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| **T584** | Documentary Filmmaking **Syllabus Spring 2023** (34322) version 1.2 |

**Instructor: Jim Krause jarkraus@iu.edu** **(812) 332-1005**

<https://jk.media.indiana.edu/index.shtml>

Office Hours: Tuesday 9:15 - 11:15 AM Radio TV Room 350

**Class meeting time:** Wednesday 1:00 PM – 4:30 PM Radio TV Room 157

**Overview:** In this hands-on production course, students will produce segments for use in WTIU’s ***Journey Indiana*** and also create their own short documentaries exploring original or assigned topics. The class will also cover technical skills and creative principles required for delivering broadcast content.

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/Videos:** Readings and watchlist videos will be assigned from the books and on-line sources.

Be sure to watch episodes of [***Journey Indiana***](https://indianapublicmedia.org/journeyindiana/archive.php). (The [link](https://indianapublicmedia.org/journeyindiana/archive.php) will take you to an archive of previous shows.)

**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)

**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 OneDrive folder: “T584 Spring 2023”. 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](https://www.universalproductionmusic.com/en-us). 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](https://mschoolcheckout.indiana.edu/). This resource must be accessed from a campus computer or if off-campus, through a Secure VPN connection.

**Miscellaneous Resources:**

* [Arri Lighting Handbook](https://jk.media.indiana.edu/pubs/ARRI_Lighting%20Handbook_English.pdf) (Note: versions in other languages can be found on [Arri's website.](https://www.arri.com/en/learn-help/lighting/tutorials/lighting-handbook))
* [Canon XF605 manual (PDF)](https://jk.media.indiana.edu/resources/xf605_manual.pdf)
* [Exporting Audio in Split Tracks with Premiere](https://youtu.be/NoYUeuVBHes) (Video Tutorial 13:37)
* [IU Media School Rental Procedures](https://jk.media.indiana.edu/pubs/RentalProcedures.pdf)
* [IU Media School Checkout System](https://mschoolcheckout.indiana.edu) (Must be accessed on campus or through a Secure VPN connection)
* [Program Proposal: What is it?](https://jk.media.indiana.edu/articles/program_proposal.shtml)
* [Sample Documentary Treatment](https://jk.media.indiana.edu/resources/elkinsville_treatment.pdf) (PDF) for *Elkinsville: Washed Away by Progress*
* [Sample program proposal and treatment for an interview/feature story](https://jk.media.indiana.edu/samples/Art_of_Cello.pdf) (Art of Cello)
* [Storyboard template](https://jk.media.indiana.edu/resources/storyboard_16x9.pdf) (PDF)
* [Blank log sheet](https://jk.media.indiana.edu/resources/blank_log.doc)(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 Portraiture/Lighting exercise

10 Interview Practice

10 Audio Lab

10 Color correction/grading exercise

10 Treatment/Script for 1st documentary

10 Treatment/Script for 2nd documentary

10 Research/Imagery #1 (Collect facts, photos, and video for 1st documentary)

10 Research/Imagery #2 (Collect facts, photos, and video for 2nd documentary)

30 Documentary Project #1

30 Documentary Project #2

###### 40 Quizzes (3 quizzes)

###### 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): TREATMENTS and TOPICS**

* DUE: 1st Camera Exercise
* ASSIGN: Two Treatments

**WEEK 3 (1/25): GRAPHICS & WORKFLOW** | **INTRO to THEMES & STORIES** – Review 1st Camera Exercise. Review rules for broadcast graphics and media workflow. Discuss themes for documentary and individual projects.

* DUE: Initial project ideas
* CARRY OUT: In-class Motion Graphics Exercise

**WEEK 4 (2/1):**  **STORY PITCHES**– Share documentary topics and discuss process.

* DUE: First Draft Proposals for 2 Documentary Projects
* DUE: Motion Graphics Exercise
* CARRY OUT: In-class Lighting/Portraiture Demo & Exercise
* CARRY OUT: In-class production meeting (Present topics for documentary projects.)

**WEEK 5 (2/8): LIGHTING (Part 1)** – Lighting & Production development & planning session

* DUE: First Draft Treatments for 2 Documentary Projects.
* CARRY OUT: In class portraiture/interview demo
* ASSIGN: Documentary Project #1

**WEEK 6 (2/15): INTRO to TECH SPECS, LIGHTING/INTERVIEW (Part 2), QUIZ #1**

* DUE: Lighting Lab Summary
* CARRY OUT: In class portraiture/interview practice (Part 2)
* CARRY OUT: Quiz #1

**WEEK 7 (2/22): AUDIO LAB**

* CARRY OUT: In-Class Audio Demo & Exercise
* DUE: 2nd Draft (Refined) Treatments

**WEEK 8 (3/1): COLOR CORRECTION & GRADING**

* CARRY OUT: In-Class Color Correction/Grading demo
* CARRY OUT: Production Meeting (Share updates)
* Cover exporting projects with Split Tracks

**WEEK 9 (3/8): SCREEN ROUGH CUTS & DEVELOPMENT SESSION**

* DUE: Color Correction/Grading Exercise
* DUE: Research/Imagery for 1st documentary

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

**WEEK 10 (3/22): SCREEN ROUGH CUTS - DOCUMENTARY PROJECT #1**

* DUE: Rough Cut 1st Documentary Project.
* DUE: Proposals and treatments for Documentary Project #2
* CARRY OUT: In-class production meeting

**WEEK 11 (3/29): DEVELOPMENT MEETING / MOVING CAMERA LAB**

* CARRY OUT: Production Development Meeting
* CARRY OUT: Moving Camera Lab

**WEEK 12 (4/5): Quiz #2**

* DUE: Research, Imagery, & Sounds for Documentary Project #2
* CARRY OUT: Quiz #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 2023 T584 Final Exam is 10:20 AM – 12:20 PM, Monday, May 1st** (Date & time assigned by the Registrar)