

T584 Documentary Filmmaking

Syllabus Spring 2022 (33489) version 1.2

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<https://jk.media.indiana.edu/index.shtml>
Office Hours: Tuesday 3:00 PM - 5:00 PM Radio TV Room 350

Class meeting time: Monday 2:30 PM – 5:00 PM Radio TV Room 157

Overview: In this hands-on production course, students will help create an actual documentary project for WTIU. Students will work on various components of the hour-long documentary through weekly production activities and assignments. Students will also have the opportunity to create their own mini documentaries exploring original or assigned topics.

Topics include:

- Overview of the production process
- Treatments & scripting for documentary/non-fiction projects
- Intellectual property
- Production techniques
- Portraiture
- Lighting
- Audio
- Editing
- Graphics & animation
- Color correction & finishing
- Technical delivery specifications

Readings: Readings will be assigned from the books and on-line sources.

Recommended Books:

- *Documentary Storytelling: Creative Nonfiction on Screen* by Sheila curran Bernard
- *Introduction to Documentary* by Bill Nichols

Materials:

- At least one portable USB drive (2 TB SSD recommended) to edit from and to transfer media with
- Two 32 GB (or larger) SD/SDHC/SDXC memory cards
- Headphones (for field shoots and editing in the Production Lab)

COVID-19 Safety: IU's pandemic-related safety guidelines can be found through [this link](#). As a reminder, masks **MUST** be worn inside the RTV Building and everyone must practice physical distancing. Please plan for extra time when checking out or returning gear and take note of the locations of cleaning and sanitizing supplies in the building.

Personal Technology: Keep phones tucked away unless their use is *directly* related to class.

Attendance and punctuality are required. Please be on time and dependable. If you become sick before a production or a class, call or e-mail your instructor and production team ASAP. If you must miss class or a production due to sickness or technical difficulties, you are still responsible for carrying out or making up the work. Please inform your instructor of any Religious Holy Days/Holiday conflicts *no later than the second week of the semester* so that reasonable accommodations may be provided.

Turning in Projects & Assignments – Video media should be turned in using the shared Google Drive folder: “T584 Spring 2022”. All other work (treatments, scripts, releases, critiques, etc.) should be turned in to the appropriate Canvas assignment.

Work produced for class and the documentary projects should be original and have legal integrity. Get in the habit of getting photo/video releases for all projects and submit them with your assignment materials. If you need music, you have access to [Universal Production Music](#). Please be sure you have the rights to all images and sounds used in your productions.

Murphy’s Law: Don’t wait until the last minute to carry out your work or unfortunate events will likely occur. Rendering sequences and transcoding and uploading media always takes longer than expected. Plan and schedule time for these steps. ALWAYS make backup copies of all your work, media, and anything you do. Work should be backed up to multiple locations.

Lab usage & equipment: Cameras, lighting kits, and other gear must be treated with care. You are responsible for following Production Lab policies. Returning equipment damaged, dirty, or late will result in possible fines, grade reductions, and restrictions on using gear. You are financially liable for broken or lost equipment due to negligence.

Gear can be reserved through the [Media School Checkout System](#). This resource must be accessed from a campus computer or if off-campus, through a Secure VPN connection.

Miscellaneous Resources:

- [Arri Lighting Handbook](#) (Note: versions in other languages can be found on [Arri's website](#).)
- [Canon XF405 manual \(PDF\)](#)
- [IU Media School Rental Procedures](#)
- [IU Media School Checkout System](#) (Must be accessed on campus or through a Secure VPN connection)
- [Program Proposal: What is it?](#)
- [Sample Documentary Treatment](#) (PDF) for *Elkinsville: Washed Away by Progress*
- [Sample program proposal and treatment for an interview/feature story](#) (Art of Cello)
- [Storyboard template](#) (PDF)
- [Blank log sheet](#) (MS DOC file)

T584 Course Requirements & Grading: Your grade will be based on your understanding of class material, your skills, and the quality and scope of your completed projects. There are no makeup opportunities for missed work or assignments due to unexcused absences or tardiness. **Assignments must be turned in on time for full credit.** In T584, the graded lab activities, exercises, production assignments, critiques, exams, and final project total 250 points.

The total final points awarded will be resolved into a percentage of 100. The final grading criteria is: A+ = 98-100, A = 94-97, A- = 90-93, B+ = 87-89, B = 84-86, B- = 80-83, C+ = 77-79, C = 74-76, C- = 70-73, D+ = 67-69, D = 64-66, D- = 60-63, F = 59 & below.

T584 Grading Criteria - 300 total points

- 5 Biographic & Technology profile exercise
- 10 1st Camera exercise
- 10 Motion Graphics exercise
- 10 2nd Camera Exercise (Create edit/B-roll package)
- 10 Portraiture/Lighting exercise
- 10 Color correction/grading exercise
- 10 Picture Hunt #1 (Find & assemble photos and video for documentary)
- 10 Picture Hunt #2 (Find & assemble photos and video for documentary)
- 10 Research Hunt #1 (Find & assemble facts for documentary)
- 10 Research Hunt #2 (Find & assemble facts for documentary)
- 40 Documentary Project #1
- 40 Documentary Project #2
- 30 Quizzes (3 quizzes @ 10 points each)
- 20 Reflection papers & critiques*
- 25 Participation (punctuality, attendance, & personal responsibility)
- 250 Total Points**

* **Critique:** Reflection is an important part of learning. In these critiques, you can address the process, the obstacles, what worked, what didn't work, and the success (or lack of it) of the final project. Unless otherwise specified, your critiques should be one-page (minimum) in length, double-spaced, typed, and turned in via Canvas.

T584 Schedule -----

WEEK 1 (1/11): COURSE INTRODUCTION - Review course, workflow, deliverables, production process, & outcomes

- CARRY OUT: Biographic & Technology Profile exercise
- CARRY OUT: In-class camera exercise
- ASSIGN: 1st Camera Exercise (Capture an environment & select shots)

WEEK 2 (1/18): GRAPHICS & WORKFLOW – Review 1st Camera Exercise. Review rules for broadcast graphics and media workflow

- DUE: 1st Camera Exercise (Media & Critique)
- CARRY OUT: In-class Motion Graphics Exercise
- ASSIGN: 2nd Camera/Edit Exercise (Edit package)

WEEK 3 (1/25): LIGHTING & PORTRAITURE – Review 2nd Camera Exercise and review fundamentals of lighting and portraiture.

- CARRY OUT: in-class Lighting/Portraiture Demo
- ASSIGN: Lighting/Portraiture Exercise

WEEK 4 (2/1): INTRO to THEMES & STORIES – Review lighting/portraiture exercise. Explore documentary subtopics and assign Picture and Research Hunt projects.

- DUE: Lighting/Portraiture Exercise
- CARRY OUT: In-class production meeting (Discuss topics for documentary projects.)
- ASSIGN: Proposals and treatments for Documentary Project #1
- ASSIGN: Picture & Research Hunt projects (Round #1)

WEEK 5 (2/8): QUIZ #1 & DEVOPMENT SESSION – Quiz #1 and Production development & planning session

- Quiz #1
- Share & discuss Picture and Research Hunt outcomes
- DUE: Proposals & treatments for 1st video project.
- ASSIGN: Documentary Project #1

WEEK 6 (2/15): PICTURE & RESEARCH HUNT SHOWCASE #1

- DUE: Picture & Research Hunt #1
- CARRY OUT: In-class production meeting (Discuss topics for individual/group projects.)
- ASSIGN: Picture & Research Hunt projects (Round #2)

WEEK 7 (2/22): REVIEW DOCUMENTARY PROJECT #1 (ROUGH EDITS) / COLOR CORRECTION & GRADING

- In-Class Color Correction/Grading demo
- ASSIGN: Color Correction/Grading Exercise

WEEK 8 (3/1): DOCUMENTARY PROJECT #1 SHOWCASE / MEDIA MANAGEMENT

- DUE: Color Correction/Grading Exercise
- Review Documentary Project #1
- Cover exporting projects and media management

WEEK 9 (3/8): DEVELOPMENT SESSION

- Share topics and ideas for 2nd Documentary video project.
- Assign Documentary Project #2

----- **SPRING BREAK** -----

WEEK 10 (3/22): PICTURE & RESEARCH HUNT SHOWCASE

- DUE: Picture & Research Hunt #1
- DUE: Proposals and treatments for Documentary Project #2
- CARRY OUT: In-class production meeting

WEEK 11 (3/29): QUIZ #2 – DEVELOPMENT MEETING / MOVING CAMERA LAB

- Quiz #2
- CARRY OUT: Production Development Meeting
- CARRY OUT: Moving Camera Lab

WEEK 12 (4/5): PICTURE & RESEARCH HUNT SHOWCASE #2

- DUE: Picture & Research Hunt #2

WEEK 13 (4/12): TECHNICAL DELIVERY SPECIFICATIONS

- CARRY OUT: Production Development Meeting
- DUE: Completed Projects to date & any remaining media

WEEK 14 (4/19): FINISHING & DELIVERY

- DUE: Documentary Project #2 (Rough Edits)

WEEK 15 (4/26): FINAL PROJECT SHOWCASE

- DUE: Documentary Project #2 (Finalized Edits)
- DUE: Final Reflection Papers

FINAL EXAM: The Spring 2022 T584 Final Exam is 5:20 – 7:20 PM, Thursday May 5 (Date & time assigned by the Registrar)