

COURSE OUTLINE

Treaty Land Acknowledgement

We acknowledge that Swan Valley Regional Secondary School is on Treaty 4 Territory, signed on September 15th, 1874. It is the traditional land of the Cree and Saulteaux peoples and the homeland of the Red River Metis. In the spirit of reconciliation and collaboration, we are committed to move forward in partnership with Indigenous Nations with honor and respect.

Course Information

Course:

9212 – Project Management 40S (MPPRM40S)

Course Hours:

110

Course Description:

In this course, students will collaborate with others as they apply the knowledge and skills learned in previous courses to create, manage, and present an authentic motion picture arts project.

Course Delivery Methods:

- Classroom
- Microsoft Teams

Course Format:

The supporting course content will be provided to you through Microsoft Teams. It is where you will access all the modules and assignments.

- **Teaching Methods:**
 - Lectures
 - Tutorials
 - Demonstrations

- Videos
- **Learning Activities:**
 - Hands-on exercises
 - Individual assignments
 - Self-driven creative projects

Instructor Information

Instructor: Brandon Hodge

Email: bhodge@svsd.ca

Office Phone: 204-734-7934

Office Location: Room 117

Office Hours: 8:45 a.m. – 11:55 a.m., 12:55 p.m. – 4:00 p.m. Monday to Friday

Student Readiness

Technology & Equipment Readiness:

- **Computer:** Windows 11 PC (provided)
- **Software:**
 - Adobe Creative Cloud (provided)
 - Microsoft Office 365 (provided)
 - Microsoft Teams (provided)
- **Recording Hardware:**
 - Panasonic AG – CX350 (provided)
 - Tripods (provided)
 - Personal recording device (not provided)
- **Internet:** High speed connection (provided)
- **Headphones:** Superlux HD681 Evo (provided)
- **Media Storage:**
 - Cloud storage (provided through student email)
 - SDXC 64GB Card (provided)
 - Flash drive (not provided)

Student Commitments:

- **Class contact time:** Five hours per week.
- **Online commitments:** Submit all assignments and exercises through Microsoft Teams.

- **Complete all assignments:** You are expected to complete all assigned summative projects in this course, aiming to achieve at least a 70% average. A minimum of 50% must be achieved in order to get the high school credit.
- **Group work commitment:** As this course revolves around collaborating and working with others, it is important that you follow through on commitments to each project. This may include working outside of regular school hours.

Contact Times:

Weekly attendance: You are expected to be present in Room 117 for the full duration of class time during your respective block on all school days. Attendance will be called five minutes after the bell, or immediately after the second bell if you are in block one or block four. If you are not present when attendance is called, you will be marked **truant**. If you arrive any time after attendance is called, you will be marked **late**. There are no exceptions as per school guidelines. Some days the class will take place in the Cultural Arts Theatre, on those days we will still meet in room 117 for attendance before walking down to the theatre space.

Course Resources:

References:

The Art of Watching Films, 8th Edition
Dennis Petrie, Joseph Boggs (McGraw Hill, 2012)
ISBN: 9780073386171

Understanding Movies, 5th Canadian Edition
Louis Giannetti, Jim Leach (Pearson Canada, 2011)
ISBN: 9780137010363

Video Basics, 8th Edition
Herbert Zettl (Cengage Learning, 2018)
ISBN: 9781305950863

Adobe Tutorials, After Effects (<https://www.adobe.com/learn/after-effects>)

Adobe Tutorials, Premiere Pro (<https://www.adobe.com/learn/premiere-pro>)

Studio Binder (<https://www.studiobinder.com/>)

Careers in Film (<https://www.careersinfilm.com/>)

Videomaker (<https://www.videomaker.com/>)

Additional resources will be provided on Microsoft Teams.

Student Learning

Learning Outcomes:

By the end of this course of study, you should be able to...

1. Describe and apply appropriate health and safety practices.
2. Demonstrate the ability to identify, select, use, and maintain software, hardware, supplies, and equipment.
3. Incorporate project management processes throughout the development cycle.
4. Conceptualize a project.
5. Plan and pitch projects
6. Create and compose assets.
7. Publish, present, review, and assess projects.
8. Demonstrate an awareness of the ethical and legal standards as they pertain to motion picture arts.
9. Demonstrate employability skills.

Instructional Schedule (timeframes may vary):

Module	Topics	Assignments
Module 1	Online Safety Procedures	
Module 2	Corresponding With Cast & Crew	<ul style="list-style-type: none"> ● Meeting Notes
Module 3	Productivity Solutions & Production Roles	<ul style="list-style-type: none"> ● Production Calendars ● Production Planning ● Post Mortem Production Report
Module 4	Production Cycle	<ul style="list-style-type: none"> ● Production Asset Creation ● Showreel

Important Dates:

NOTE: The following dates are subject to change based on the needs of the students at the instructor's prerogative. Students will be notified ahead of time of any changes made.

Date	Important Information
Ongoing throughout term	Meeting Notes Production Calendar Production Planning
Per production milestone	Production asset creation updates
Wed. week 20	Showreel due Post Mortem Production Report

Assessment and Evaluation:

Projects & Assignments	Weight
Meeting Notes, and Post Mortem Report (Essay)	15%
Production Planning, and Production Calendar (Classwork)	25%
Production Asset Creation (Project)	35%
Showreel (Final Project)	25%
Total:	100%

Course Policies

General Academic Policies:

It is your responsibility to be familiar with and adhere to the Swan Valley Regional Secondary School Academic Policies. These Policies can be found in the SVRSS School Handbook (<https://www.svsd.ca/svrss/page/512/school-handbook>).

Supplementary Policies:

Summative assessments count towards your final grade. All assignments (formative and summative) will be listed on PowerSchool as they are assigned so that you can self-monitor what assignments have yet to be completed. Everyone has the option to redo any assignment at any time during the semester. Summative assignments will be flagged as “Missing” and given a “0” if they are not submitted by their respective due dates. In addition, any assignment submitted after their respective due dates will be given the “Late” flag. The “Late” flag will serve as an indicator of your time management skills, do your best to manage your time wisely.

Formative assessments do not count toward your final grade. However, they serve as stepping stones towards the summative assignments and you are still expected to do them. These assessments include exercises and in-class feedback on your work throughout the semester. It is important that you complete any formative exercises assigned to you so that you can complete the summative assignments and projects effectively.

Learning Behaviors:

You will be assessed in the following categories in each reporting period. To be successful on this course, you will need to have suitable time management skills and work well independently. You are also expected to exhibit the appropriate level of respect for the facilities, tools, and equipment.

Personal Management Skills	Uses class time effectively; works independently; completes assignments on time.
Active Participation in Learning	Participates with in-class activities; self-assess work; sets learning goals.
Social Responsibility	Works well with others; resolves conflicts appropriately; respects self, others, and the environment; contributes positively to the school community.

Food & Drink:

Food and drink must be stored in your locker and should not be open at your workstation or in the theatre space. You will be asked to either put away or discard any open food or beverage containers immediately if they are present at your workstation. The only exception is water, so long as it is in a sealable container placed on the floor next to you.

Leaving Class:

As per SVRSS safety policies, you must remain in class for the block's full duration. If you need to leave class for any reason, you must ask permission first and log your out-time and in-time on the sign-out sheet by the classroom door. Permission to leave the room will be at the instructor's discretion.

Digital Citizenship:

This is a highly creative field and as such will often require extensive research for reference material and stock resources for inspiration and asset creation. You are permitted, and encouraged, to engage in this process. However, be sure that your research is productive. Refrain from using social media and game launchers on the provided workstations. In addition to protecting yourself and your data keep the following in mind:

- Never share your account passwords. This is your best defense in digital safety.
- Log off of all services when you are done using them. These are considered public computers, and it is best practice to completely log out of any accounts before you leave the workstation each day.
- Do not share personal information online. This is another defensive tactic you can utilize to keep yourself safe in the digital space.

Personal Device Use:

As per the AP230 document, the use of personal devices is not permitted during class time. This space is no exception. The provided workstations will offer everything you will need to complete your projects. It is recommended that you leave your devices in your locker and set them on silent. You may check your messages during the lunch hour. You will be asked to leave your device at the instructor's desk if you decide to use it during class time, it will be given back to you at the end of class. The only exception will be when you are actively utilizing your device's camera to film footage for your video projects.

Computer Hardware:

The workstations and any additional hardware provided to you remain the property of SVRSS. This equipment is expected to remain in the classroom. At

the end of each class, you are to return any additional tools you were using back to their designated locations before leaving the room. Abuse of the tools provided will result in the loss of privileges.