

SAMPLE SYLLABUS | **FILM 3570-301** | 4 CREDITS | M/W 4:00PM-7:00PM



DIGITAL CINEMATOGRAPHY

Professor Alysia Fae Klein | Contact: a.klein@utah.edu | Office Hours: T/H 2pm-3pm or Email for an Appointment

ABOUT THIS COURSE

The **principal aim** of this course is to acquaint students with the necessary skills to work with Digital Cameras and to comprehend the digital film process.

This course centers on developing the knowledge and skills needed to complete a professional digital film from beginning to end.

Course Objectives: by the end of this course students will be able to successfully shoot on UHD cameras, gain experience as a Camera Crew Member and DIT, and master the process of digital cinematography.

Students may finish their work in any editing program of their choice.

Student films are viewed and discussed by the class and professor in the manner of a workshop. Student work is only shown when the student is present in class.

STUDENT GOALS

1. Attain knowledge and demonstrate comprehension.
2. Apply knowledge to new situations and analyze information.
3. Work both individually and collaboratively.
4. Express ideas, tell unique stories, transcend boundaries, and inspire change.
5. Successfully propose, create, revise, and thoughtfully evaluate digital cinematography projects.

Recommended Reading

Digital Cinematography: Fundamentals, Tools, Techniques, and Workflows by David Stump, ASC

A Filmmakers Guide to Digital Imaging for Cinematographers, Digital Imaging Technicians, and Camera Assistants by Blain Brown

Required Materials

Notebook, Folder, and Pen/Pencil. External Hard Drive with at least 1T of storage available (for consistent and faster transfer speeds, a USB C to USB C is recommended). Flat Frequency Response Studio Headphones. 64g and 16g SD Cards.

Please Note: Using earbuds for recording sound or editing sound is not permitted.



Teaching and Learning Methods

Course content will be covered by a combination of lecture, demonstrations, hands-on practice, and online resources. Canvas will be used as an online learning management system. Please check CANVAS and your Umail daily.

ATTENDANCE POLICIES

Attendance will be taken at the beginning of each class; anyone not present at that time will be marked absent. Students arriving late or leaving class early will be marked absent.

Always bring your SD Cards to LAB days.

Each student will be given 2 FREE Absences, which waives 2 classes worth of attendance. This will not waive labs or assignments. Students absent for more than 4 class periods will receive an E (failing grade) for the course.

Official excuses will be processed by the Dean of Students. Your professor does not administer official excuses for absences.

ZERO TOLERANCE FOR CELL PHONES AND SLEEPING IN CLASS. Any student using their cell phone OR sleeping during class will be marked absent.

COMMUNICATION. I wish to engage with each student. As such, if you ever have an issue (course work, classroom environment, etc.) students are required to meet with me, in person, before meeting with the Dean of Students. I look forward to working together to solve any problem.

Labs

Students must be present and participate to receive Lab Points.

LAB DRESS CODE:

1. No skirts, no shorts, no open-toe shoes, and no jewelry.
2. Hair pulled back, out of your face.
3. Closed-toed shoes only.
4. No bright-colored clothing or light-colored clothing. Wear dark toned clothing that you can **move freely in and can get dirty without worry.**

Student that do NOT follow the Lab Dress Code will not be permitted to participate and will receive zero points for attendance and the lab.

DON'T FORGET!



ASSIGNMENTS & GRADING POLICIES

- ✿ Projects will be graded on their **technical execution** and the overall effectiveness as a film.
- ✿ You will receive detailed instructions for each assignment. Please refer to those before proceeding. A copy of the instructions will be provided as a handout in class.
- ✿ Video projects will be submitted to the Server only. Courses = unedited footage and audio files. Drop Box = completed assignments.
- ✿ Written work will be handed in, as a hard copy, in person on the day it is due.
- ✿ Assignments are never accepted via email.
- ✿ Late assignments will not be accepted. Late work will receive a grade of zero.
- ✿ **All assignments are due by 1:00pm** on their listed due date. (SEE SCHEDULE.)
- ✿ ALL ASSIGNMENTS will be named using the following convention: Lastname_Firstname_AssignmentName
- ✿ Any assignment with the incorrect naming convention will receive a 10% deduction.
- ✿ SHOWING YOUR WORK: You must be present on the day your work is to be shown. An absence on your screening day will result in a 5% deduction on the project being screened.
- ✿ LABS: Labs cannot be made up. Students must be in attendance to receive points.



Filmmaking is often physically demanding. Physical strength, agility, balance, alertness, and mental acuity are necessary to satisfactory performance on a film set or in class. Students will be expected to go up and down stairs and ladders, stand for long periods of time, squat, kneel, crawl, and carry heavy equipment, among other tasks. It is important to be safe and to treat your body well. Be sure to get plenty of sleep and always stretch before our LABS.



This is an intense and demanding hands-on course. You are responsible for making your own assignments.

University Regulations State: one university credit is equal to 3 clock hours of the student's time outside of the classroom, per week.

FILM 3570 is a 4 credit course. Thus, students should be ready to put in 12 hours of work in per week for this course.



UAC LANGUAGE POLICY

With this policy, we aim to create ample opportunities for students to continually develop their English language skills in speaking, writing, listening, and reading. Through this policy, the UAC also aims to promote an inclusive learning environment as we continue to grow and diversify.

Policy:

1. The language of instruction and assessment at the UAC is English.
2. All students, regardless of their first language, must use only English while in the classroom.
3. All official business and communication among students, faculty, and staff must be in English.

ASSIGNMENTS

Attendance 30 points
Labs 80
Essay Video 40
3530 Collaboration 30
Dossier 30
Proposal 20
Short Film 100



Extra Credit will be given to those that act in UAC student films. You will find the Actor Extra Credit form on Canvas in FILES. Other extra credit opportunities may arise during the semester. Extra Credit opportunities will be posted in the Canvas Announcements.

ASSIGNMENT DESCRIPTIONS

ATTENDANCE

Attendance and Punctuality are required. You are expected to actively participate during class by sharing your insights on course materials, ask questions, listen to other students, share your unique ideas, and share your film analyses.

LABS

On a regular basis you will complete lab assignments during class. These labs will help you to improve your skills and knowledge as a cinematographer.

ESSAY VIDEO

Each student will produce an essay video (4-6 minutes) discussing the look and cinematography of a specific film. Like a written essay, an academic essay video must use evidence to support the arguments. The analysis will be both creative and technical. We will discuss this in more depth, until then, check out the following videos to get a better understanding of expectations.

Differences between Video Essays and Essay Videos, what makes a video essay great? By Fandor: vimeo.com/199577445

3530 COLLABORATION

Cinematography students will collaborate with the 3530 Directing students to complete a 1-2 minute scene. Cinematography students will experience taking direction from a Director while focusing on their skills as a DP, Camera Assistant, and/or DIT.

DOSSIER

One of the key purposes of this course is to help develop your artistic vision as a cinematographer. The aim is to foster a creative vision that is supported by technical expertise. Thus, you will produce a dossier that expresses your vision as a cinematographer in terms of style, and how you intend to develop your cinematic eye.

SHORT FILM

Each student will propose, pre-produce, produce, and post produce a short film (5-7 minutes) using UHD digital cameras. Any genre or style of short film can be made, except for Music Videos. Classmates are encouraged to crew on their classmates' films. Cinematography students are welcome to work with the Directing students on this assignment.



TO RESERVE EQUIPMENT: MAKE YOUR RESERVATIONS AT THE EQUIPMENT ROOM DURING BUSINESS HOURS

TO RESERVE A STUDIO: MAKE YOUR RESERVATIONS THROUGH EMS

**WHEN RESERVING THE RED CAMERA:
THE RED CAMERA CANNOT LEAVE THE SONGDO AREA.**

SCHEDULE	LECTURE	Lab	Handouts	Due
M FEB 22	INTRODUCTION TO THE COURSE		Key Cards, Contracts, & EMS	
W FEB 24	THE CINEMATOGRAPHER AND CAMERA CREW		Set Operations Reading	
W MARCH 3	FILM SCREENING AND DISCUSSION	<i>The Invisible Man</i> (2020)		
M MARCH 8	ESSAY VIDEO AND MOTION PICTURE PHOTOGRAPHY REVIEW		Essay Video and Design Principles Reading	
W MARCH 10		SONY LAB		
M MARCH 15	THE DIGITAL IMAGE CAMERAS AND SENSORS			
W MARCH 17		3570+3530 SONY LAB		
M MARCH 22	ESSAY VIDEO & 3570+3530 FEEDBACK SESSION		3530 Collaboration	Essay Video
W MARCH 24	EXPOSURE MEASUREMENT		Lighting Reading	
M MARCH 29	FILM SCREENING AND DISCUSSION	<i>Samsara</i> (2011)		
M APRIL 5	LENSES OPTICS AND FOCUS			
W APRIL 7		CANON LAB		
M APRIL 12	3530 COLLABORATION FEEDBACK SESSION		Dossier and Proposal	3530 Collaboration
W APRIL 14		CANON LAB		
M APRIL 19	UHD CINEMA CAMERAS UHD COLOR		Coverage and Continuity Reading	
W APRIL 21		RED LAB		
M APRIL 26	DOSSIER AND FINAL FILM PROPOSAL FEEDBACK SESSION		Short Film Final Due Dates	Presentations: Dossier and Proposal
W APRIL 28		RED LAB		
M MAY 3	THE SHOOT UHD WORKFLOW			
M MAY 10		SLATING & EXTERNAL RECORDING LAB	Slating Reading	
W MAY 12	THE DIT DELIVERING AND ARCHIVING			
M MAY 17	FILM SCREENING AND DISCUSSION	<i>Arrival</i> (2016)		
M MAY 24		Work Day		
W MAY 26		Work Day		
M MAY 31	FINAL PROJECT SCREENING + FEEDBACK			Short Film Final
W JUNE 2	FINAL PROJECT SCREENING + FEEDBACK			Short Film Final



COVID -19

To effectively navigate the COVID-19 challenges, the University of Utah Asia Campus has developed decision rules and institutional protocol. Knowing that reducing risk to zero is impossible, we will follow public health and safety guidelines to minimize risks. We will utilize the Korean Center for Disease Control, the Utah Department of Health and the US CDC coronavirus guidelines as our main reference points for our ongoing assessment of risk and decision-making process.

At the Utah Asia Campus students and faculty are required to wear masks, building access is restricted, and temperature checking is completed daily. All students and faculty must thoroughly wash their hands before entering a classroom or lab, and maintain social distancing.

FILM 3570 is categorized as a PRACTICAL BASED COURSE: If the University of Utah Asia Campus commences Level Yellow, Orange, or Red, this practical, hands-on course will still need to meet in-person. In other words, in-person attendance will continue to be compulsory at all levels.

IMPORTANT NOTICE: If you are not willing to meet in person for this course during Level Yellow, Level Orange, or Level Red, it is the student's responsibility to Withdraw from the course.

Zoom Sessions

If this course hosts a Zoom session, the University of Utah Asia Campus requires that all students turn on their cameras during the entire course and post their full name in English. If a student has financial difficulty obtaining the appropriate equipment for online courses, the UAC can help provide resources.

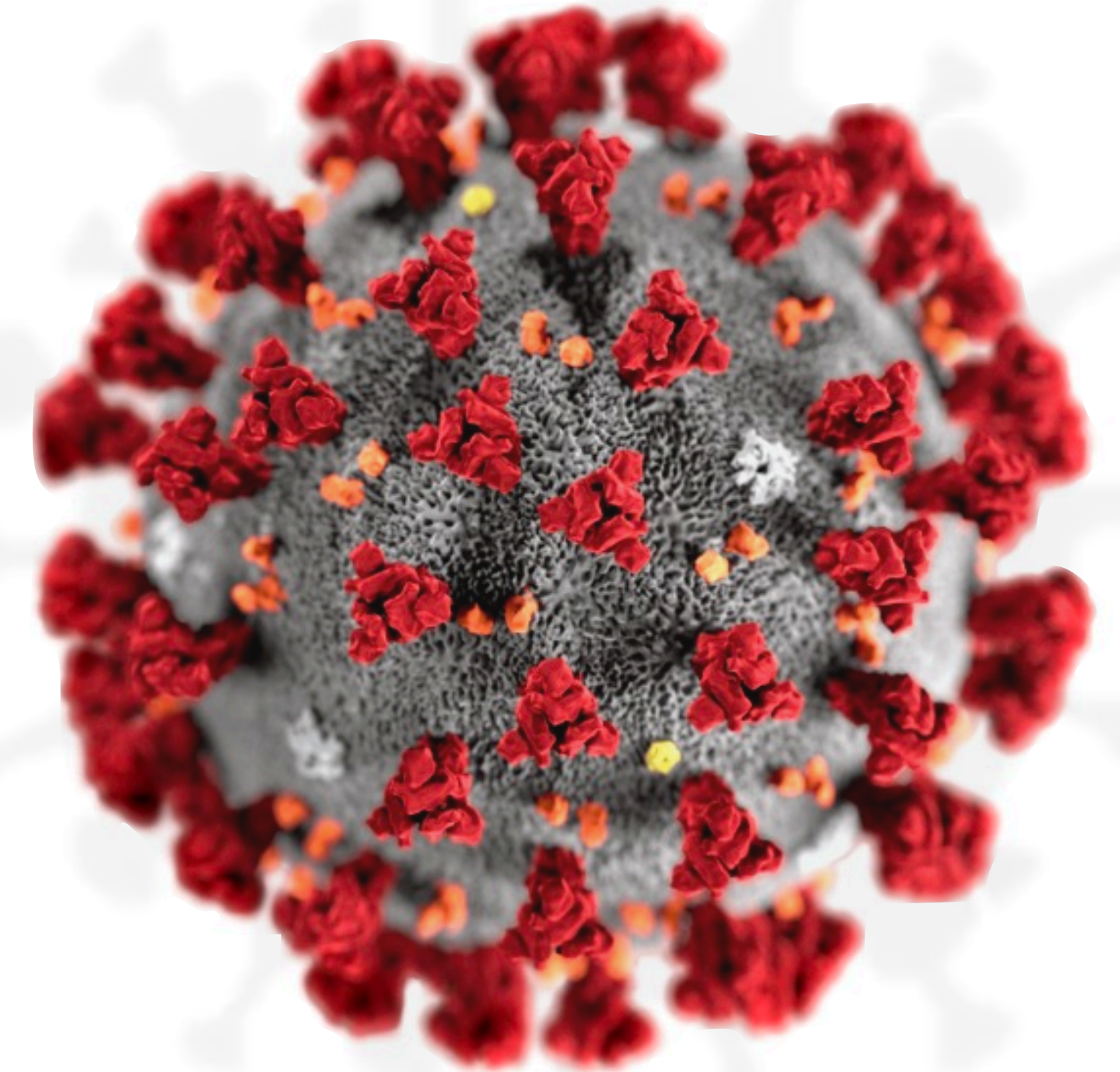
Official Excused Absences – if you have COVID-19 symptoms, including fever or respiratory symptoms such as cough, phlegm, sore throat, and nasal congestion, you should notify your instructor immediately and stay home for three days. You can return to class if you are clear from COVID-19 symptoms. In order to be excused from your courses, you will need an official medical certification.

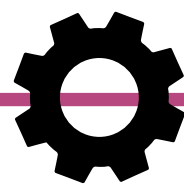
If you are going to be absent for an exam, you must email kevin.darco@utah.edu prior to the exam.

Self-quarantine Statement

The University of Utah Asia Campus expects regular attendance at all class meetings. Given the current situation with COVID-19, we have created the following guidelines.

If a student has completed less than 50% of the course and is required to self-quarantine, we suggest that the student withdraw from the course. In this situation, all tuition will be refunded with appropriate medical documentation. If a student has completed 50-75% of the course and is required to self-quarantine, the Dean of Students Office will work with the faculty and student to determine the best scenario. If the decision is to withdraw from a course, all tuition will be refunded with appropriate medical documentation. If a student has completed over 75% of the course and is required to self-quarantine, the student and faculty will work together to ensure that the student is able to complete the course. If the student is unable to finish all coursework during the course, a student may receive the mark "I" (incomplete) and work to complete all remaining coursework in consultation with the instructor.





UAC POLICIES

The Americans with Disabilities Act. The University of Utah Asia Campus seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the UAC Office of the Dean of Students, 804 Utah Building, 032-626-6002. The UAC Office of the Dean of Students will work with you and the instructor to plan for accommodations. All written information in this course can be made available in an alternative format with prior notification to the UAC Office of the Dean of Students.

Addressing Sexual Misconduct. Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a civil rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the UAC Office of the Dean of Students, 804 Utah Building, 032-626-6002. For support and confidential consultation, contact the UAC Mental Health Counseling, 3052 Multi-complex Building, 032-626-6142.

Student Code of Conduct. All students are expected to maintain professional behavior in the classroom setting as outlined in the Code of Student Rights and Responsibilities, Policy 6-400 of the University Regulations Library (<http://www.regulations.utah.edu/academics/6-400.html>).

Wellness Statement. Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah Asia Campus. For helpful resources, contact the UAC Mental Health Counseling Center; asiacampus.utah.edu/mental-health-counseling-center/; 032-626-6142.

Language Policy. The University of Utah Asia campus is committed to providing and fostering an environment that is safe and free from prohibited discrimination. The following language policy applies to all academic and administrative units of the University and to all members of the University community, including faculty, staff, and students. English is recognized as the official language of instruction, assessment, and curriculum. In addition, English is the official language for all administrative and business-related matters of the University.

ACADEMIC MISCONDUCT

Academic Misconduct includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. **ACADEMIC MISCONDUCT RESULTS IN AN "E" FOR THE COURSE** (failing grade).

1. Cheating involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
2. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.
3. Plagiarism means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.
4. Fabrication or falsification includes reporting experiments or measurements, or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.



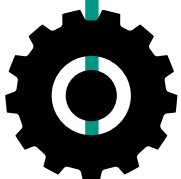
UAC ABSENCE POLICIES

To acquire an official excuse for any absence, immediately contact the Dean of Students to file your request. Your professor does not administer official excused absences. Activities such as work, internships, visiting an embassy, meetings with other professors, and participation in student clubs are not excused absences.

Not feeling well on the day of any assignment, including having a headache, stomachache, or "turtleneck syndrome," is not sufficient to be excused. In order to be excused due to medical condition, a student must obtain an official medical document from a doctor, to be submitted to the Dean of Students. In addition, a scheduled or unscheduled doctor's appointment is not excused. A note from the IGC medical clinic does not qualify a student for an excused absence. Exams: there are NO make-up exams, except in rare pre-approved situations and last-minute emergencies, both of which require documentation (see below).

Emergencies that arise will also need official documentation, including:

- auto accidents (police report)
- health emergencies which require hospitalization (note from the attending physician)
- death in the family (copy of the obituary)



This syllabus is meant to serve as a guide for this course. Please note that the professor may modify it at any time with reasonable notice to students. The instructor may also modify the Schedule at any time to accommodate the needs of the class.

Keep this syllabus and always bring it to class. Check the schedule often.