

THFM-3313-001 (6 credit hours)

**ADVANCED PICTURE EDITING**

Fall/Winter, 2018/2019  
Classes/Labs Tuesday/Thursday: 14:30 – 17:15  
Room OT14

**INSTRUCTOR:** John Kozak  
**Office:** Room 3T11  
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**email:** [j.kozak@uwinnipeg.ca](mailto:j.kozak@uwinnipeg.ca)  
**Office Hours:** Tuesday 13:00 – 14:00  
Thursday 13:00 – 14:00  
(and by appointment)

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**COURSE DESCRIPTION**

This is an advanced film editing course focusing on continuity style editing techniques. The course will examine standard narrative editing technique from assembly to fine cut. Students will learn the importance of pacing and rhythm within a scene and sequence, how to cut for dramatic effect, how to cut around continuity problems and techniques for “invisible” cutting. The course will also look at Montage editing, from the theories of Eisenstein and Montage editing in dramatic features to the application of montage in movie trailers.

**TEXTS**

**Required**

1. *The Eye is Quicker* by Richard Pepperman

**STUDENT EQUIPMENT REQUIREMENTS**

Students are required to provide their own portable external hard drives for project storage and editing. The minimum requirement is a 1TB USB2 7200RPM drive formatted for Mac computers. Drives with Fire Wire 800 or Thunderbolt connections are supported.

Students are required To provide their own headphones.

**MARK BREAKDOWN**

<b>Lab1</b> (Tentative date Sept. 18).....	<b>5%</b>
<b>Lab 2</b> (Tentative date Sept. 27) .....	<b>5%</b>
<b>Lab 3</b> (Tentative date Oct. 18) .....	<b>5%</b>
<b>Lab 4</b> (Tentative date Oct. 30) .....	<b>5%</b>
<b>Lab 5</b> (Tentative date Feb. 5) .....	<b>10%</b>
<b>Lab 6</b> (Tentative date March 7) .....	<b>10%</b>
<b>1<sup>st</sup> assignment: Dialogue edit (Due Nov. 20)</b> .....	<b>15%</b>
<b>2<sup>nd</sup> assignment: Short Film Picture Edit (Due Jan. 15)</b> .....	<b>25%</b>
<b>3rd Assignment: Movie Trailer (Due March 19)</b> .....	<b>15%</b>
<b>Class participation (See note below)</b> .....	<b>5%</b>
<b>TOTAL</b> .....	<b>100%</b>

**EVALUATION**

Grade evaluation will be based on the four (3) assignments and six (6) labs and class participation

**There will be No Final Exam.**

Late assignments: Extensions will be granted only if arrangements have been made with the instructor **PRIOR TO THE DUE DATE** and only under **EXCEPTIONAL** circumstances, and at the instructor's discretion. Work submitted late without prior arrangement will be graded at zero (0).

Class Participation: Students are expected to participate in labs and class discussions, and contribute to the set-up and break-down of equipment used during labs and demonstrations. Attendance will be taken at each class and will be reflected in the class participation grade. Class participation is worth 5% of the total grade for this class.

Copies of Assignments: It is the student's responsibility to keep a copy (photocopy or on computer disk) of all written assignments and of all video assignments submitted for grading.

Voluntary withdrawal date without academic penalty is February 15, 2019.

**CONVERSION SCALE**

For the calculation of the final grade the following conversion table will be used:

A+	90 – 100%	GPA	4.5	C+	65 – 69.9%	GPA	2.5
A	85 – 89.9%	GPA	4.25	C	60 – 64.9%	GPA	2.0
A-	80 – 84.9%	GPA	4.0	D	50 – 59.9%	GPA	1.0
B+	75 – 79.9%	GPA	3.5	F	below 50%	GPA	0
B	70 – 74.9%	GPA	3.0				

Work not submitted will be graded as 0%.

**TENTATIVE SCHEDULE****FIRST TERM - Continuity Style Editing**

September 4 - October 25

-Invisible cutting

-Cutting on action

    Lab 1 - Eye-Trace (Tentative date Sept. 18)

-Context & Subtext

    Lab 2 - Order of the Shots (Tentative date Sept. 27)

-The assembly

-Techniques for dialogue editing

    Lab 3 - Dialogue Editing (Tentative date Oct. 18)

**1<sup>st</sup> Assignment:** Dialogue Edit (Detailed assignment parameters TBA)

**Due November 20**

October 30 – November 29

- Sequence editing - rhythm and beats  
    Lab 4 – sequence (tentative date Oct. 30)
- Cross-cutting
- Transitions, match cut, smash cut and jump cut
- Inserts - cutaways and POVs

**2nd Assignment:** Short Film Edit (Detailed assignment parameters TBA)

**Due January 15**

**SECOND TERM - Montage**

January 8 - February 28

- Eisenstein and Montage theory  
    Lab 5 - Montage (Tentative date February 5)
- Formalism and the non-linear narrative
- Rhythm, Form and Motion

**3rd Assignment:** Movie Trailer (Detailed assignment parameters TBA)

**Due March 19**

March 5 - April 4

- Content and Context  
    Lab 6 - Documentary edit (Tentative date March 7)

**NOTES**

**IMPORTANT NOTE: READ THIS!** All computer hard drives will be wiped clean as of APRIL 22/2019. Make sure you are finished all your projects and have output all your desired files to a personal storage device by this date. Hard Drives may also be wiped in January to make room for 2<sup>nd</sup> term projects.

Cellular phones **MUST BE TURNED OFF** during classes, both in the lecture room **AND** in the Editing room. Students discovered talking on their cell phones during class time will be asked to leave the class. Ringing cell phones will be confiscated for the duration of the class.

**COSTS**

This is a practical hands-on course in filmmaking utilizing video and film equipment and students should take note of certain costs involved.

There is a **\$50.00 non-refundable Technology Fee** to help defray the costs of regular equipment maintenance. **You paid this fee with your tuition.**

In addition to the non-refundable Technology Fee, students are required to pay a **\$200 refundable Damage Deposit** for this class. In return, we will loan you our equipment for use on class projects. If you lose or damage equipment while it is in your care, the Damage Deposit will be applied to the costs of repair or replacement, but note: **you are responsible for the total value of the loss even if it is more than this deposit.** Any unused portion of your Damage Deposit will be returned to you, usually by the end of June.

The deadline for payment of the Damage Deposit is **MONDAY, SEPTEMBER 17, 2018. THERE WILL BE NO EXCEPTIONS.** If you fail to pay in full by the deadline, a "hold" will be placed on your student file and **you will not be permitted to sign out or use any equipment.** In order to make payment, take the "Damage Deposit Ticket" handed out in class to Student Central by the deadline above. Once you have paid, take your receipt to Melinda Tallin in Room 3T03. You will be required to complete an *Equipment Loan Damage Deposit Agreement* which you must show to the Equipment Manager the first time you attempt to sign out equipment.

(NB: if you are taking more than one course requiring a Damage Deposit, you only pay the Damage Deposit once during the Fall/Winter term.)

### **HEALTH AND ACCESSIBILITY SERVICES**

Life happens to everyone. If you are experiencing a crisis in your life, or if you have a physical or mental health issue, communicate with your Professor or Accessibility Services – let us know so we can provide support or direct you to those who can. The earlier we know, the earlier we can discuss what resources might be available. Students with documented disabilities, or temporary or chronic medical conditions requiring academic accommodations for tests/exams/presentations (e.g., private space or more time) or during lectures/labs (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 204-786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. If you are registered with Accessibility Services, do not assume that Accessibility Services (AS) has informed your instructor that you have registered with them. <http://www.uwinnipeg.ca/accessibility>

### **2018 ORIENTATION ASSEMBLY**

Each year in September we hold an *Orientation Assembly* to welcome students to the new term, introduce our new students to faculty and other students; provide information about the department, its various activities and those of its professors; and deliver news about what's coming up. This year our *Orientation Assembly* will be held on **Monday, September 10, 2018, 12:30-13:20 in Theatre, 1T15. ATTENDANCE IS COMPULSORY** for all Majors and Honours students. Those considering Honours are strongly recommended to attend. All others are welcome and encouraged to attend.

## **TAFSA**

All students enrolled in at least one theatre or film class are automatically members of TAFSA, the Theatre and Film Students' Association, which plans a number of exciting activities each academic year. We are looking forward to regular **Performance Jams** and **Socials** as well as **DioFest** (a new play festival featuring student written and produced plays), and the very popular **24/7 Event** during which students move into our building and several plays are written, rehearsed, produced, and presented – all in a period of 24 hours! Please join TAFSA to find out more at its organizational meeting, tentatively scheduled for Mon Sept 17, 12:30-1:20 pm, Room OT10. This is a great opportunity for students to connect with other like-minded people and a way to get involved in the department events.

## **BUILDING SECURITY**

The Asper Centre for Theatre and Film (home to the Department of Theatre and Film) is open from 8:00 am and 5:30 pm weekdays only. Students are permitted to be in the building between 8:00 am and 10:00 pm seven days per week (except statutory holidays when the University is closed) **BUT PLEASE NOTE:** outside of regular building hours, it is **MANDATORY** that everyone in the building **EITHER** carry an access card **OR** have a booking confirmation form in their possession (hard copy or electronic). **ALL EVENING STUDENTS in the building for classes MUST have an access card.** If a Security Guard checks and you do not have proper accreditation, **you may be evicted.**

These rules are in place to protect our students and our equipment; please respect them.

## **ELECTRONIC COURSE OUTLINE ADDENDA**

Students must check our website at <http://uwinnipeg.ca/theatre-film> and read the menu items called *Fire Safety Instructions in the Asper Centre for Theatre and Film*, *Access Card/Building Use Policy* **AND** *Room Booking Instructions*. The link to the electronic *Online Room Booking Form* is also found at this location. Please read and note all instructions carefully.

## **GENERAL NOTES**

This course outline should be considered a guideline only. Time constraints and other unforeseen factors may require that some topics be omitted or covered in less detail than indicated.

Archival records such as videotapes, sound recordings, and photographs may be made or taken during class or lab times. The University uses such materials primarily for archival, promotional, and teaching purposes. Promotional use may include display at open houses or conferences, or use in advertising, publicity, or brochures. In reading and accepting the terms in this course outline, students acknowledge consent for such use by the University. Should a student not wish to convey such consent, s/he should withdraw from this course immediately.

Cellular phones **MUST** be turned off during classes and examinations; texting is **NOT** permitted in class.

Any student attending a test or final examination may be required to present proof of identity; photo identification is preferred.

It is the student's responsibility to retain a photocopy or computer disk copy of **ALL** assignments submitted for grading; in the event of loss or theft, a duplicate copy is required.

Students are strongly advised to read the sections 8, 9, and 10 of the *Academic Calendar* for information on Academic Misconduct including plagiarism, and Appeals, (found on-line at: <http://www.uwinnipeg.ca/academics/calendar/docs/regulationsandpolicies.pdf>).

Students conducting research interviews, focus groups, surveys, or any other method of collecting data from any person, including a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities in class as a learning exercise. See <http://www.uwinnipeg.ca/research/human-ethics.html> for submission requirements and deadlines.

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

Students may choose not to attend classes or write examinations on holy days of their religion, but they must notify their instructors at least two weeks in advance. Instructors will then provide opportunity for students to make up work examinations without penalty. A list of religious holidays can be found at <http://uwinnipeg.ca/academics/calendar/docs/important-notes.pdf>

When it is necessary to cancel a class due to exceptional circumstances, instructors will make every effort to inform students via uwinnipeg email (and/or using the preferred form of communication, as designated by the instructor), as well as the Departmental Assistant and Chair/Dean so that class cancellation forms can be posted outside classrooms. ***Students are reminded that they have a responsibility to regularly check their uwinnipeg e-mail addresses to ensure timely receipt of correspondence from the university and/or their course instructors.***

**FRIDAY, FEBRUARY 15, 2019** is the final date to withdraw without academic penalty from courses which begin September 4, 2018 and end April 5, 2019 (2018-19 Fall/Winter Term).

Please note that withdrawing before the VW date does not necessarily result in a fee refund.

**STUDENT PARTICIPATION POLICY**

Theatre is a communal art form in which a number of interdependent artists and crafts people co-operate to create a work of art. This fact is necessarily transferred to the learning situation, and is reflected in many of the Department's courses. Consequently, it is the Department's policy that students are required to: complete homework such as reading, line-learning, script analysis, prop lists, design drawings, etc.; attend classes; attend rehearsals both within and outside of class times; and, in short, to exhibit commitment towards the inevitably shared endeavours of our field of study.

Any student failing to fulfil these requirements is harmful to the progress of dedicated students and may, after due warning, be asked to withdraw from any individual Departmental course.

**COURSE CONTENT NOTE**

Dramatic Literature depicts a wide variety of human action, both elevated and base, public and private, physical and psychological, sexual and non-sexual, etc. The Department of Theatre and Film will not undertake to censor the subject matter of dramatic works.

Students who have concerns about dealing with the full range of content and style in drama/film are urged to discuss these concerns with the course instructor.