



YOUR CALLING. OUR PASSION.

## COMMUNICATION

### COMF 368 Film Workshop Spring 2024

#### Faculty Information

Professor: Dr. Cameron A. Pace  
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Office Hours: *Contact Lisa Weir at x8411 for an appointment/meeting*



#### Course Information

Credit Hours: 1  
Semester: *Spring 2024*  
Course Day/Time: *Wed. 3:00 – 3:50 PM*  
Location: *Trask 106 – Recording Studio*

#### Required Textbooks

*No textbook required.*

#### Required Materials And Supplies

*Materials will be supplied by EU Films.*

#### Evangel University Mission

Evangel University is a comprehensive Christian university committed to excellence in educating and equipping students to become Spirit-empowered servants of God who impact the Church and society globally.

#### Department Mission

The Department of Communication serves students through a study of communication, incorporating theory, history, and application in a variety of media and non-media contexts. The Department prepares its majors to function effectively as competent professionals with a Christian worldview.

## Catalog Description

Student collaboration to produce a film for cable and public exhibition. Workshop students develop additional skills in areas of film production, including camera work, editing, promotion, and scriptwriting. Emphasis is on teamwork and commitment to craftsmanship. **Prerequisites:** COEM 232 or permission of professor.

## Learning Outcomes

The outcomes for this course have been aligned to the [Enter name of the accrediting organization/standards here Course Learning Outcomes (CLO), Program Learning Outcomes (PLO); and/or Evangel University Student Learning Outcomes (EU20)].

COURSE LEARNING OUTCOMES			
Upon completion of this course, the student will:	CLO	PLO	EU20
1. Have familiarity with production on the film set in terms of operation, personnel, and process.	X	FB2* FB3*	
2. Be able to operate various types of filmmaking equipment and accessories for the purpose of video production.	X	FB3*	E5*
3. Assist in the marketing of an independent or educational film.	X	AP1* AP3*	G1*
7. Be able to evaluate video clips and images for aesthetic and technical quality.	X	FB1*	I2*
8. Be able to work as a team member on a large film project over a period of months.	X	FB2*	
9. Have greater familiarity of film story, character, and conflict.	X	FB2*	I2*

\*Objectives are in compliance with but not assessed for these outcomes.

## Course Format

The course is seated in a classroom for instruction and training. Students will also work outside of class on film production as part of the crew. Film crews typically shoot on weekends until photography is completed.

## Course Requirements

1. **Production of a Film** – Everyone in the workshop has the responsibility of making a quality film by the deadline. This requires participation in pre-production, production, and post-production. Students will assist in scriptwriting, casting, location scouting, equipment training, scene production (including camera operation, lighting, sound, and gripping), editing, effects, and audio sweetening. Students will log their hours over the semester for work on the film itself. The log is due when the semester folder is turned in. Logged hours must be verified by the film staff. Attendance to the weekly meeting counts toward this total up to 13 hours maximum. Evaluation is based on the following:

- 55+ hours production work = student receives A- to A grade depending on work quality

- 45 hours production work = student receives B- to A- grade depending on work quality
- 35 hours production work = student receives C- to B- grade depending on work quality
- Less than 35 hours may result in an incomplete or F.

Students will receive a fixed number of hours for certain tasks including scriptwriting, casting, prop-making, and other miscellaneous duties. Fixed hours will be set in the workshop meetings. A student must attend at least two weekend shoots in order to pass Film Workshop. Typically, a student works 4 to 6 hours on a weekend shift, so two weekend shoots does not add up 35 or more hours. Please plan to signup for as many weekend shoots as needed to receive a proper grade.

**2. Film Promotion** – Everyone is required to participate in film publicity and promotion during the semester. Promotional activities include writing public relations releases, making posters, producing radio commercials, producing trailers, social media production, and other pre-approved projects. Students need to write a description of their promotional project for inclusion in the semester folder.

**3. Overall Evaluation** -The workshop adviser will evaluate the entirety of the student's work in the workshop. Semester grades will be given based on the student's completion of work, staff evaluations, and overall academic objectives as listed in the syllabus.

**4. Individual Workshop Evaluation** – At the end of the semester, each student will turn in their work hours sheet and complete an online survey that details the work of the student over the semester. A student who fails to provide these will receive an incomplete for the workshop or grade reduction depending on what is missing. Also, complete the overall online workshop evaluation for additional points.

**5. EU Films Showcase Event** – Near the end of the semester, the film will be shown to the public. Due to restrictions on public events where large numbers of people may attend, this may be scaled down to a showing just for those involved in the film. The premiere will likely be an online broadcast that will be promoted to our audience.

### **Attendance**

Class attendance is extremely important to your success as a student. Building a habit of good attendance will translate into your professional responsibilities in your future career and make you a more valuable member of a professional team. There are no excused absences, but should you be absent from class, you will be responsible for collecting information you miss. Attendance is taken at the beginning of class. You are expected to be present and on time. If a student misses a workshop meeting, it is the responsibility of the student to make contact with the adviser or film staff to see if any assignments had been given or modified related to the absent student. There is a maximum of **3 absences** from the workshop meeting before the student may be withdrawn from course.

## Electronic Devices In The Workshop

It is expected that electronic devices will be used during class to support the students' learning. Any use of technology that substantially degrades the learning environment, promotes dishonesty or illegal activities is prohibited. Cell phones should only be used for academic purposes during class. It is not permissible to answer cell phones or engage in text messaging while class is in session. Should an emergency situation arise that requires you to use your cell phone, please make the professor aware of the circumstances.

## The Temporary Grade of Incomplete

[Incomplete Request Form](#)

## Academic Integrity Policy

Any and every instance of academic dishonesty compromises the mission of Evangel University and violates the standards we hold as people of Christ and practitioners within our professional fields. Evangel expects its students to exhibit the highest level of integrity for all course work. While discussion and collaboration are encouraged as part of course interaction, **all work submitted in any course** (seated, online, or hybrid) **must be the original work of the individual student. Use of services and/or software, including AI programs, to generate student submitted work will be considered a violation of academic integrity. Therefore, students are expected to understand and avoid all forms of academic dishonesty, which includes falsification, cheating, collusion, and plagiarism. Instances of integrity violations will be handled according to the procedures outlined in the University's Academic Integrity Policy.**

Please view the current Student Handbook for the complete policy.

## Accommodations Statement

Evangel University is committed to equal educational opportunities for students with disabilities. Please view the following page or contact the Center for Student Success for more details:

[Accommodations Statement](#)

## Assessment

Students will be evaluated and graded based on the following:\*

Production Hours - 70%  
Promotional Project - 15%  
Workshop folder/online-evaluations – 7.5%  
Class participation/movie night – 7.5%

\*Students must receive at least a grade of C- to pass the Film Workshop.

Your performance in completing your assignments and duties will make a definite difference in your grade. Your experience in the workshop will go a long way toward helping you prepare for a career in film, video production, or visual communication.

### **Grading Scale**

A = 92.5 – 100  
B = 82.5 – 87.4  
C = 72.5 – 77.4

A- = 89.5 – 92.4  
B- = 79.5 – 82.4  
C - = 69.5 – 72.4

B+ = 87.5 – 89.4  
C+ = 77.5 – 79.4  
F = 0 – 69.4

### [How Do I View My Grades?](#)

### **University Resources**

Canvas Course Commons

[Canvas Course Commons at Evangel University](#)

The Center for Student Success

[The Center for Student Success](#)

EU Libraries

[EU Libraries](#)

The Write Place

[The Write Place](#)

### **Special Notes and Policies:**

#### INSTITUTIONAL POLICIES ON WORKSHOPS

Evangel University complies with all accreditation requirements concerning coursework, workshops, and internships. A workshop that earns 1 hour of credit must include 40 or more hours of student activity over the 15 weeks. The Film Workshop complies with this through weekend work periods and special projects. Students who cannot meet the 40 hour requirement will have not earned credit from the workshop.

#### BROADCAST RIGHTS

As with all productions, student or otherwise, produced at Evangel, the film is to be aired over the EUTV cable access channels in whole or in part. Each project is to be considered an EU Films Presentation with copyrights belonging to Evangel University.

#### EXERCISES & ASSIGNMENTS

Projects are completed using the equipment at the TV Studio. Start working on these assignments early to avoid the rush that occurs just before the deadline. Equipment non-availability is not an excuse for late assignments. Equipment breakdown is also not an excuse for late work. Start early, practice your skills, and pay attention to assignment details – these will help you to be successful. Film Workshop uses its own equipment much of the time. This equipment must be kept safe, secure, and in good working order.

## FILM STAFF WHO ARE IN THE WORKSHOP

Students who have been hired to be on the film staff during the semester Film Workshop is taken are required to meet all requirements of the workshop in addition to the duties they are assigned for their staff position.

## WORKSHOP PARTICIPATION

It cannot be stressed enough that a workshop is based on student involvement. Though the workshop is only 1 credit, the opportunities for learning are numerous. The work you do in a workshop tends to be the work you show others when looking for a job after graduation. Take advantage of your workshop experience to get the most learning you can for least amount of tuition dollars.

## PRODUCTION MANAGEMENT (Film Staff)

All film productions require organization. Part of organizing a production is to assign positions to students that directly relate to specific areas of responsibility. Students who have had more experience in video and film production will most likely be given positions with more responsibility. Consideration may also be given in terms of classification (junior, senior, etc.). Students are given the chance to apply for paid positions such as director, director of photography, editor, audio supervisor, and producer. The adviser acts as executive producer of the film. Staff positions may be assigned during the semester with the option of alternating positions as directed by the adviser or film staff. The workshop hierarchy is shown below:

## WORKSHOP CREW POSITIONS

Workshop students who are not on paid staff will act in various roles throughout the semester project. Some roles will remain the same while others will be alternated. The positions that remain the same include:

Screenwriter  
Special Effects Artist

Positions that alternate include:

Camera Operator (not the same as the DP)  
Boom Mic Operator  
Continuity Secretary  
Slate and log assistant  
Lighting and camera assistants  
Production design assistants (costume, makeup, scenery)  
Extras or minor roles with one or two lines

## CASTING

Students in the film workshop will be ineligible for acting parts in the film. Auditions for the character roles will be scheduled once a script has been completed. Bit parts, such as extras and one-liners, may be an exception to this, if no other person is available to

do these roles. Anyone may audition for a part who is not in the class. They do not have to be an Evangel student to participate.

### INTEGRATION OF FAITH AND LEARNING

There is an expectation that films produced at Evangel would reflect our beliefs, morals, and philosophy. This means that the story should contain some aspect; character, situation, or meaning that is Christian, moral, or uplifting in nature. This does not mean that the story must be evangelistic or devotional. The story should above all be an act of art and truth. The faculty adviser will work with students as the story is developed to ensure this goal is properly applied.

### STUDENT ROLES & THE FACULTY ADVISER (EXECUTIVE PRODUCER)

Students who have enrolled in the film workshop often have limited or no experience in film technology and dramatic performance outside of prerequisite courses. The purpose of the workshop is to gain new skills and enhance existing ones as the students produce the movie. The films produced in the workshop are a team effort. Students given leadership roles should still be open to suggestions from others as well as the adviser. The adviser acts as a coach for all positions. The adviser will also act as an executive producer who has ultimate responsibility and authority over the workshop film project, including the story used for the film project.

### HIERARCHY OF EU FILMS:

