiz - Lecture 5

Project 2 Overview

Demo 3 – Screenwriting

Exercise 2 – Part 1 – Write scene

Project 1 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 4

Tuesday 1/28

Lecture 6 – Pre-production Part 2 – Lined Script & Shot List

Quiz – Lecture 6

Demo 4 – Lined Script & Shot List

Exercise 2 – Part 2 – Line your scene and create a Shot List

Project 1 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 1/30

Lecture 7 – Production Part 1 – Shooting Double System Sound

Quiz – Lecture 7

Demo 5 – Camera 2 & Recorder

Exercise 2 – Part 3 – Shoot scene

Projects 1 & 2 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 5

Tuesday 2/4

Lecture 8 – Post-production Part 2 – Editing Double System Sound

Quiz – Lecture 8

Demo 6 – Editing Double System sound

Exercise 2 – Part 4 – Edit Scene

Projects 1 & 2 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 2/6

Project 3 Overview

Project 3 Screenplay

Projects 1 & 2 Greenlight Meetings

Homework:

Project 1 (Greenlight, Shoot & Edit)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 6

Tuesday 2/11

DUE: Project 1 (export)

Screen & Give Feedback - Project 1

Project 2 Greenlight Meetings

Homework:

Midterm Exam (Canvas)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 2/13

Project 3 Lined Script & Shot List

Project 2 Greenlight Meetings

Homework:

Midterm Exam (Canvas)

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 7

Tuesday 2/18

Lecture 9 – Pre-production Part 3 – Script Breakdowns & Shooting Schedule

Quiz – Lecture 9

Demo 7 – Script Breakdowns & Shooting Schedule

Project 3 Script Breakdowns & Shooting Schedule

Project 2 Greenlight Meetings

Homework:

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

Thursday 2/20

Lecture 10 – Production Part 2 – Roles & Set Procedure

Quiz – Lecture 10

Demo 8 – Set Procedure

Project 2 Greenlight Meetings

Homework:

Project 2 (Greenlight, Shoot & Edit)

Bring Materials

WEEK 8

Tuesday 2/25

DUE: Project 2 (export)

Screen & Give Feedback - Project 2

Homework:

Study for Final Exam

Bring Materials

Thursday 2/27

Screen & Give Feedback - Project 2

Homework:

Study for Final Exam

Bring Materials

WEEK 9

Tuesday 3/4

Shoot Project 3 (Groups 1-3)

Homework:

Study for Final Exam

Bring Materials

Thursday 3/6

Shoot Project 3 (Groups 1-3)

Homework:

Study for Final Exam

Bring Materials

WEEK 10

Tuesday 3/11

Shoot Project 3 (Groups 4-6)

Homework:

Study for Final Exam

Bring Materials

Thursday 3/13

Shoot Project 3 (Groups 4-6)

Homework:

Study for Final Exam

Bring Materials

WEEK 11

Tuesday 3/18

Edit Project 3

Tuesday 3/20

Edit Project 3

Homework:

Study for Final Exam

Bring Materials

WEEK 12

Tuesday 3/25 - 9:15-11:15am

DUE: Project 3 (export)

Screen & Give Feedback – Project 3

FINAL EXAM (in person)

Other Important Dates:

Last Day to drop classes without a W – January 19th

MLK Holiday - no classes, offices closed – January 20th

Presidents' Holiday - no classes, offices closed – February 14th-17th

Last day to drop classes with a W – February 27th

Final Exams – March 24th-28th