

507 PRODUCTION I (*provisional-Faculty/SA Check*)

CTPR 18603: Full Cohort Lectures & Lounges

CTPR 18612: Labs

Lizard

Course Description & Outline **Fall 2023**

4 units — This course cannot be audited

Session: 037

Lectures: Tuesdays 11:00-12:50 SCI 108

Lounges: Thursdays 6:30-8:20 SCA 204

Labs: Tues/Thurs 2:30-5:20, SCA203 / Stage 2

Instructors:

Lead Instructor: Rebekah McKendry, rmckendr@usc.edu

Producing: Susan Arnold, skroopf@cinema.usc.edu

Cinematography: Angelo Pacifici, apacifici@cinema.usc.edu

Editing with AVID: Jim Ruxin, jruxin@usc.edu

AVID Tools Workshops: Toi Juan Shannon, tshannon@usc.edu

Sound: Martin Lopez, mlopez59@usc.edu

Student Advisor: Jesse Werkman, werkman@usc.edu

*AVID LABS EXTRA Support: TBD

507 consists of three parts — **Lectures, Lounges, and Labs**

FULL-COHORT LECTURES (Tuesdays 11am-12:50) SCI108

1. 8/22 Prof. Susan Arnold & Hashem Selph (Safety);
Intro to AVID (1 of 4) (Prof. Avi Glick)
2. 8/29 Intro to AVID (2 of 4) (Prof. Avi Glick)
3. 9/5 Creative Producing & Development– (1 of 4) (Profs. Susan Arnold & Alix Taylor)
4. 9/12 Cinematography: Image Systems – (1 of 2) (Prof. Jeremy Royce)
5. 9/19 Sound: Capturing Performance (1 of 2) (Prof. TBD)
6. 9/26 Producing: Casting, Scheduling, Locations, Budgets
(2 of 4) (Profs. Susan Arnold & Alix Taylor)
7. 10/3 Editing Aesthetics (Prof. Jim Ruxin) (3 of 4)
8. 10/10 Sound Design (2 of 2) (Prof. Midge Costin)
9. 10/17 Producing: 507 E4 BOOT CAMP (Prof. Susan Arnold) (3 of 4)
10. 10/24 Cinematography: Eight Great Shots – (2 of 2) (Prof. Angelo Pacifici)
11. 10/31 Producing: Prep for 508 (4 of 4) (Prof. Susan Arnold)
12. 11/7 Production Design (Prof. Michael Provart)

Updates 8/8, 8/16, 8/19 PF

13. 11/14 Directing: Introducing Characters, Genre (1 of 2)
(Profs. James Savoca & Rebekah McKendry)
14. 11/21 Directing Acting Styles, Audience & The Rule of Threes (2 OF 2)
(Profs. Koury & McCall)
15. 11/28 Editing Aesthetics (Prof. John Ganem) (4 of 4)

Coord SA for all Lectures: Lenti Liang liangwen@usc.edu

LOUNGE

Thursday 6:30PM-8:20PM SCA204

NOTE MAKE-UP LOUNGES:

WEEK 8: Tuesday Oct 10 6:30-8:20 **SCI L 104**

WEEK 14: Monday, Nov 20th 6:30-8:20 **SCA204**

Exceptions:

Week 3 Special LOUNGE : Thursday 9/7, 7:30-9:00 SCA 112

Weeks 6 & 9: Thursday 6:30pm-9:20pm SCA204

LAB B:

Tuesdays 2:30-5:20, SCA203

NOTE MAKE-UP: CINEMATOGRAPHY, Week 7, Friday, 10/6 Stage 1 2:30-5:20

Lab A:

Thursdays 2:30-5:20, Stage 2

NOTE MAKEUPS:

WEEK 5, CINEMATOGRAPHY, FRIDAY, 9/22 1-5pm Stage 1

WEEK 13, CINEMATOGRAPHY, FRIDAY, 11/17, 2:30-5:20, Stage 2

Semester Holidays:

Classes Begin: Mon, August 21, 2023

Labor Day: Mon Sept 4

Fall Recess: Thurs-Fri, Oct 12-13

Veterans' Day: Friday, Nov 10

Thanksgiving: Nov 22-26

Classes End: Fri, Dec 1

Study Days: Sat-Wed, Dec 2-5

Exams: Wed-Wed, Dec 6-13

Winter Recess: Dec 14- Jan 7

Updates 8/8, 8/16, 8/19 PF

COURSE DESCRIPTION

There is no better way to learn how to tell a story than actually going through the process of doing it. This is the beginning of an educational process which was designed to awaken instincts as a filmmaker. Be patient and open to new ideas as you embark on this creative and personal journey of discovery.

The focus of Production I (507) is about learning ways of communicating stories, ideas, feelings, moods and emotions in cinema. All approaches to cinema will be introduced including non-fiction, fiction, abstract, and experimental. The goal is for each student to learn how to express themselves and reach a place where they can be critical of their own work and offer effective critiques to the works of others.

Course work is divided into three parts—full-cohort lectures, labs and lounges. In full-cohort lectures, students are introduced to the six major disciplines: directing, editing, cinematography, production design, producing and sound. In labs, students explore each discipline in more depth through guided opportunities to create both individual and small collaboration exercises. All 507 students will complete **four short exercises** during the semester. Lounges are where exercises will be assigned, screened and critiqued.

English is the language of instruction and should be spoken in classes and all production related gatherings, including production meetings and film sets.

Course Goals

- Discover the basic elements of character and story.
- Learn how to tell a story effectively through the use of sound and visual images
- Explore a range of forms and genres—non-fiction, fiction, personal essay, etc.
- Learn to give and receive cogent and constructive critiques of work
- Acquire ethical standards for filmmaking
- Develop fundamental skills in the areas of producing, directing, cinematography, production design, editing, production sound, and sound design.
- Highlight the fundamental relationship between form and content.
- Become aware of the cultural impact of cinema.

CTPR 507 will cover introductions to these skill-sets:

Directing: Develop a comprehensive understanding of the role of the director from script to screen; analyze scenes for production; learn fundamental techniques of working with actors; learn the importance of shots, scenes, coverage, beats, conflicts, moments, transitions, composition, geography; establish aesthetic approaches to the intention and theme of each exercise; and learn strategies for leading and collaborating.

Producing: An overview of the industry and the role of the producer from inception of an idea to release/airing. Examine development, financing, pre-production, production, post-

production and distribution from a producer's perspective. The creative, managerial, entrepreneurial and problem-solving skills necessary to succeed will be explored.

Cinematography: The use of images to reinforce a narrative and create an emotion, the concept of the exposure triangle, the properties of light, working with natural light, the functions of a lens, composition, basic electrical distribution, blocking and covering a scene.

Editing: The aesthetics and editorial skills behind the art of telling a story with moving visual images. Learning AVID Tools, Media Management and Editorial techniques used in all genres by exploring dialogue, formal and stylistic editing. Cutting for emotion and character building. Creating tension and suspense.

Sound: The use of Sound Design as a creative storytelling device. Introductory production recording and sound editing. The blending of dialogue, music and effects into a cohesive soundtrack. While the use of music is strongly encouraged, the over use is strongly discouraged. Thornton Scoring Students are not allowed to score CTPR 507 exercises.

The 507 Exercises

E1: SELF PORTRAIT

Specs: 30 seconds or less + 3 seconds of BLACK SCREEN at start of film. Student's name should appear at some point during those 3 seconds. Sound Effects, music, and sync sound, are encouraged. No credits.

Location: anywhere

Actors: none

Permit: not needed

Camera: One Smartphone only

Only available lights allowed

Crew: solo project; no outside crew; one other crew member from cohort ALLOWED.

Editing Software: AVID ONLY

Production Safety Plan: **No hazardous conditions of any kind permitted.**

Max Budget: \$100

Intro: Week one

Production: weeks 1 & 2

No pitching needed

Screen Week 3 ** THURSDAY 9/7 in SCA 112 7:30-9:00 *FULL COHORT***

E2: EMOTION (use Sound but no dialogue)

Objective: Create a fiction, non-fiction, hybrid, and/or experimental film that captures and evokes human emotion on the screen with one actor.

Specs: 30 seconds or less + 3 seconds of BLACK SCREEN at start of film. Student's name should appear at some point during those 3 seconds. Voiceover, music, sync sound, sound effects encouraged.

Location: students' own apartment/house interiors only

Actor: one from SCA or SDA

Crew: must be your 507 equipment trio/duo; *no crew outside trio/duo or section*

Permit: not needed

Camera: **One Sony ILME-FX30 only**

Lighting: SCA Kits if available (first come, first served)

Editing Software: **Avid only**

Production Safety Plan: **No hazardous conditions of any kind permitted.** Written explanation of Safety: to be uploaded to the Drive before the scheduled E2 pitch (*E2 Safety folder*).

Max Budget: \$200

Intro: Week 2

Workshop with Directing Faculty: Week 4 LOUNGE

Weekend 4: Production –Sept 15, 16, 17 (shared camera)

Screen Week 6, Sept 28 Lounge

E3: OBSTACLE

Objective: A scene where one character (or characters, or non-fiction subject) must overcome an obstacle

Specs: 60 seconds or less + 3 seconds of BLACK SCREEN at start of film. Voiceover, music, sync sound, sound effects encouraged.

Location: On campus only with permits

Actor/subject: SCA or SDA, no non-USC or any SAG actor(s) allowed.

Crew: must be your 507 equipment trio/duo; *no crew outside trio/duo or section*. Within an assigned trio/duo, students will serve as the *writer/director/editor* on their own exercise, work as a *cinematographer/camera operator* on another, and collaborate as *producer/sound recordist/sound designer* on another. Each section will determine how the trio/duos are formed. (Duos will make special arrangements with faculty.)

Permit: On Campus permit required

Camera: **One Sony ILME-FX30 only**

Lighting: SCA kit if available (first come, first served)

Editing Software: **Avid only**

Production Safety Plan: **No hazardous conditions of any kind permitted.** Written explanation of Safety due at Week 7 Workshop.

Max Budget: \$200

Intro & Prep Week 4

Workshop with Directing Faculty: Week 7 Lounge

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Production Weekend 7 Oct 7 & 8

Screen Week 9, Oct 19, Lounge

E4: ORIGINAL IDEA

Objective: Create a fiction, non-fiction, hybrid, and/or experimental film.

Location: Limit 3 anywhere within 30 miles of SCA; permits needed; on or off campus;

Actors/subjects: casting breakdowns OK

Crew: trio/duo only; *no outside crew*

Must be your 507 equipment trio/duo; *no crew outside trio/duo or section.*

Within the assigned trio/duo, students will serve as the *writer/director/sound designer* on their own exercise, work as a *cinematographer/camera operator* on another, and collaborate as *producer/editor/sound recordist* on another. Each section will determine how the trio/duos are formed. (Duos will make special arrangements with faculty.)

	E4-A	E4-B	E4-C
Group A	Writer/director	Producer/editor/sound design	Cinematographer
Group B	Cinematographer	Writer/director	Producer/editor/sound design
Group C	Producer/editor/sound design	Cinematographer	Writer/director

Permit: required (\$34 FilmLA)

Camera: **One Sony ILME-FX30 only**

Lighting: SCA Kits

Editing Software: **Avid only**

Production Safety Plan: May be used and must be limited to maximum 4 Hazardous Conditions vetted by faculty. "Production Safety Plan" (PSP form) available on SCA Community.

Archival, animation or pre-existing material is limited to 1-minute maximum.

Max Budget: \$400.00

Specs: Three pages maximum, 4 minutes TRT or less + 3 seconds of BLACK SCREEN at front of film. Original scripts will be due in Week 5. All genres of films may be created. Include title, credits, and USC copyright (see below for more information about copyright). Must use our Sony ILME-FX30, and AVID. No mastering elements required.

Intro: Week 5

Workshop: Week 8

Group A Scripts Due Week 9 Monday, Oct 16, 9am

Group B Scripts Due Week 10 Monday, Oct 23 20, 9am

Group C Scripts Due Week 11 Monday, Oct 30, 9am

Prep Week 10, 11, 12 to Producing & Directing Faculty in LOUNGE

Production: Week 11 – Group A: Nov 3, 4, 5

Week 12 – Group B: Nov 10, 11, 12

Week 13 – Group C: Nov 17, 18, 19

Screen: Group A – Week 13, Nov 16

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Group B – Week 14, Monday Nov 20 Make-up Lounge
 Group C – Week 15, Nov 30

SPECS FOR ALL EXERCISES 2-4:

Workflow:

1. Capture 4K 24p transcode to 2K edit & finish 2K
2. Use SSD drives for all Avid projects
3. Transcode all media prior to editing and class presentations.

Cinematography: All exercises will be shot with the Sony ILME-FX30. Additional equipment requires a completed CTPR 507 Equipment Request Form available on SCA Community website.

https://scacommunity.usc.edu/resources/student_resources/docs/ctpr_507_equipment_request_form.pdf

Details about Cinematography Requirements

• Cinematography Kit – The items are listed on the “USC SCA CTPR 295, 310, 507 & 508 Cinematography Kit” document which is on the SCA Community website.

https://scacommunity.usc.edu/resources/student_resources/docs/usc_sca_ctpr_290,295,310,507_508_cinematography_kit_823.pdf

Each student must purchase two memory cards. One, that will contain the camera settings, and one that will record media (project footage). The Sony [Sony 64GB v30](#) (\$25) [Sandisk 64GB v30](#) (\$15) [PNY 64GB v30](#) (\$10) are recommended for storing the camera settings.

Both the [Sony 128GB v90](#) (\$190) and [ProGrade 128GB v90](#) (\$145) are the only cards recommended for project footage.

Only our Sony ILME-FX30 cameras and AVID Editing software are supported and ***are mandatory on E1-E4. Only E1 may be captured on a smartphone.***

We encourage and support students to make their films in any language they prefer, with subtitles.

For safety reasons, English should be the common language spoken on sets.

Editing: AVID and Sapphire only.

Besides Full Cohort Aesthetic lectures, “Editing with AVID” and “AVID Tools Workshops,” it is MANDATORY for each student to have at least one 30 minute meeting with their editing Professor outside of class time. The scheduling of when & where is up to the students to arrange with the Editing faculty.

The students must work from their AVID Timeline only. All screenings of cuts in the Full Class, Labs, Lounges or meetings MUST be screened ONLY from an AVID Timeline. Screening from Exports is not allowed. On E4, only the assigned editor can edit.

Credits: Each exercise must have 3 seconds of black at the tail, followed by this credit template for 3 additional seconds:

507 E1, E2, 3 and 4:

Semester:

Color Section:

Student Producer:

Student Director:

Student Cinematographer:

Student Editor:

Student Sound Recordist:

Student Sound Designer:

Producing Faculty:

Directing Faculty:

Cinematography Faculty:

Editing with AVID Faculty:

Sound Faculty:

Student Advisors:

The above info is required for later possible scholarship submissions.

10 Hour Work Day:

Post will limit their workdays to 10 hours from call to wrap with a 12 hour turnaround

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from one day to the next.

After 6 hours a food break of 1/2 hour is mandatory if food is provided.

After 6 hours a food break of an hour is mandatory if food is not provided.

Periodic rest periods from the computer are advised.

Limit on the number of people in the editing room. No more than two people, other than the editor and assistant editor, shall be working with the editor in the room or on a Zoom call during note giving or editing sessions.

Editors are the only ones allowed to edit. Producers or directors are not allowed to take files home to work on or handle the keyboard while working with the Editor.

After Picture Lock there will be no more Picture Editing asked of the Editor.

Editors will be invited to all final sound mixes, since editor's feedback is very significant in shaping the final sound and music.

Sound: Production Sound must be recorded. Dual system allowed but must be discussed and approved by Sound faculty.

Screening: All screenings will take place in the Lounge. See schedule for deadlines.

Copyright

All exercises must include ©2023 University of Southern California. The copyright to all 507 exercises resides with the University. The student retains ownership of the underlying intellectual property rights to the work. More info here:

<https://cinema.usc.edu/admissions/copyright.cfm>

In all cases, copywritten material must be credited. For works to be screened outside of SCA, material must be cleared, and a complete production book with rights, releases, and permissions must be submitted to Prod/Dir faculty, Archives, and Student-Industry Relations.

Required Texts

Film Form & The Film Sense, Sergei Eisenstein, edited and translated by Jay Leyda

https://monoskop.org/images/6/68/Eisenstein_Sergei_The_exercise_Sense_1957.pdf

Introduction to Cinematography: Learning through Practice, Tania Hoser, Routledge (Taylor & Francis), 2018.

Available at USC Bookstore and online. Will also be used in later cinematography classes.

Recommended Texts

This is Your Brain on Music: The Science of Human Obsession, Daniel J. Levitin, Plume/Penguin, 2007.

The Filmmaker's Eye: The Language of the Lens: The Power of Lenses and the Expressive Cinematic Image, Gustavo Mercado, Routledge (Taylor & Francis), 2019.

Directing Actors: Creating Memorable Performances for exercise and Television, Judith Weston, Michael Wiese Prod, 1996.

Motion Picture and Video Lighting (3rd Edition), Blaine Brown, Routledge (Taylor & Francis), 2019.

The Healthy Edit: Creative Editing Techniques for Perfecting Your Movie by John Rosenberg. Focal Press, 2018.

Editing with Avid Guide, Reine-Claire Dousarkissian (provided) *Production Sound Mixing*, John Jay Murphy, Bloomsbury, 2016.

Equipment and Resources

Production equipment and workflow must be approved by appropriate instructors.

Mandatory Editing Requirements

Please note the following hardware and software are mandatory to bring to the first CTPR 507 Full Cohort Lecture, Tuesday, August 22. 11am.

An Apple or PC laptop that meets the SCA computing requirements.

<https://cinema.usc.edu/laptops/>

2 drives for CTPR 507

DRIVE	SIZE	TYPE	CTPR: 507
Edit Drive: Camera Originals + Transcodes	2TB (minimum)	SSD	CTPR: 507
Backup Drive	2TB (minimum)	HDD (spinning disk)	CTPR: 507

SCA Supported Laptops, Software, and Hard Drives

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HDD (spinning disk)

- Headphones (a 1/4-inch phone jack adapter may be needed to work in the labs.)
Recommended headphones: Sony MDR 7506 Headphones - or something similar over the ear headphones but not noise-canceling (they will filter out certain frequencies) or Beats (they are skewed for heavy bass / music).
- Avid Media Composer software (you can use SCA's Media Composer license while registered during the semester. Avid also sells discounted students licenses on Avid.com.)
- Sapphire software (free student license is available from Boris)
<https://vfx.borisfx.com/student-license>
- An SD card reader

If you choose to purchase an Apple computer, an educational discount is available online through the [Apple Education Store](#) or at the USC Bookstore. AppleCare extended warranty is recommended.

If you experience technical difficulties or have questions about laptop requirements, please email our Creative Technology & Support team at creativetech@cinema.usc.edu.

- Throughout the semester we also have an AVID Genius Bar to help with any technical editing questions.


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Instructor

HAVE QUESTIONS ABOUT EDITING WITH **Avid**
 VISIT THE **Avid GENIUS BAR**
ON-LINE

MONDAY - 10:00 am - 5:00 pm In-person (B139) TUESDAY - 5:30 pm - 9:00 pm WEDNESDAY - 11:00 am - 1:00 pm THURSDAY - No Hours FRIDAY - 12:00 pm - 4:30 pm	
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There are no appointments necessary.

Toi Juan Shannon
TSHANNON@USC.EDU

The Genius Bar is primarily an online service. It is in-person on Tuesdays in room B139. Just send me an email during the online Genius Bar hours. A reply with a Zoom link to meet will be sent. You can always send an email outside of the Genius Bar hours.

Grades

Grades will be based on creativity, clarity, craftsmanship, and professionalism.

In CTPR 507 a grade of C or better must be earned in order to move on to CTPR 508 (Production II). Students who earn a grade of C- (1.7) or less in 507 will be disqualified, and not be able to continue in the MFA program.

	Directing	Producing	Cinematography	Editing	Sound
Total points:	20 pts	20 pts	20 pts	20 pts	20 pts

Grading Scale: A: 94-100 • A-: 90-93 • B+: 87-89 • B: 83-86 • B-: 80-82 • C+: 77-79 • C: 73-76 • C-: 70-72 • D+: 67-69 • D: 63-66 • D-: 60-62 • F: 59 and below

Production Division Attendance Policy

Students are expected to be on time and prepared for each class. One absence may result in a student's grade being lowered by one notch (IE: A becomes A-). Two absences may result in a student's grade being lowered by two notches (IE: A- becomes B). A third absence may result in a student's grade being lowered another full point (IE: B becomes C). Grades can be lowered by one full point for every additional absence.

Tardiness: A student is deemed late 7 minutes (number can be adjusted as desired) after the class is scheduled to start. One late arrival may not affect your grade. Two late arrivals equate to one full unexcused absence. (IE: A becomes A-). Three late arrivals may result in your grade being dropped by two portions (IE: A- becomes B). Four late arrivals may result in your grade being dropped three portions (one full point: B becomes C). Lateness of more than 30 minutes will count as an absence.

The following should be included in all syllabi:

Timely attendance is mandatory and failure to attend all class sections from beginning to end may affect grades.

- Exemptions will be allowed on a case-by-case basis, and must be supported by a written accommodation request from the USC Office of Student Accessibility Services (OSAS).
- Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments. Faculty are no longer required to provide

an option for students to zoom into class. However, Faculty may choose to use zoom at their discretion in an effort to help students stay current in their course work.

Students must contact the professor or SA 24 hours prior to class start time if they need to miss class , for any reason.

Academic Integrity

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the [student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Artificial Intelligence (AI) Policy:

In this course, you are allowed to use artificial intelligence (AI)-powered programs to help you with assignments that indicate the permitted use of AI. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus, they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values, you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies
USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

COVID PROTOCOL:

There are no general COVID-19 testing, vaccine or booster requirements *with some limited exceptions*. See “Fall 2023 COVID-19 Protocols for Student Productions” on SCA Community.

MID-SEMESTER CONFERENCES (with Lead Faculty):

These conferences allow you to get a sense of your overall progress, areas for improvement and an estimated grade at mid-point in the semester. If you are in danger of failing, you will be alerted in writing and in a conference; we will outline together what steps must be taken in order for you to pass. It is the student's responsibility to be aware of USC's add/drop and withdrawal deadlines.

SAFETY GUIDELINES

In addition to the Safety Seminar, students must read the **PRODUCTION PROCEDURES AND SAFETY HANDBOOK** (new 8/16/23) available at:

<https://scacommunity.usc.edu/index.cfm>, and
<https://sites.google.com/usc.edu/sca-safety-handbook>

If you have any questions or concerns, please check with your lead instructor.

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Any violation of the course and safety guidelines is considered an academic, ethical violation, governed by [the USC Code of Conduct](#) and is grounds for confiscation of footage, lowered grade, failing grade, probation, suspension, or expulsion from the University. Ethical violations are enforced by course faculty, the Head of Physical Production, and are subject to an internal SCA review process. Any ethical or safety violation will become a part of the student's record at SCA.

Semester Holidays:

NO CLASSES SEPT 4 (LABOR DAY), OCT 12-13 (FALL RECESS); NOV 10 (VETERANS' DAY); NOV 22-26 (THANKSGIVING); Classes End Friday Dec 1

Classes Begin: Mon, August 21, 2023

Labor Day: Mon Sept 4

Fall Recess: Thurs-Fri, Oct 12-13

Veterans' Day: Friday, Nov 10

Thanksgiving: Nov 22-26

Classes End: Fri, Dec 1

Study Days: Sat-Wed, Dec 2-5

Exams: Wed-Wed, Dec 6-13

Winter Recess: Dec 14- Jan 7

WEEKLY CLASS SCHEDULE

Week 1 August 21-25

Full Cohort Lecture

Tuesday, 8/22, 11:00-12:50 - SCI108

Profs. Susan Arnold & Hashem Selph (Safety);

Intro to AVID (1 of 4) with Prof. Avi Glick

Lab B

Tuesday, 8/22, 2:30-5:20 / Lab B134

**Avid Tools Workshop* (1 of 3) with Prof. Toi Juan Shannon. Focus is Learning AVID Media Composer Tools for Editing and media workflow. Practice using Edit Stock dailies.

Lab A

Thursday, 8/24, 2:30-5:20 / SCE Stage 2

Directing Lab with Prof. Rebekah McKendry

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Introduction to Directing

Lounge

Thursday, 8/24, 6:30-8:20 / SCA204

Intro to 507 and Exercise 1: ***Self-Portrait***

Week 2 August 28 – September 1

Full Cohort Lecture

Tuesday, 8/29, 11:00-12:50 SCI108

Intro to AVID (2 of 4) with Prof. Avi Glick

Lab B

Tuesday, 8/29, 2:30-5:20 Sound Lab/ SCA203

Sound Lab (1 of 5) with Prof. Martin Lopez

Listening exercises: Brain vs. Microphone; directed hearing; analytical listening.

Lab A

Thursday, 8/31, 2:30-5:20 Cinematography Lab / SCE Stage 2

Cinematography with Prof. Angelo Pacifici (1 of 8)

Sony ILME-FX30 Camera Check-Out. Introduce the concept of Exposure Triangle. Discuss, focus, aperture, shutter, ISO and white balance.

Required Reading: All readings are from the text - *Introduction to Cinematography: Learning Through Practice* by Tania Hoser. Chapter 3 - Fundamental Photographic Knowledge for Cinematography.

Lounge

Thursday, 8/31, 6:30-8:20/ SCA204

Intro to E2

Week 3 September 4-8

NO CLASS MONDAY LABOR DAY

Full Cohort Lecture

Tuesday, 9/5, 11:00-12:50 SCI108

Creative Producing & Development– (1 of 4) with Profs. Susan Arnold & Alix Taylor

Updates 8/8, 8/16, 8/19 PF

Lab B

Tuesday, 9/5, 2:30-5:20 / Lab B134

AVID Tools Workshop (2 of 4) with Prof. Toi Juan Shannon

Lab A

Thursday, 9/7, 2:30-5:20 / SCE Stage 2

Directing Lab with Prof. Rebekah McKendry

Scene Analysis

Lounge

Thursday, 9/7, 7:30-9:00 SPECIAL LOUNGE/ SCA112

Screen Self Portrait - Full Cohort

Week 4 September 11-15**Full Cohort Lecture**

Tuesday, 9/12, 11:00-12:50 SCI108

Cinematography: Image Systems – (1 of 2) with Prof. Jeremy Royce

Lab B

Tuesday, 9/12, 2:30-5:20 / SCA203

Producing Lab with Prof. Susan Arnold

Script Development From Start to Finish

Lab A

Thursday, 9/14, 2:30-5:20 / SCE Stage 2

Cinematography Lab with Prof. Angelo Pacifici (2 of 8)

Introduce the properties of a lens, focal length, aperture, and focus. Creating depth in the frame. Discuss composition, rule of thirds, symmetry, X, Y, Z axis.

Required Reading: Chapter 6 - Storytelling in Shots: Lenses and Composition.

Lounge

Thursday, 9/14, 6:30-8:20 / SCA204

Each student presents E2 idea

Introduction to E3: Prompts

Updates 8/8, 8/16, 8/19 PF

Week 5 September 18-22

Full Cohort Lecture

Tuesday, 9/19, 11:00-12:50 SCI108

Sound: Capturing Performance (1 of 2) (Prof. TBD)

Lab B

Tuesday, 9/19, 2:30-5:20 / SCA203

Sound Lab With Prof. Martin Lopez

Production technology usage exercises; hardware, software, recorders, microphones, mediums, coordinating with resources available.

Lab A

Thursday, 9/21, 2:30-5:20 / SCE Stage 2

Directing Lab with Prof. Rebekah McKendry

Working with Actors 1: Casting, Auditions, and the Table Read.

Lounge

Thursday, 9/21, 6:30-8:20 / SCA204

Intro to E4

Editing Faculty will attend 15 minutes (in person or via Zoom) to discuss E4 Director/Editor relationship.

Lab A Make-Up

Cinematography with Prof. Angelo Pacifici

Friday, 9/22, 1-5pm, Stage 1 (3 of 8)

Introduce the properties of light: angle, quality, color & quantity. Discuss the purpose of each light in three-point lighting. Motivated lighting. Electrical distribution on stage.

Required Reading: Chapter 11a - Lighting: The Fundamentals of Lighting, Light Metering and Exposure.

Week 6 September 25-29

Full Cohort Lecture

Tuesday, 9/26, 11:00-12:50 SCI108

Producing: Casting, Scheduling, Locations, Budgets (2 of 4) with Profs. Susan Arnold & Alix Taylor

Lab B

Updates 8/8, 8/16, 8/19 PF

Tuesday, 9/26, 2:30-5:20 / Lab B134
Editing with Avid With Prof. Jim Ruxin

Lab A

Thursday, 9/28, 2:30-5:20 / SCE Stage 2
 Cinematography with Prof. Angelo Pacifici (4 of 8)
 Introduce working with natural and existing light. Introduce working with DIY lights and grip equipment.
 Required Reading: Chapter 11b - Lighting: Natural and Available Light and Chapter 12 - Shaping and Controlling Light.

Lounge

Thursday, 9/28, 6:30-9:20 / SCA204
 With Profs. Rebekah McKendry, Angelo Pacifici, Susan Arnold, Jim Ruxin, Martin Lopez
Screen E2's

Week 7 October 2-6

Full Cohort Lecture

Tuesday, 10/3, 11:00-12:50 SCI108
 Editing Aesthetics with Prof. Jim Ruxin (3 of 4)

NOTE: LAB "B" MOVED BELOW

Lab A

Thursday, 10/5, 2:30-5:20 / SCE Stage 2
 Directing (4 of 8), with Prof. Rebekah McKendry
 Working with Actors 2: The shot, the scene, the sequence; developing a character.

Lounge

Thursday, 10/5, 6:30-8:20 / SCA204
E3 Workshop with each student

Lab B MAKE- UP

Friday 10/6, 2:30-5:20 / Stage 1
 Cinematography with Prof. Angelo Pacifici (5 of 8)
 Introduce ways to move the camera and discuss why we move the camera.

Updates 8/8, 8/16, 8/19 PF

Required Reading: Chapter 10 - Camera Operating. Chapter 2a - Working on Set: Professional Practice.

Week 8 October 9-13

Full Cohort Lecture

Tuesday, 10/10, 11:00-12:50 SCI108

Sound Design (2 of 2) with Prof. Midge Costin

Lab B

Tuesday, 10/10, 2:30-5:20 SCA203

Sound Lab With Prof. Martin Lopez

Sound Editing/Mixing in Media Composer

Lab A MOVED

MAKE-UP Lounge

Tuesday, 10/10, 6:30-8:20/ **SCI L 104**

E4 Workshop E4 Ideas with each student

Group A Scripts Due Week 9 Monday, Oct 16, 9am

Group B Scripts Due Week 10 Monday, Oct 23, 9am

Group C Scripts Due Week 11 Monday, Oct 30, 9am

E3's Due Next week for Screening

>>>Weekend: E3 Post-Production

Mid-semester meetings begin with the Directing Faculty.

FALL BREAK: NO CLASSES THURS/FRI OCT 12/13

Mid-semester meetings begin with the Directing Faculty.

Week 9 October 16-20

Full Cohort Lecture

Tuesday, 10/17, 11:00-12:50 SCI108

Producing: 507 E4 BOOT CAMP (Prof. Susan Arnold) (3 of 4)

Lab B

Tuesday, 10/17, 2:30-5:20 / Lab B134

Updates 8/8, 8/16, 8/19 PF

AVID Tools Workshop with Prof. Jim Ruxin

Lab A

Thursday, 10/19, 2:30-5:20 / SCE Stage 2

Directing (5 of 8) with Prof. Rebekah McKendry

Coverage and clean entrances and exits, preparing for your shoot, and collaborating with your team before you have shot a single frame.

Lounge

Thursday, 10/19, 6:30-9:20 LOUNGE/ SCA204

With Profs. Rebekah McKendry, Angelo Pacifici, Susan Arnold, Jim Ruxin, Martin Lopez

Screen E3's

E4A Prep Due Next Week

Week 10 October 23-27

Full Cohort Lecture

Tuesday, 10/24, 11:00-12:50 SCI108

Cinematography: Eight Great Shots – (2 of 2) with Prof. Angelo Pacifici

Lab B

Tuesday, 10/24, 2:30-5:20 / SCA203

Producing Lab With Prof. Susan Arnold

Production from Start to Finish

Lab A

Thursday, 10/26, 2:30-5:20/ SCE Stage 2

Cinematography with Prof. Angelo Pacifici (6 of 8)

Introduce how to cover a scene; blocking, coverage, shot lists, look books and shooting order.

Required Reading: Chapter 7 - Storytelling in Scenes: Constructing the Scene and Working with the Director. Chapter 14 - Color, Image Control, and the 'Look' of the Film.

Lounge

Thursday, 10/26, 6:30-8:20 / SCA204

With Profs. Rebekah McKendry, Susan Arnold

E4A Prep Due

E4B Prep Due Next Week

Updates 8/8, 8/16, 8/19 PF

Week 11 October 30 – November 3**Full Cohort Lecture**

Tuesday, 10/31, 11:00-12:50 Full Cohort Lecture/ SCI108

Producing: Prep for 508 (4 of 4) with Profs. Susan Arnold & Alix Taylor)

Lab B

Tuesday, 10/31, 2:30-5:20 / SCA203

Sound (4 of 5) with Prof. Martin Lopez

Trio Meetings Review Production Sound & Sound Design for E4s

Lab A

Thursday, 11/2, 2:30-5:20 / SCE Stage 2

Directing (6 of 8) with Prof. Rebekah McKendry

Rehearsal 1 — First Group of Students.

Lounge

Thursday, 11/2, 6:30-8:20 / SCA204

With Profs. Rebekah McKendry, Susan Arnold

E4B Prep Due**E4C Prep Due Next Week**

>>>E4A Production: 11/3-5; equipment sharing

Week 12 November 6-10**Full Cohort Lecture**

Tuesday, 11/7, 11:00-12:50 SCI108

Production Design with Prof. Michael Provart

Lab B

Tuesday, 11/7, 2:30-5:20 / Lab B134

*AVID Tools Workshop (3 of 3) with Prof. Toi Juan Shannon

Lab A

Thursday, 11/9, 2:30-5:20 / SCE Stage 2

Cinematography with Prof. Angelo Pacifici (7 of 8)

Updates 8/8, 8/16, 8/19 PF

Introduce how to scout a location, plan for equipment and electrical distribution. Students will design a scene to be shot on stage using available flats and lighting equipment. Slating and set protocol will be covered.

Required Reading: Chapter 13 - Lighting Location and Studio Sets.

Lounge

Thursday, 11/9, 6:30-8:20 / SCA204

With Profs. Rebekah McKendry, Susan Arnold

E4C Prep Due

E4A Due for Screening next Week

>>>E4B Production: 11/10-12

Week 13 November 13-17

Full Cohort Lecture

Tuesday, 11/14, 11:00-12:50 SCI108

Directing: Introducing Characters, Genre (1 of 2) with Profs. James Savoca & Rebekah McKendry

Lab B

Tuesday, 11/14, 2:30-5:20 / SCA203

Sound (5 of 5) with Prof. Martin Lopez

Post Production Technology; Avid to ProTools; coordinating with picture; mixing 'in the box' and consoles; resources available.

Lab A

Thursday, 11/16, 2:30-5:20 / SCE Stage 2

Directing (7 of 8) with Prof. Rebekah McKendry

Rehearsal 2 — Second Group of Students.

Lounge

Thursday, 11/16, 6:30-8:20 / SCA204

With Profs. Rebekah McKendry, Angelo Pacifici, Susan Arnold, Jim Ruxin, Martin Lopez

Screen all E4A's

>>>E4C Production: 11/17-19

Lab A MAKE-UP

Friday, 11/17, 2:30-5:20 / SCE STAGE 2

Updates 8/8, 8/16, 8/19 PF

Cinematography with Prof. Angelo Pacifici (8 of 8)

Students will break into two crews. Each crew will build identical hallway scenes, one light for day, the other night. Using the Sony FS5, students will practice pulling focus and slating.

Required Reading: Chapter 2b - Camera Assistant Skills.

Week 14 November 20-24

MAKE-UP Lounge

Monday, 11/20, 6:30-8:20 / **SCA204**

With Profs. Rebekah McKendry, Angelo Pacifici, Susan Arnold, Jim Ruxin, Martin Lopez

Screening all E4B's

Full Cohort Lecture

Tuesday, 11/21, 11:00-12:50 SCI108

Directing Acting Styles, Audience & The Rule of Threes (2 OF 2) with Profs. Koury & McCall

Lab B

Tuesday, 11/21, 2:30-5:20 / SCA Lab B134

*Editing With Avid –with Prof. Jim Ruxin

THANKSGIVING BREAK NOV 22-26 NO CLASSES

Week 15 November 27 – December 1

Full Cohort Lecture

Tuesday, 11/28, 11:00-12:50/ SCI 108

Editing Aesthetics with Prof. John Ganem (4 of 4)

Lab B

Tuesday, 11/28, 2:30-5:20 / SCA203

Producing Lab With Prof. Susan Arnold

Packaging and Building the Team

Lab A

Thursday, 11/30, 2:30-5:20 / SCE Stage 2

Directing (8 of 8) with Prof. Rebekah McKendry

Rehearsal 3 — Third Group of Students.

Lounge

Updates 8/8, 8/16, 8/19 PF

Thursday, 11/30, 6:30-8:20 / SCA204

With Profs. Rebekah McKendry, Angelo Pacifici, Susan Arnold, Jim Ruxin, Martin Lopez

Screening all E4C's

RESOURCES

Dornsife/The Writing Center

Students whose primary language is not English should check with The Writing Center at Dornsife which sponsors courses and workshops specifically for international graduate students. <https://dornsife.usc.edu/writingcenter/for-non-native-speakers/>

Statement on Academic Conduct and Support Systems

Academic Integrity:

The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see [the student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

[*Counseling and Mental Health*](#) - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[*988 Suicide and Crisis Lifeline*](#) - 988 for both calls and text messages – 24/7 on call

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[*Relationship and Sexual Violence Prevention Services \(RSVP\)*](#) - (213) 740-9355(WELL) – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[*Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)*](#) - (213) 740-5086

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[*Reporting Incidents of Bias or Harassment*](#) - (213) 740-5086 or (213) 821-8298

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - (213) 740-0411

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - (213) 740-2101

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call

Non-emergency assistance or information.

Office of the Ombuds - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

Occupational Therapy Faculty Practice - (323) 442-2850 or otfp@med.usc.edu

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

Student Life: <https://studentlife.usc.edu/>