# Lighting and Field Production

## N356

### Spring 2016

Media Arts and Science / Department of Human-Centered Computing

Indiana University School of Informatics and Computing, Indianapolis

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|---|---|
| Section: | 32451 |
| Credits: | 3 |
| Time: | Wed 3:00 |
| Location: | IT 270, Informatics & Communications Technology Complex |
| | 535 West Michigan Street, Indianapolis, IN 46202 |
| First Class: | January 13, 2016 |
| | |
| Prereq: | N253 |
| | |
| Instructor: | C. Thomas Lewis, MFA (Film) |
| Office: | IT 473 |
| | 535 West Michigan Street, Indianapolis, IN 46202 |
| Hours: | Tuesday, 2-4, or by Appointment |
| Phone: | (317) 278-3799 (Office) |
| Email: | lewisct@iupui.edu |

## COURSE DESCRIPTION

Theoretical and practical application of lighting, filming, and audio recording. Students will work in a variety of locations to encompass as many different environments as possible. Other topics covered include daytime shooting, nighttime shooting, studio shooting, and storytelling.

### Text Book

There is no required textbook for this course. However significant use will be

made of the on-line tool I developed for understanding photographic principles.

## Principles of Undergraduate Learning (PUL):

Learning outcomes are assessed in the following areas:

    Major Emphasis

        A. Core communication: written, oral and visual skills

        B. Integration and application of knowledge

    Minor Emphasis

        C. Values and Ethics

Learning Outcomes:

| Upon completion of this course, students will: | PUL | Assessment |
|---|---|---|
| 1. comprehend and have applied methods of effective camera operation to enhance storytelling  (2,3,4, 5*) | A, B | The artistry evident in camera work seen in class assignment |
| 2. have developed proficiency with the tools and technology of film production, including lighting and principles of photography (3) | B | The production values evident in class assignments. |
| 3. be able to apply an understanding of concepts of visual literacy as they pertain to depicting space and conveying story information (2,3) | C | The awareness of and sensitivity to the l considerations of continuity and spatial depiction as seen in class film. |
| 4. understand and be able to demonstrate knowledge of principles of photography(3) | B | Quizzes and Tests |

*Number indicates category in Bloom's Taxonomy of cognitive domains.

Course Topics and Objectives:

- To teach methods of image acquisition with the medium of HD video through student-driven in class exercises.
- To give direct, hands-on experience of the tools involved in advanced image acquisition: cameras, lights, grip equipment, microphones and editing & presentation software.
- To give direct experience with advanced lighting techniques including 3-point lighting and color temperature.
- To provide a basic understanding of the HD video signal, including a fluency in the terminology associated with HD video technology and production.
- To improve editing proficiency with Avid.

## EXPECTATIONS, GUIDELINES, AND POLICIES

Software used: Avid Media Composer 7, Adobe Encore

Classroom Materials:

- External Thunderbolt or Fire Wire Hard Drive – 100-250 GB minimum (should bring in every class)
- Flash Drive
- **Recordable Blu-ray Discs or DVDs/Cases**
- Headphones (Should bring in every class once you are editing.)
- Leather work gloves for handling lights.

Attendance:

A basic requirement of this course is that you will participate in all class meetings and conscientiously complete all required course activities and assignments. Class attendance is required. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism.

Only the following are acceptable excuses for absences: death in the

Immediate family (e.g. mother, father, spouse, child, or sibling), hospitalization or serious illness; jury duty; court ordered summons; religious holiday; university/school coordinated athletic or scholastic activities; an unanticipated event that would cause attendance to result in substantial hardship to one's self or immediate family.

Absences must be explained with the submission of appropriate documentation to the satisfaction of the instructor, who will decide whether missed work may be made up. Absences that do not satisfy the above criteria are considered unexcused. To protect your privacy, doctor's excuses should exclude the nature of the condition and focus instead on how the condition impacts your attendance and academic performance.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Each additional absence, unless excused, results in a 5% reduction in your final course grade. More than six absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation. For all absences, the student is responsible for all covered materials and assignments.

Two tardies or early departures count as an absence. Any student arriving late/leaving early consistently without a valid reason will be docked a letter grade. If you miss a class, it becomes your responsibility to get any notes from a classmate. Do not ask the instructor what you missed.

Two tardies or early departures count as an absence.
1-15 minutes late is a tardy, after 15 min it is an absence.
Leaving 15 minutes (or less) early is an early departure.
Leaving more than 15 minutes early it is an absence.

Any student arriving late/leaving early consistently without a valid reason will be docked a letter grade.

Incomplete:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you. All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. http://registrar.iupui.edu/incomp.html.

Deliverables:

You are responsible for completing each deliverable (e.g., assignment, quiz) by its deadline and submitting it by the specified method. Deadlines are outlined in the syllabus or in supplementary documents accessible through Canvas. Should you miss a class, you are still responsible for completing the deliverable and for finding out what was covered in class, including any new or modified deliverable. In fairness to the instructor and students who completed their work on time, a grade on a deliverable shall be reduced 10%, if it is submitted late and a further 10% for each 24-hour period it is submitted after the deadline.

Films are due at the beginning of class. If your film is not on my desk at the start of class, 10 points will be immediately deducted. If film is not submitted by end of class the grade will be reduced 25%. An additional 10% will be deducted for each 24-hour period after the deadline.

I will not accept ANY assignments after 1 week following the original due date. Class ends at 11:45, you have until 11:45 the following week to submit a late assignment and still get a small amount of credit.

Exams/quizzes:
- There could be quizzes, surprise and otherwise.
- Quizzes could happen at the beginning of class. There will be no extensions for lateness.

• There will be no grade change unless there is a proof of mathematical miscalculation.

Class Assignments:
Assignments include readings assigned from the various texts, the footage we shoot in class and the final edit and color each student submits at the end of the semester.

Participation:
This is a high participation course; meaning a high percentage (60%) of your grade is based on you participation and high participation on your part is expected. Active participation in every aspect of this course is crucial for your successful completion. Students are expected to participate in the film shoots during class, and all students are expected to participate by answering questions, asking questions and actively discussing topics during lecture. Please realize that your active participation is also crucial for class morale. **Class participation refers to the frequency AND quality of your contributions as seen in your presentation of ideas, your contribution to discussions, your enthusiasm to participate with the hands-on aspects of production.**

See further information about class participation under Grading Information.

You earn 3 points toward your class participation grade for every class you attend. You will be docked 1 point for every tardy and 1 point for every early departure. Points missed for an absence will not be reinstated if the absence is excused.

Grading Information:
Seventy percent will be based on the grades received for the films you have worked on and your peer reviews (see below). Class participation/attendance is

worth 60% and quiz/test grades are 20% and the final edit of the class film makes for the 20% balance.

Tentative Schedule:

| Week 1 | Syllabus Review / Exposure Review |
| Week 2 | Apps / Camera Rigs / Teams / Crew Positions |
| Week 3 | Lighting: Instruments and Techniques / Plan Shoot |
| Week 4 | Color: Color Balance, Gels and Filtration / Plan Shoot / Review |
| Week 5 | Sound: Gear and Recording Techniques / Test |
| Week 6 | Shooting |
| Week 7 | Shooting |
| Week 8 | Shooting |
| Week 9 | Shooting |
| Week 10 | Mid-Term Exam |
| Week 11 | Shooting |
| Week 12 | Shooting |
| Week 13 | Editing Post-Production |
| Week 14 | Editing Post-Production |
| Week 15 | Screening Final Edit Due / Final Exam |

Grading Scale:

A+    100%        Professional level work, showing highest level of
                  achievement
A     93–99%      Extraordinarily high achievement, quality of work;
                  shows command of the subject matter
A–    90–92%      Excellent and thorough knowledge of the subject matter
B+    87–89%      Above average understanding of material and quality of work
B     83–86%      Mastery and fulfillment of all course requirements;
                  good, acceptable work
B–    80–82%      Satisfactory quality of work

| C+ | 77–79% | Modestly acceptable performance and quality of work |
| C | 73–76% | Minimally acceptable performance and quality of work |
| C– | 70–72% | Unacceptable work (Core course must be repeated for credit) |
| D+ | 67–69% | Unacceptable work (Course must be repeated for credit) |
| D | 63–66% | Unacceptable work |
| D– | 60–62% | Unacceptable work |
| F | Below 60 | Unacceptable work |

No credits toward major, minor, or certificate requirements are granted for a grade below C. No credits toward general education or elective requirements are granted for a grade below C–.

Instructions for Checking out Equipment:

Room 259 next to the stairs in the NW corner of the building

- Do not wait until the last minute to reserve a camera.
- Make your equipment reservations 24 hours in advance.
- Plan shooting schedules ahead of time to insure availability of the camera gear.
- Review the equipment check-out policies at:
  http://informatics.iupui.edu/technology/policies/equipment.html
- Check the available equipment at:
  http://informatics.iupui.edu/technology/equipment/

Accessing 270 lab for After School Hours:

To get access to 270 after 9 pm weekdays or 6 pm weekends, you will need to submit an electronic request form from the SOIC website.

To get access to the building after hours is handled by campus police. If you need it talk to technology services about the procedure.

## CODE OF CONDUCT

All students should aspire to the highest standards of academic integrity. Using another student's work on an assignment, cheating on a test, not quoting or citing references correctly, or any other form of dishonesty or plagiarism shall result in a grade of zero on the item and possibly an F in the course. Incidences of academic misconduct shall be referred to the Department Chair and repeated violations shall result in dismissal from the program. All students are responsible for reading, understanding, and applying the Code of Student Rights, Responsibilities and Conduct and in particular the section on academic misconduct.

Refer to The Code > Responsibilities > Academic Misconduct at http://www.indiana.edu/~code/. All students must also successfully complete the Indiana University Department of Education "How to Recognize Plagiarism" Tutorial and Test. https://www.indiana.edu/~istd You must document the difference between your writing and that of others. Use quotation marks in addition to a citation, page number, and reference whenever writing someone else's words (e.g., following the Publication Manual of the American Psychological Association). To detect plagiarism instructors apply a range of methods, including Turnitin.com. http://www.ulib.iupui.edu/libinfo/turnitin

Academic Misconduct:

1. Cheating: Cheating is considered to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

    a. A student must not use external assistance on any "in-class" or "take-home examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless

communication devices.

b. A student must not use another person as a substitute in the taking of an examination or quiz, nor allow other persons to conduct research or to prepare work, without advanced authorization from the instructor to whom the work is being submitted.

c. A student must not use materials from a commercial term paper company, files of papers prepared by other persons, or submit documents found on the Internet.

d. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.

e. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork.

f. A student must not steal examinations or other course materials, including but not limited to, physical copies and photographic or electronic images.

g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted.

h. A student must not, without authorization, alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit.

2. Fabrication: A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citation to the sources of information.

3. Plagiarism: Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. Any ideas or materials taken from another source for either written or oral use must be fully acknowledged, unless the information is common knowledge. What is considered "common knowledge"

may differ from course to course.

   a. A student must not adopt or reproduce ideas, opinions, theories,
      formulas, graphics, or pictures of another person without
      acknowledgment.

   b. A student must give credit to the originality of others and acknowledge
      indebtedness whenever:

      1. directly quoting another person's actual words, whether oral or
         written;

      2. using another person's ideas, opinions, or theories;

      3. paraphrasing the words, ideas, opinions, or theories of others,
         whether oral or written;

      4. borrowing facts, statistics, or illustrative material; or

      5. offering materials assembled or collected by others in the form of
         projects or collections without acknowledgment

4. Interference: A student must not steal, change, destroy, or impede another
student's work, nor should the student unjustly attempt, through a bribe, a
promise of favors or threats, to affect any student's grade or the evaluation of
academic performance. Impeding another student's work includes, but is not
limited to, the theft, defacement, or mutilation of resources so as to deprive
others of the information they contain.

5. Violation of Course Rules: A student must not violate course rules established
by a department, the course syllabus, verbal or written instructions, or the course
materials that are rationally related to the content of the course or to the
enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty: A student must not intentionally or knowingly
help or attempt to help another student to commit an act of academic
misconduct, nor allow another student to use his or her work or resources to

commit an act of misconduct.

## OTHER POLICIES

1. Right to revise: The instructor reserves the right to make changes to this syllabus as necessary and, in such an event, will notify students of the changes immediately.

2. IUPUI course policies: A number of campus policies governing IUPUI courses may be found at the following link: http://registrar.iupui.edu/course_policies.html

3. Classroom civility: To maintain an effective and inclusive learning environment, it is important to be an attentive and respectful participant in lectures, discussions, group work, and other classroom exercises. Thus, unnecessary disruptions should be avoided, such as ringing cell phones engagement in private conversations and other unrelated activities. Cell phones, media players, or any noisy devices should be turned off during a class. Texting, surfing the Internet, and posting to Facebook or Twitter during class are generally not permitted.

Laptop use may be permitted if it is used for taking notes or conducting class activities. Students should check with the instructor about permissible devices in class. IUPUI nurtures and promotes "a campus climate that seeks, values, and cultivates diversity in all of its forms and that provides conditions necessary for all campus community members to feel welcomed, supported, included, and valued" (IUPUI Strategic Initiative 9). IUPUI prohibits "discrimination against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or [veteran] status" (Office of Equal Opportunity).

Profanity or derogatory comments about the instructor, fellow students, invited speakers or other classroom visitors, or any members of the campus community shall not be tolerated. A violation of this rule shall result in a warning

and, if the offense continues, possible disciplinary action.

4. Bringing children to class: To ensure an effective learning environment, children are not permitted to attend class with their parents, guardians, or childcare providers.

5. Course Evaluation Policy: Course evaluations provide vital information for improving the quality of courses and programs. Students are required to complete one course and instructor evaluation for each section in which they are enrolled at the School of Informatics and Computing. This requirement has three exceptions:

    (a) The student has withdrawn from the course;

    (b) only one student is enrolled in the section (in which case anonymity is impossible); and

    (c) the section is a laboratory that must be taken with a course having a different section number. Course evaluations are completed at https://soic.iupui.edu/app/courseeval/.

Course evaluations are open from the eleventh week. Course evaluations are anonymous, which means that no one can view the name of the student completing the evaluation. In addition, no one can view the evaluation itself until after the instructor has submitted the final grades for the course. In small sections, demographic information should be left blank, if it could be used to identify the student. A course evaluation must close before the grade for that course can be released. To ensure students have had ample opportunity to complete the evaluation, an uncompleted course evaluation could delay the release of the grade for up to a week.

6. Communication: The instructor should respond to emails within 48 hours, excluding weekends and holidays, and announce periods of extended absence in

advance. The instructor should provide weekly office hours or accept appointments for face-to-face, telephone, or teleconferenced meetings.

7. Email: Indiana University uses your IU email account as an official means of communication, and students should check it daily for pertinent information. Although you may have your IU email forwarded to an outside email account, please email faculty and staff from your IU email account.

8. Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to reasonable accommodations. Please notify the instructor during the first week of class of accommodations needed for the course. Students requiring accommodations because of a disability must register with Adaptive Educational Services (AES) and complete the appropriate AES-issued before receiving accommodations. The AES office is located at UC 100, Taylor Hall (Email: aes@iupui.edu, Tel. 317 274- 3241). Visit http://aes.iupui.edu for more information.

9. Administrative Withdrawal: A basic requirement of this course is that students participate in all class discussions and conscientiously complete all required course activities and/or assignments. If a student is unable to attend, participate in, or complete an assignment on time, it is the student's responsibility to inform the instructor. If a student misses more than half of the required activities within the first 25% of the course without contacting the instructor, the student may be administratively withdrawn from this course. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and a student who has been administratively withdrawn from a course is ineligible for a tuition refund. Contact the instructor with questions concerning administrative withdrawal.

10. Emergency Preparedness: Safety on campus is everyone's responsibility.

Know what to do in an emergency so that you can protect yourself and others. For specific information, visit the emergency management website.

http://protect.iu.edu/emergency

## MISSION STATEMENT

The Mission of IUPUI is to provide for its constituents excellence in

- Teaching and Learning;
- Research, Scholarship, and Creative Activity; and
- Civic Engagement.

With each of these core activities characterized by

- Collaboration within and across disciplines and with the community;
- A commitment to ensuring diversity; and
- Pursuit of best practices.

IUPUI's mission is derived from and aligned with the principal components—Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices—of Indiana University's Strategic Directions Charter.

## STATEMENT OF VALUES

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana's capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is

committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.