

# English 106 First-Year Composition

## Project 3: Short-Form Documentary Assignment Sheet

Project 3 introduces you to film production. The goal of this project is three-fold. First, it familiarizes you with composing with digital media. Second, it asks you to compose collaboratively. Third, it requires you to conduct some combination of archival, field, and library or web research to complete the project.

Your assignment is to compose a researched, documentary-style video on a topic related to EPICS.

In the end, your video will need to have the following:

- A clear, concise subject that you document through research (interviews, photos, charts, whatever you need to make your point).
- Design and editing strategies that give a sense of the compositional choices you've made in constructing the video.

## Eight Steps to Completing Your Documentary

### Step 1: Developing Your Pitch

At the end of week 11, you will send me the pitch for your documentary short **via email by Sunday, November 9 at 5 pm**. This email should be a short paragraph that includes:

- the subject of your film
- who you might interview in the film
- why it is important
- why the film will be important to others

The email should also include:

- your production team name
- a list of team members
- a description of how your production team will communicate with one another outside class
- which role each team member will play in your team

(See Production Team Roles handout for descriptions.)

### Step 2: Research Question & Storyboards

Your research question and storyboards are **due at the beginning of class on Thursday, November 13**. Your research question is a more in-depth explanation of what you intend to explore in the film. It should refer to your storyboards and briefly address why you will collect the footage and images you will collect. Your storyboards will provide a visual map for your film. This "map" will guide you in collecting archival materials, shooting still photography, illustrating what participant interviews will look like on camera, deciding locations where you will film, etc. However, these storyboards will change based on any number of factors as you begin collecting materials and footage for the film. Therefore, another version of these storyboards are due later in the project (once you've shot your footage).

A storyboard template is posted to Blackboard in the Project 3 > Week 12 folder. Bring these materials to class

### Step 3: Production Schedule

You will email me the production schedule for your film. You will work out your production schedule in class on **Thursday, November 13**. It should **briefly** address:

- the materials you have collected through research and anything else you need to collect
- the still images or other graphics that need to be created
- who will capture or create those graphics
- when you will capture your footage to
- when you will begin editing

One example of a production schedule is posted to Blackboard in the Project 3 > Week 12 folder.

### Step 4: Plan and Conduct Your Interviews

In Week 13 we will discuss how to conduct interviews for film. You should contact your interview subjects during this time and conduct your initial interviews. While you may collect additional footage later, you must begin this work in Week 13. We'll read about conducting effective interviews and practice them in class at the beginning of Week 13.

All interview materials are posted to the Project 3 > Week 13 folder on Blackboard.

### Step 5: Storyboards ver. 2 & Footage Logs

We will review your storyboards and footage logs in class on **Monday, November 24**. The second round of storyboards should correspond to the footage and images you were actually able to collect. This may differ quite a bit for your original storyboards.

A storyboard template, logging template, and instructions for logging our footage are posted to Blackboard in the Project 3 folder.

### Step 6: Postproduction Schedule

Post the postproduction schedule for your film to the "Assignments" section of Blackboard. The production schedule is due before class on **Monday, November 24**. It should **briefly** address:

- the editing schedule
- what music, if any, you will use for the film (You must use Creative Commons licensed music.)
- a list of credits for the film

One example of a postproduction schedule is posted to Blackboard in the Project 3 > Week 14 folder.

### Step 7: Screening Rough Cuts of Your Films

We will peer-review rough edits of your film in class on **Thursday, December 4**. You must have something cut together for peer review.

### Step 8: Screening the Final Film

Your team will submit the final video on **Thursday, December 11**.

**Also, if you use interview subjects or include participants from outside the class, then you must turn in all signed release forms for your interview subjects on December 11. If you do not have signed release forms, you will have failed the project. Release forms are an absolute must. These forms are posted to the Project 3 > Week 12 folder on Blackboard.**

## Practical Advice for Composing with Film at Purdue

During this project, you will learn basic storyboarding and screenwriting to help you compose a four to five-minute video. You will learn how to edit digital video using iMovie. You can use your own video cameras and tripods or borrow them from the reference desk at Hicks Library. If you borrow one from Hicks, they are on loan for three days only, so you'll have to shoot and capture the footage to a hard drive during that time.

For more information about borrowing cameras and tripods, go to <https://www.lib.purdue.edu/services/equipment>

To reserve a video camera and/or a tripod from Hicks, you can: do it in person at Hicks or call 765-494-3751.

**Hicks has a limited number of cameras and tripods, so you need to reserve them right away. You can reserve them and pick them up at the iDesk just to the left as you enter Hicks.**

You may have to purchase DV cassettes for the cameras! These are available from various bookstores around campus as well as big box stores like Walmart, Target, and Best Buy. A three pack of DV cassettes will cost approximately \$15 total (or \$4-5 each). You should not need more than 3 DV cassettes for the project. The advantage of using a camera that requires DV cassettes is that you will never lose the hard copy of your footage. If you use the cameras that store footage on SD card then the SD card remains with the camera and you need to capture all footage before the 3-day loan expires.

If you change cameras for whatever reason, **try not to** use the same tape but a new one. Groups that have used the same tape on different cameras in the past have lost their footage, usually the one they filmed with the first camera.

I understand that not all students own Macs—which are needed to run iMovie. But, there are a number of Mac labs all over campus, and we will be working in such labs throughout the last week of the semester. If you use the cameras with the DV cassettes, students with regular Macs will be able to download the footage directly into their computer using the firewire cable that comes with the cameras. Students with MacBook Pros, however, will not be able to capture the footage since MacBook Pros do not have a firewire port.

Once you have captured the footage, you want to save it into an external hard drive or large capacity USB key (whether or not you are using your own computer, since video footage takes up a lot of space). If someone in your group owns an external hard drive, please use that one.

I will provide you with templates for releases, which you will ask every one of your subjects to sign before you film them. These release forms are posted to the course website in the Project 3 > Week 12. You will turn in these releases along with the rest of the assignment and keep the originals for yourselves. **(NOTE: Each team's Producer is responsible for keeping releases and getting them signed by interview subjects. These releases must be turned in with the final film.)**

Once you have finished your video, you will upload the video to either YouTube or Vimeo. Create a free account by going to either <http://vimeo.com/join> or [http://upload.youtube.com/my\\_videos\\_upload](http://upload.youtube.com/my_videos_upload)

When you turn in your film on December 11, you will send me the link via email.

## Practical Advice for Composing Collaboratively

You will be assigned to a group of 4 members for this project. This will be your film production team. Your team will work together during class time, but you'll also have to meet outside of class to plan, film, and edit your film. I urge you to develop a way to communicate with one another very early in the project. In the past, students have used their phones or Facebook groups. Use whatever works for you and feels appropriate. **If a production team member does not do the work s/he has agreed to do, s/he will be removed from the group and will have to complete the project on her/his own.**

## Grading

A "C" project should:

- Meet all requirements of the assignment.
- Provide appropriate description so that an audience can understand the situations and issues involved.
- Present a story or narrative arc in the film.
- Control surface errors.
- Demonstrate an understanding of film elements such as editing, framing, and lighting.

A "B" project should do everything a "C" paper does but should also:

- Show evidence that possible audience objections have been anticipated and responded to.
- Create filmic images that correspond with the topic being explored.
- Craft an entertaining and informative video.

An "A" project should do everything a "B" paper does but should also:

- Show visual and stylistic flair.
- Have a clear organizational strategy based on audience needs.
- Use B-roll in an original and pertinent manner.
- Create a video that produces a strong (intended) reaction in the audience such as laughter, compassion, admiration, etc.

**Remember, each member of your production team will fill out team evaluations on the last day of class, and these evaluations influence grading though you will not be directly grading one another.**

**Production Team Name:**

Production Team Role	Role Description	Name/Email Address
<p><b>Producer</b> The Producer is an uber organizer. S/he is responsible for coordinating interviews and filming with the instructor and all group members. The Producer is NOT responsible for doing other people’s work. However, the Producer should always know the status of the film in production and who is supposed to be doing what. A low tech job for someone who is a good communicator and enjoys writing a lot of emails. The producer follows the production from soup to nuts, though s/he doesn’t have to be tech savvy or always be present at every stage. S/he must always know what’s going on.</p>	<ol style="list-style-type: none"> <li>1. Develops production and postproduction schedules.</li> <li>2. Sets up interviews.</li> <li>3. Finds locations to use in the film.</li> <li>4. Coordinates between other team members and instructor</li> </ol>	
<p><b>Director</b> The Director is a really low tech role, which means that you don’t have to use the camera or edit. However, the Director should be a capable visual storyteller, be able to conduct the interview, and help craft storyboards and interview questions.</p>	<ol style="list-style-type: none"> <li>1. Conducts interview, including asking follow up questions and reasking important questions when something goes awry in the interview.</li> <li>2. Oversees filming of interview.</li> <li>3. In charge of developing the pitch, storyboards, and research question.</li> </ol>	
<p><b>Director of Photography</b> The DP spends most of her/his time at the interview shoot and capturing. They are a tech person, but have a huge hand in the look of the film as well.</p>	<ol style="list-style-type: none"> <li>1. Films interview.</li> <li>2. Ensures that shots are well framed.</li> <li>3. Notices when interviewee stares at camera or something goes wrong and a question needs to be reshot.</li> <li>4. Films B roll for the interview.</li> <li>5. Collects or creates any other graphics or images needed for the film.</li> <li>6. Responsible for capturing and logging the footage from the DV cassette to iMovie.</li> </ol>	
<p><b>Editor 1</b> Most of the Editor’s work will take place in the last two weeks of class. You might consider this when choosing your role.</p>	<ol style="list-style-type: none"> <li>1. Edits footage following storyboards.</li> <li>2. Incorporates still images and music into film.</li> <li>3. While this list looks short, editing can be time consuming, especially if your are less familiar with the software.</li> </ol>	

## ENGL 106 First-Year Composition Project 3 Calendar

	Date	In Class	Homework
Week 11	11/4	Project Intro	Read Article About EPICS
	11/6	Invention Activities in Production Teams	<b>Turn in Pitch via email by 5 pm on Sunday, Nov. 9</b>
	11/5 & 7	Conferences	Progress Reports
Week 12	11/10	Analyzing Short Documentaries	Read: <a href="http://accad.osu.edu/womenandtech/Storyboard%20Resource/">http://accad.osu.edu/womenandtech/Storyboard%20Resource/</a>
	11/11	Practice Storyboarding	<b>Research Question &amp; Storyboard Due Thurs.</b>
	11/13	<b>Production Schedules</b>	Read: <a href="http://www.dvworkshops.com/newsletters/docinterview.html">http://www.dvworkshops.com/newsletters/docinterview.html</a> Article on Qualitative Interview Design
	11/ 12 & 11/14	Conferences	Progress Reports
Week 13	11/17	Conducting Interviews & Drafting Interview Questions	Watch: On B Roll: <a href="http://youtu.be/SitFvB0Upb8">http://youtu.be/SitFvB0Upb8</a>  On the Rule of Thirds: <a href="http://youtu.be/myxiMMA2u_g">http://youtu.be/myxiMMA2u_g</a>  On White Balancing: <a href="http://youtu.be/c9mDACdNQI8">http://youtu.be/c9mDACdNQI8</a>  <b>Set up and carry out interviews</b>
	11/18	Camera Tutorial	
	11/20	Logging Footage	<b>Second Storyboards and Footage Logs Due Mon.</b>
	11/19 & 11/21	Conferences	Progress Reports
Week 14	11/24	iMovie Tutorial	
	11/25	<b>Post-Production Schedules</b>	
	11/26-28		<b>No class. Happy Thanksgiving!</b>
Week 15	12/1	Workshop	Work on Rough Cut
	12/2	Uploading Videos	<b>Rough Cut Due Thurs.</b>
	12/4	Rough Cuts/Peer Review	Complete Final Edits
	12/3 & 12/5	Conferences	Progress Reports

**Final Screening 12/11 in Class**

### Film Production Resources

Camera Guide: <http://www.camcorderanswers.com/manuals/canon-hv20.pdf>

iMovie 9 Basics: <http://www.thepeopleschannel.org/imovie09.pdf>