

Unit Outline

SPRO2001 Digital FX Production Semester 1, 2021

Unit study package code:	SPRO2001												
Mode of study:	Internal												
Tuition pattern summary:	Note: For any specific variations to this tuition pattern and for precise information refer to the Learning Activities section. Workshop: 1 x 3 Hours Weekly This unit does not have a fieldwork component.												
Credit Value:	25.0												
Pre-requisite units:	Nil												
Co-requisite units:	Nil												
Anti-requisite units:	Nil												
Result type:	Grade/Mark												
Approved incidental fees:	Information about approved incidental fees can be obtained from our website. Visit fees.curtin.edu.au/incidental_fees.cfm for details.												
Unit coordinator:	<table><tr><td>Title:</td><td>Dr</td></tr><tr><td>Name:</td><td>Stuart Bender</td></tr><tr><td>Phone:</td><td>9266 7441</td></tr><tr><td>Email:</td><td>Stuart.Bender@curtin.edu.au</td></tr><tr><td>Location:</td><td>Building: 208 - Room: 402</td></tr><tr><td>Consultation times:</td><td>Please email me at least 1 day in advance and suggest 2 suitable times for a meeting</td></tr></table>	Title:	Dr	Name:	Stuart Bender	Phone:	9266 7441	Email:	Stuart.Bender@curtin.edu.au	Location:	Building: 208 - Room: 402	Consultation times:	Please email me at least 1 day in advance and suggest 2 suitable times for a meeting
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Teaching Staff:													

Administrative contact:	<table><tr><td>Name:</td><td>MCASI Teaching Support Team</td></tr><tr><td>Phone:</td><td>9266 7598</td></tr><tr><td>Email:</td><td>MCASITeachingSupport@curtin.edu.au</td></tr><tr><td>Location:</td><td>Building: 208 - Room: 414</td></tr></table>	Name:	MCASI Teaching Support Team	Phone:	9266 7598	Email:	MCASITeachingSupport@curtin.edu.au	Location:	Building: 208 - Room: 414
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Learning Management System: [Blackboard](https://lms.curtin.edu.au) (lms.curtin.edu.au)

Acknowledgement of Country

We respectfully acknowledge the Indigenous Elders, custodians, their descendants and kin of this land past and present. The [Centre for Aboriginal Studies](#) aspires to contribute to positive social change for Indigenous Australians through higher education and research.

Syllabus

An introduction to the skills required to design and implement digital visual effects in screen productions which are essential components of many contemporary media productions. This unit concentrates on enhancing the production value of screen productions, regardless of genre. This includes an understanding of pre-production and production considerations to enable effective post-production. The unit covers compositing skills such as advanced "blue-screen" chroma key work, motion tracking, object replacement, as well as the integration of graphics and stock footage to simulate advanced practical effects such as fire, smoke and explosions.

Introduction

This unit is an introduction to the skills required for practical digital visual effects production for screen, with a special emphasis on how these skills translate to the post-production of Virtual Reality (360-degree) video. This unit covers both the manipulation of locations and the integration of graphics and visual effects using readily available software.

Module 1: Fundamentals - Introduction to software and concepts

Conceptual understanding of VFX as part of the preproduction, production and postproduction processes

Conceptual understanding of VR 360-degree filmmaking, editing, and post-production processes

Class-time dedicated to:

- Thinking about Visual Effects as an element of production value
- Exploring and understanding VR video and concepts related to "what works" in VR
- Basics of AfX interface—creating titles, keyframing, importing/exporting
- Essential compositing skills: colour-matching, masking, "clean-up" and removing object

Module 2: Preparation for Project production

In this module (Weeks 4-7) we begin to prepare for production, thinking through production issues and constraints and filming test footage in VR.

Class-time dedicated to:

- Practical on-set issues for VR production
- Shooting, and performing vfx for Assessment 2 (demonstration video + presentation)
- Preparing for Assessment 3 production

Module 3: Final film production

In this module (weeks 10-14), we produce the final project (Assessment 3) and submit for assessment the final component of the folio (Assessment 1).








Class-time dedicated to:

- Production (ie., filming) and post-production of Assessment 3
- Completing folio (Assessment 1)
- Demonstration sessions on mixing sound for VR and extended concepts in VFX generally and specific to VR







Unit Learning Outcomes

All graduates of Curtin University achieve a set of six Graduate Capabilities during their course of study. These inform an employer that, through your studies, you have acquired discipline knowledge and a range of other skills and capabilities which employers would value in a professional setting. Each unit in your course addresses the Graduate Capabilities through a clearly identified set of learning outcomes. They form a vital part in the process referred to as assurance of learning. The learning outcomes notify you of what you are expected to know, understand or be able to do in order to be successful in this unit. Each assessment for this unit is carefully designed to test your knowledge of one or more of the unit learning outcomes. On successfully completing all of the assessments you will have achieved all of these learning outcomes.

Your course has been designed so that on graduating you will have achieved all of Curtin's Graduate Capabilities through the assurance of learning processes in each unit.

On successful completion of this unit students can:		Graduate Capabilities addressed
1	Identify the roles of visual effects designer or visual effects department and their relationship to other members of a production team and apply them in the development of a video production	 
2	Explain technical issues that impact on visual effects and adapt the development of video production/post-production to allow for them	 
3	Apply principles of visual effects design and production methodologies to design and execute digital effects post-production for screen productions	
4	Assess script and production requirements in order to select an appropriate visual effects approach	 

Curtin's Graduate Capabilities

	Apply discipline knowledge, principles and concepts		Innovative, creative and entrepreneurial		Effective communicators with digital competency
	Globally engaged and responsive		Culturally competent to engage respectfully with local First Peoples and other diverse cultures		Industry connected and career capable

Find out more about Curtin's Graduate Capabilities at the Curtin Learning and Teaching website: clt.curtin.edu.au

Learning Activities

Students attend a one-hour lecture integrated into a three-hour workshop each week. In the lecture component, you will be introduced to topics and issues relating to the development and current application of digital visual effects and VR technologies in screen production.

Following each lecture, you will participate in a related workshop activity in which you will be able to discuss and explore aspects of the topic and develop responses to the assessment criteria. In addition, you will undertake a range of activities to develop your own skills in the area of visual effects generation which you will apply in a series of small production tasks before moving on to a larger group VR production integrating such effects with a narrative structure – in other words, using visual effects within a primarily narrative context.

Learning Resources

Library Reading List

The Reading List for this unit can be accessed through Blackboard.

Other resources

1. Blackboard, which will be augmented by other sites and on-line materials.
2. On-going digital files prepared by your Lecturer throughout semester and available on the Isilon Shared Drive (SPRO2001_Shared)

Assessment

Assessment policy exemptions

- There are no exemptions to the assessment policy

Assessment schedule

	Task	Value %	Date Due	Unit Learning Outcome(s) Assessed	Late Assessments Accepted?*	Assessment Extensions Considered?*
1	Individual effects folio	30%	Week: 7, 13 Day: Weds 14 Apr/Fri 16 Apr, Weds 26th May/Fri 28th May Time: 3pm AWST	1,2,3	Yes	Yes
2	Group presentation	15%	Week: 7 Day: Weds 14 Apr/Fri 16 Apr, Time: 3pm AWST	1,2,3	Yes	Yes
3	Short creative project	55%	Week: 13 Day: Weds 26th May/Fri 28th May Time: 3pm AWST	1,3,4	Yes	Yes

*Please refer to the Late Assessment and the Assessment Extension sections below for specific details and conditions.

Detailed information on assessment tasks

1. **Assessment ONE constitutes 30% of the overall unit mark. This assessment is designed to encourage and monitor the improvement in your skills in this aspect of digital visual effects, as well as to rehearse and extend your knowledge of the skills and their application in preparation for assessment 2.**

The folio involves the completion of a range of renders of various effects introduced in class time, extensions/revisions of skills learned in class, as well as these skills applied to alternate examples of footage. The workload and difficulty gradually increases throughout the semester to reflect your developing skills. Full details of what is required for each week will be provided on Blackboard. Full details will also be provided on where to submit the folio materials.

Your work will be assessed according to the following criteria, which will be elaborated upon in class:

1) the extent to which you are completing the assigned effects (eg: are all of the required "shots" there? have the shots been rendered in the correct format?)

2) the quality of each completed effects shot (note: the difficulty increases throughout the semester)

It is expected that the first half of the folio will be available for your tutor to view and provide initial feedback at the beginning of Week 7's class. The complete folio is due at the beginning of Week 13's class.

You will submit the assessment to the Completed Assignments folder on the Isilon Shared Drive, and each section of the folio will be submitted as a video file, named with your Student ID and name. Further details will be provided in class.

Turnitin is not relevant to this assessment.

2. **Assessment TWO is a group presentation in which you present a video** which trials specific visual effects techniques you're developing in the context of a full sequence. The video will be approximately 30 seconds in duration. You will show the video, and present your reflection on how effective the result is. **This assignment may be completed as a VR piece or a standard video, however if you choose standard video for this project then Assignment 3 will need to be VR.**

Groups will be 3-4 students. **You should form your group by (or in) week 3's class. Each member will be responsible for the post-production of one shot (in 2D) or one specific effect (for 360-degree film).**

We will film the footage as a group in Week 4 and 5s class (the class will be split in half for this task). The demonstration video you present as the final assignment will be assessed on how effectively the visual effects are executed and how well you comment upon and critique the result. Full assessment criteria will be provided in class.

Your 5 minute presentation must have the following structure:

1. Show the video
2. Reflect on the effectiveness (or otherwise) of the video;
3. Comment on what you would do in the future to either a) enhance the effectiveness of the result (if it worked well), or b) make it work more effectively (if it had some flaws).

Each group member **must** speak during the presentation.

You will provide the video file (in correct format) in the Completed Assignments folder on the Isilon Shared drive prior to class-time in Week 7. The presentation will be delivered in person in class in Week 7.

Turnitin is not relevant to this assessment.

3. **Assessment THREE is the production/post-production of three short creative films incorporating visual effects (55%)**

There are two components (videos) to the Assessment:

- 1) **Creation of your own original work utilising visual effects (approx. 1 min duration);**
- 2) **The completion of visual effects on two short videos provided to you by your tutor (approx. 1 min duration each)**

Every member of the group must be involved in the entire process of each video, however you are encouraged to compartmentalise the tasks required. The original film may be either VR (360-degree) or a standard 2D video. **Note: if you chose to do a standard 2D video for Assessment 2 then the original video in this project must be a VR (360-degree) film.**

The final videos will be assessed on the following:

- The overall implementation of the visual effects;
- The difficulty of specific visual effects techniques;
- The extent of visual effects required (eg: a VR film with multiple camera shots and thus multiple tripod removals is likely to be awarded higher marks than a film with only one camera shot and thus one tripod removal, unless there are a great number of other visual effects)
- Full assessment criteria will be provided in class, with details specific to either VR or standard video; and details specific to the "provided film" for which you undertake visual effects post-production

Marks will be divided into:

1. A group mark according to the criteria above (35%)
2. An individual mark (20%) for your contribution to the videos, as evidenced by your work during preproduction, production and post-production as well as a peer-and-self review report which will be submitted via Turnitin on the same day as the assessment.

The final projects are to be submitted in Week 13's class as a digital file in the Completed Assignments folder on Isilon Shared Drive. In class we will screen all projects and discuss feedback.

How to submit the Peer-and-Self-Review Report:

Assessments must be submitted via the relevant Turnitin submission points in Blackboard.

Each assessment has one submission point and you may submit a draft assessment to this point prior to the due date to receive a preliminary Turnitin report. The last submission made to this point prior to the due date will be deemed the FINAL submission and marked. Previous submissions will not be marked. If you are submitting your FINAL assessment after the due date, please contact the Unit Coordinator for further instructions.

Pass requirements

There are three requirements to achieve a 'pass' grade in the unit.

1. An overall mark of 50% across the different assessments in the unit, and
2. All assessments must be attempted and submitted, and
3. All Screen Arts Health and Safety modules must be passed (either in this semester or a previous semester).

Failure to attempt and submit an assessment, or to pass all the health and safety modules, will result in a 'Fail-incomplete' grade for the unit irrespective of the mark achieved.

How to access the Training Modules

The Screen Arts Health and Safety Training modules are available via the *SCST1000/SCST5008 Introduction to Screen Creativity* or *SPRO1000/SPRO5005 Introduction to Screen Industries* Blackboards. Students who have completed and passed these training modules in a previous unit or semester do not have to do it again. Students who do not have access to the training modules via a SCST1000/SCST5008 or SPRO1000/SPRO5005 Blackboard should contact MCASIProductionOffice@curtin.edu.au to request access.

Assessment Moderation

Fair assessment through moderation

Moderation describes a quality assurance process to ensure that assessments are appropriate to the learning outcomes, and that students work is evaluated consistently by assessors. Minimum standards for the moderation of assessments are described in the Assessment and Student Progression Manual, available from policies.curtin.edu.au/findapolicy/

Pre-marking moderation

- Assessment task details are provided to students in the unit outline or prior to the assessment task
- Marking criteria are made available to students in the unit outline or when the assessment task is assigned
- Assessors are provided with rubric/marking guide and sufficient information to ensure fair and consistent evaluation of student work

Intra-marking / Post-marking moderation

- Second marking of a random sample to check for consistent application of marking criteria and standards
- Moderation of a sample of marked work by individuals outside of the teaching/marking team

Late assessment

Where the submission of a late assessment is permitted, late penalties will be consistently applied in this unit.

Where a late assessment **is** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. For assessment items submitted within the first 24 hours after the due date/time, students will be penalised by a deduction of 5% of the total marks allocated for the assessment task;
2. For each additional 24 hour period commenced an additional penalty of 10% of the total marks allocated for the assessment item will be deducted; and
3. Assessment items submitted more than 168 hours late (7 calendar days) will receive a mark of zero.

Where late assessment **is NOT** permitted for an assessment item or the entirety of the unit (refer to the Assessment Schedule table in this Unit Outline) and the student does not have an approved assessment extension:

1. All assessment items submitted after the due date/time will receive a mark of zero.

Assessment extension

Where an application for an assessment extension **is** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. A student who is unable to complete an assessment item by/on the due date/time as a result of exceptional circumstances beyond the student's control, may apply for an assessment extension on the Assessment Extension Application Form as prescribed by the Academic Registrar. The form is available on the Forms page at <https://students.curtin.edu.au/essentials/forms-documents/forms/> and also within the student's OASIS (My Studies tab – Quick Forms) account.
2. The student will be expected to submit their application for an Assessment Extension with supporting documentation:
 - a. Australian Campuses: via the online form
 - b. Offshore campuses: to the School representative nominated below
3. Timely submission of this information supports the assessment process. For applications that are declined, delayed submission may have significant ramifications on the possible marks awarded.
4. An application may be accepted up to five working days after the due date/time of the assessment item where the student is able to provide a verifiable explanation as to why they were not able to submit the application prior to the assessment due date/time

Where an application for an assessment extension **is NOT** permitted for an assessment item(s) within this unit (refer to the Assessment Schedule table in this Unit Outline):

1. All assessment items submitted after the due date/time will be subject to late penalties or receive a mark of zero depending on the unit permitting late assessment submissions.

All assessment extensions must be submitted via the online form:

https://students.connect.curtin.edu.au/app/assessment_extension.

For any other enquiries please contact Curtin Connect via the Student Enquiry Webform

<https://students.connect.curtin.edu.au/app/ask> or by telephone on 1300 222 888.

Deferred assessments

If your results show that you have been granted a deferred assessment you should immediately check OASIS for details.

Further assessment

Further assessments, if granted by the Board of Examiners, will be held between 07/07/2021 and 04/08/2021 . Notification to students will be made after the Board of Examiners meeting via the Official Communications Channel in OASIS.

It is the responsibility of the student to be available to complete the requirements of a further assessment. If your results show that you have been granted a further assessment you should immediately check OASIS for details.

Reasonable adjustments for students with disabilities/health circumstances likely to impact on studies

A [Curtin Access Plan](#) (CAP) is a document that outlines the type and level of support required by a student with a disability or health condition to have equitable access to their studies at Curtin. Carers for people with disability may also be eligible for support. This support can include alternative exam or test arrangements, study materials in accessible formats, access to Curtin's facilities and services or other support as discussed with an advisor from [AccessAbility Services](#).

Documentation is required from your treating Health Professional to confirm your health circumstances or carer responsibilities.

If you think you may be eligible for a CAP, please contact AccessAbility Services. If you already have a CAP please provide it to the Unit Coordinator in week 1 of each study period.

Referencing style

The referencing style for this unit is APA 7th Ed.

More information can be found on this style from the Library web site:
<http://libguides.library.curtin.edu.au/referencing>.

Privacy

As part of a learning or assessment activity, or class participation, your image or voice may be recorded or transmitted by equipment and systems operated by Curtin University. Transmission may be to other venues on campus or to others both in Australia and overseas.

Your image or voice may also be recorded by students on personal equipment for individual or group study or assessment purposes. Such recordings may not be reproduced or uploaded to a publicly accessible web environment. If you wish to make such recordings for study purposes as a courtesy you should always seek the permission of those who are impacted by the recording.

Recording of classes or course materials may not be exchanged or distributed for commercial purposes, for compensation, or for any other purpose other than personal study for the enrolled students in the unit. Breach of this may subject a student to disciplinary action under Statute No 10 – Student Disciplinary Statute.

If you wish to discuss this please talk to your Unit Coordinator.

Copyright

The course material for this unit is provided to you for your own research and study only. It is subject to copyright. It is a copyright infringement to make this material available on third party websites.

Academic Integrity (including plagiarism and cheating)

Academic Integrity

Curtin's [Student Charter](#), [Academic Integrity Program \(AIP\)](#), and core [Values](#) guide expectations regarding student behaviour and responsibilities. Information on these topics can be found on the [Student Essentials Website](#) or the Academic Integrity tab in Blackboard.

Academic Integrity Warnings

An Academic Integrity Warning may be issued to a New-to-Curtin student if they have inadequately acknowledged sources or collaborated inappropriately. [The Management of Academic Integrity Warnings for New to Curtin Students Procedures](#) provide further information and explain who is considered to be New-to-Curtin.

Academic Misconduct

Students with an academic breach that do not meet the New-to-Curtin criteria will be managed through the misconduct process. [Academic Misconduct](#) means conduct by a student that is dishonest or unfair in connection with any academic work. This includes all types of plagiarism, cheating, collusion, falsification or fabrication of data or other content, and Academic Misconduct Other, such as falsifying medical certificates for extension. More details can be found on the [Student Essentials Website](#) or on the [Academic Integrity Website](#).

Staff members are required to report suspected misconduct and an inquiry may take place. If misconduct is determined it will result in penalties, which may include a warning, a reduced or nil grade, a requirement to repeat the assessment, an annulled grade (ANN) or termination from the course. Some penalties may impact on future enrolment.

Academic work under inquiry will not be graded until the process has concluded. If your work is the subject of an inquiry you will be notified by email and Official Communication with an opportunity to respond. Appropriate support will be provided. For more information refer to [Statute No.10 Student Discipline and Academic Misconduct Rules](#).

Information and Communications Technology (ICT) Expectations

Curtin students are expected to have reliable internet access in order to connect to OASIS email and learning systems such as Blackboard and Library Services.

You may also require a computer or mobile device for preparing and submitting your work.

- This unit relies heavily upon student access to Adobe Creative Cloud, which is available on all MCASI Screen Arts machines. Students are recommended to use the classroom lab where possible, however any of the Screen Arts computers have the relevant software.

For general ICT assistance, in the first instance please contact OASIS Student Support:

oasisapps.curtin.edu.au/help/general/support.cfm

For specific assistance with any of the items listed below, please contact The Learning Centre:

life.curtin.edu.au/learning-support/learning_centre.htm

- Using Blackboard, the I Drive and Back-Up files
- Introduction to PowerPoint, Word and Excel

Additional information

- Curtin Official Communication Channel and Oasis
- Use of the Blackboard App
- Incidental Fees 2021
- **Screen Arts COVID-19 Protocols and Resources**
- MCASI Field Safety & Risk Assessment Process 2021
- MCASI Equipment Borrowing Procedures and Policies 2021
- APRA AMCOS Blanket Agreement
- Permission to Copy and Communicate Student Work

Curtin Official Communication Channel and Oasis

Students are responsible for checking the Official Communication Channel (OCC) via OASIS regularly (at least once per week). Important communications such as assessment extension application outcomes will always be sent via the OCC. Your OCC inbox is accessible via Curtin Student OASIS.

Use of the Blackboard App

A Blackboard App is available to download from Google Play or the Apple App Store. Please note that the App does not support all Blackboard functions and external links such as Reading Lists and iLectures cannot be accessed. To view iLectures on a mobile device, use the Echo360 App, which can also be downloaded from Google Play or the Apple App Store. Reading Lists should be accessed via web based Blackboard, e.g. Chrome or Firefox.

Please ensure you are always using the latest version of the app for best results as updates are frequently applied. Please also note that Curtin University is not responsible for the Blackboard app and any feedback you have should be made on the app directly.

Incidental Fees 2021

One or more incidental fees have been approved and apply to this unit. These essential fees cover a number of costs that are not included in the unit tuition fee. More detailed information about respective incidental fees (and a breakdown of each fee) is available at <https://students.curtin.edu.au/essentials/fees/understanding-your-fees/>.

Payment of essential incidental fees is compulsory, with non-payment resulting in the application of a student sanction preventing both access to results and course graduation. Students will be notified via the Official Communication Channel (not e-mail) regarding the procurement of externally sourced items in the first week of semester. Notification of fees payable to Curtin and payment instructions will be sent to students via the OCC in the week following the census date for the teaching period.

Optional fees may or may not apply to you, depending on the nature of the project or work that you undertake. If your unit has optional fee/s listed, please discuss this with your Unit Coordinator.

Screen Arts COVID-19 Protocols and Resources

Due to the COVID-19 Pandemic, there has been an unprecedented change in the way students engage with support staff, fellow students and accessing equipment. The School of Media, Creative Arts & Social Inquiry (**MCASI**) is implementing measures to help limit the spread of COVID-19: [visit here](#).

MCASI Field Safety & Risk Assessment Process 2021

When planning a screen production or other creative production activity, students are required to complete a **Project Proposal and Approval Form** and a **Field Safety & Risk Assessment Form** prior to commencing any production activities. The Field Safety & Risk Assessment Form is a course requirement in the School of MCASI to ensure students address all risk associated with activities and locations connected to their project. The completed Field Safety & Risk Assessment Form will be discussed with your tutor/supervising academic prior to them signing off on project approval. The tutor/supervising academic, having read your student Field Safety & Risk Assessment Form, will assign a level of risk (Tier 1, 2, or 3) to the Project Proposal and Approval Form prior to signing.

Students seeking project approval for this unit should allow a **minimum** time for review and feedback for all their completed paperwork:

Unit Code	Minimum Time for Review	Unit Code	Minimum Time for Review
SPRO1000/SPRO5005	48 hours	SCST2009	48 hours
SCST1000/SCST5008	48 hours	SPRO3003/SPRO5002	24 hours
SPRO2000/SPRO5006	48 hours	SPRO3004/5004	48 hours
SPRO2001	48 hours	SPRO3007	5 working days
SPRO2003/SPRO5003	5 working days	SPRO3009	24 hours
SPRO2004/SPRO5000	5 working days	SPRO3010	5 working days

[The Project Proposal and Approval Form:](#)

The Project Proposal and Approval document should include details of your project's proposed concept, location and talent. This information will be discussed with your tutor/supervising academic. A signed project approval form is required for students to access equipment from the MCASI store. Based on the complexity of the concept, risk activity and proposed location/s the tutor will determine if the project is a Tier 1 or Tier 2/3 risk.

The Project Proposal and Approval Form must be filled out prior to booking in with **Pre-Production Support Staff** who can advise and assist with risk management.

If assessed as Tier 1 risk, equipment may be booked after presenting a Project Proposal and Approval form to a tutor or supervising academic, but students assessed with Tier 2/3 risk cannot proceed with production until they have met with the Pre-Production Support Specialist and all identified risk issues, permits and location approvals have been managed and resolved.

[The Field Safety & Risk Assessment Form:](#)

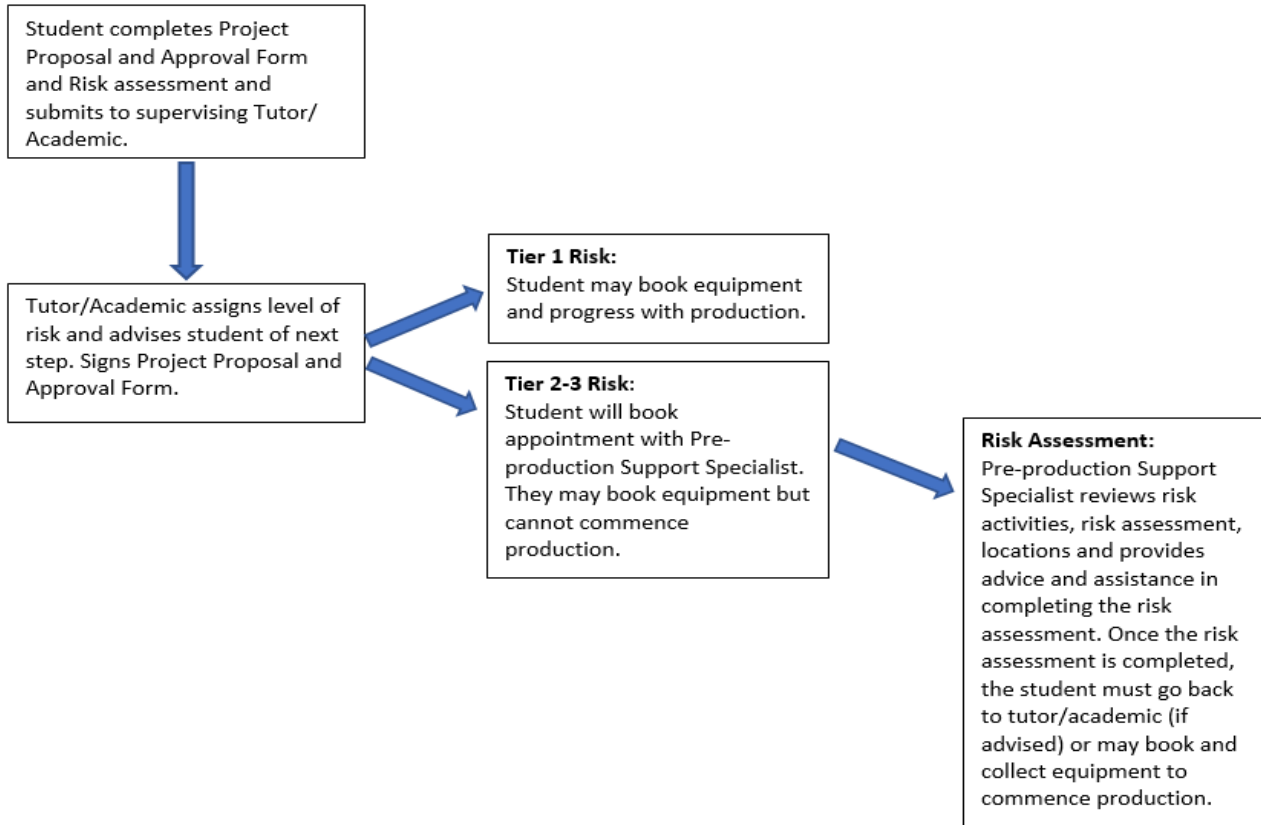
A Field Safety & Risk Assessment Form must be completed and submitted with the Project Proposal and Approval Form to your tutor/supervising academic. If the tutor/supervising academic judges the risk to be low (Tier 1) then the student may proceed directly to the MCASI store to book equipment. If the supervising academic judges the risk to be high (Tier 2/3) then students must book an appointment with the Pre-production Support Specialist for advice on how to manage the risk outlined in the Field Safety & Risk Assessment Form.

If undertaking a Tier 2 or 3 project, students are to book in and meet with Pre-production Support Staff to discuss the Project Proposal and Approval Form and the practical and logistical elements of their production activities. This is to determine feasibility, safety and any other complex elements required to achieve the concept in the turn-around time for the assessment.

Some high-risk activities such as stunts, intimate scenes and working with vehicles require the completion of a Risk Assessment Appendix. The Pre-production Support Specialist will advise which appendix documents students need to complete and attach to the Risk Assessment. The Pre-production Support Specialist will show students how the Field Safety & Risk Assessment Form works and will help to complete it. Pre-production Support Staff can also guide students to seek location approvals and with completion of the Risk Assessment Appendices if needed.

Students then return to their tutor/supervising academic with the steps they need to undertake (as advised by Pre-production Support Staff) in order to execute the project. The tutor may then approve or adjust the concept/production to meet student learning outcomes. The tutor will review the Field Safety and Risk Assessment information and offer guidance to complete any appendix documents.

Overview of Project Proposal and Approval Process:



MCASI Equipment Borrowing Procedures and Policies 2021

There are a large number of students using equipment from the MCASI Store. In order to make sure that all students have fair and appropriate access to equipment it is imperative that borrowing and booking procedures are maintained and respected by all students. It is your responsibility to be aware of these procedures and policies. Ignorance will not be accepted as an excuse for failing to adhere to policy and procedure.

If you have any questions on the equipment you are loaning from the MCASI Store, please ask a MCASI Store representative who will be able to assist you.

1. [Appropriate Footwear](#): Transporting Equipment to and from the MCASI Store, and in and around the MCASI facilities, requires appropriate footwear. If you do not have appropriate footwear, you will be denied access to the facilities and to the equipment.
2. Students must book equipment with the MCASI Store staff **at least 24 hours in advance**. Students will be denied access to equipment if requesting use on the same day of production. Students are urged to book equipment as far in advance of their production day as possible. Under certain circumstances, your Tutor/Supervising Academic will make arrangements for you to access equipment without a prior booking; this is usually by email.
3. Students must have written permission from their tutor in order to borrow equipment. A [Project Proposal & Approval Form](#) should be completed and submitted to your tutor for signing. This is then presented at the MCASI Store, as well as an Equipment Booking form. Your tutor will make arrangements for approving equipment loans in their absence. This will usually mean emailing your tutor who will then forward consent to the MCASI Store staff. Email consent does not equate to a booking. You must still complete a booking form and submit to the MCASI Store staff. Under certain circumstances, such as when booking a standard piece of equipment, the MCASI Store may deem it not necessary for a booking form to be completed.
4. As instructed by your Tutor/Supervising Academic, students must complete a [Field Safety & Risk Assessment Form](#) when borrowing equipment. This form **MUST** be submitted with your equipment booking form. Equipment should be collected and returned at the time specified on your booking form.
5. Make sure you allow adequate time for collection before the MCASI Store closes. Last collections must occur 15 minutes before closing time. **Students MUST allow at least 15 minutes to collect and drop-off equipment so that items can be appropriately checked.**
6. Students may borrow from the MCASI Store at short notice if they would like to practice using the equipment. Students wishing to practice will only have access to equipment that has not already been booked, and is available in the MCASI Store at the time. You may not leave the vicinity of Building 208 (interior and exterior area between Building 208 and Building 501- see the [Safe Zone Risk Assessment Template](#) at the MCASI Store for more details of the exact location). The borrowed items must be collected between 9am and 3pm, and returned at a time stipulated by the MCASI Store staff. The maximum booking time is 2 hours.
7. Students may have access to equipment during class time without a prior booking. However, it is still recommended you book if you anticipate needing equipment during class time as your tutor may not have anticipated your need and cannot guarantee equipment will be available.
8. All students in a group are equally responsible for the safe and prompt return of equipment. Late return will result in the loss of marks from each student's final grade.
9. Equipment should be returned in exactly the same state as when it was borrowed. Please make note of how equipment is stored and packed, and make every effort to ensure equipment is returned in this state. Badly packed equipment can cause damage and unnecessary frustration to students using equipment after you. If returned equipment is dirty or packed badly the MCASI Store staff can request students to clean or repack the equipment on the spot.
10. If you discover that the equipment you have borrowed is faulty in some way, please report the fault to the MCASI Store staff on returning the equipment. Fill out an [Equipment Problem/Incident Form](#), making note of the equipment number, the exact nature of the fault, and the circumstances under which the fault occurred.
11. **Please respect your equipment and treat it as if it were your own.** Equipment is expensive and easily damaged through negligent or careless use. Return the equipment in the same state that you would wish to receive it. It could be your shoot that is ruined or frustrated by faulty equipment.

APRA AMCOS Blanket Agreement

MCASI has negotiated a special licence on your behalf that permits you to use production music in student productions.

Important terms for you to abide by:

- Production Music may be used in your showreels and in short film festivals.
- The student productions may be uploaded to YouTube **ONLY**. YouTube clips may then be SHARED and EMBEDDED on other websites and social media for example Vimeo, Facebook, Twitter, etc.
- Student productions must **NOT** be uploaded directly to another website other than YouTube, unless you have organised a separate copyright licencing with APRA AMCOS; for assistance with this you can speak to the [MCASI Production Office](#).
- The licence permits using music from the production music register of [Beatbox Music](#) **ONLY**.
- Commercially available and independent music NOT in the production music register of Beatbox Music REQUIRES separate copyright licencing with APRA; for assistance with this you can speak to the [MCASI Production Office](#).
- The licence does not permit you to reproduce any lyrics, or to adapt or arrange the music.
- You must report ALL production music you use on each [Production ID Slate](#).

If you have any questions and/or doubts please do not hesitate to contact the [MCASI Production Office](#) in advance.

Please note: you will still require other clearances to use your work (e.g. talent consent forms, etc.) –the licence only gives copyright clearance to use production music.

Permission to Copy and Communicate Student Work

To grant Curtin University a royalty-free, non-exclusive license to copy and/or communicate copies of your works, or extracts of your works, for non-commercial educational or promotional/publicity purposes, please access the link below appropriate to your age.

Student Licence Agreement – Over 18

https://curtin.au1.qualtrics.com/jfe/form/SV_037XEo3jZld2mLb

Student Licence Agreement – Under 18

https://curtin.au1.qualtrics.com/jfe/form/SV_9SLrexTnLETVoCF

Enrolment

It is your responsibility to ensure that your enrolment is correct - you can check your enrolment through the eStudent option on OASIS, where you can also print an Enrolment Advice.

Student Rights and Responsibilities

It is the responsibility of every student to be aware of all relevant legislation, policies and procedures relating to their rights and responsibilities as a student. These include:

- the Student Charter
- Values and Signature Behaviours
- the University's policy and statements on plagiarism and academic integrity
- copyright principles and responsibilities
- the University's policies on appropriate use of software and computer facilities

Information on all of the above is available through the University's "Student Rights and Responsibilities" website at: students.curtin.edu.au/rights.

Student Equity


There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, learning disability), significant caring responsibilities, pregnancy, religious practices, living in a remote location, or another reason. If you believe you may be unfairly disadvantaged on these or other grounds please contact the appropriate service below. It is important to note that the staff of the University may not be able to meet your needs if they are not informed of your individual circumstances, so please get in touch with the appropriate service if you require assistance.

To discuss your needs in relation to:

- Disability or medical conditions, contact AccessAbility Services: <https://students.curtin.edu.au/personal-support/disability/>
- Elite athletes, contact Elite Athlete Coordinator: <https://stadium.curtin.edu.au/sport/academy/elite-athlete-program/>
- All other grounds, contact the Student Wellbeing Advisory Service: <https://students.curtin.edu.au/personal-support/counselling-guidance/wellbeing/>

Recent unit changes

Students are encouraged to provide unit feedback through **eVALUate**, Curtin's online student feedback system. For more information about **eVALUate**, please refer to evaluate.curtin.edu.au/info/.

	To view previous student feedback about this unit, search for the Unit Summary Report at https://evaluate.curtin.edu.au/student/unit_search.cfm . See https://evaluate.curtin.edu.au/info/dates.cfm to find out when you can eVALUate this unit.
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Recent changes to this unit include:

- Content in the unit has been modified to suit the changing demands of postproduction and workflow. These changes introduce an emphasis on VR 360-degree post-production while maintaining general skills in digital visual effects that apply to standard video-production compositing. Based on student feedback in 2019/2020, the VR component has been more thoroughly integrated.
- The video materials used for the unit have undergone significant overhaul after trialing new forms of delivery and assessment tasks during the COVID work-from-home delivery in 2020.

Program calendar

Program Calendar – Semester 1 2021

Week	Begin Date			
	22 February	Orientation Week		
1.	1 March	Intro to digital effects Intro to VR 360-degree video	<ul style="list-style-type: none"> Title design (2D and VR) Exporting material for VR viewing Intro self-paced VFX tutorials *Self-paced After Effects tutorial #1 (available on BB) 	
2.	8 March	VR concepts & theory Watch some VR films Demonstrations of VR effects	<ul style="list-style-type: none"> Review self-paced tutorial #1 Viewing of VR films and group discussion of concepts *Self-paced After Effects tutorial #2 (VR compositing) 	
3.	15 March	Object removal & clean-up (2d + VR)	<ul style="list-style-type: none"> Review self-paced tutorial #2 Self-paced After Effects tutorial #3 (obj. removal) Prepare for Week 4 & 5 in-class shoots 	
4.	22 March	VR Compositing complex elements	<ul style="list-style-type: none"> *Self-paced After Effects tutorial #3 (2d tracking) Assign 2 shoot #1 (Groups 1-2) Groups to start initial thinking on Assignment 3 (eg: Script ideas etc) 	
5.	29 March	VR Compositing complex elements	<ul style="list-style-type: none"> *Self-paced After Effects tutorial #4 (2d tracking) Assign 2 shoot #2 (Groups 3-4) (Assign 2 footage etc available by Friday for groups to choose and begin work (due week 7).) 	
6.	5 April	<p>Tuition Free Week</p> <p>Groups complete visual effects on Assign 2 project</p> <ul style="list-style-type: none"> Groups should hold meeting to discuss Assignment 3 ideas, referencing the BlackBoard video "conceived your film & choosing from the provided films" 		

7.	12 April		<p>*Group presentation of Assign 2.</p> <p>*Groups plan for final project (Ass. 3)</p>	<p>Due before class: VFX folio part 1</p> <p>(Weeks 1-4; optional submission for feedback)</p> <p>Assign 2: Presentation due in class (15%)</p>
8.	19 April	Colour Manipulation; Greenscreen compositing	<ul style="list-style-type: none"> Project work (Ass. 3) (group) Folio work as required (individual) 	
9.	26 April	2d tracking & compositing	<ul style="list-style-type: none"> Project work (Ass. 3) (group) Folio work as required (individual) Aim to shoot your original film project in this week 	
10.	3 May	Mocha Tracking	<ul style="list-style-type: none"> Project work (Ass. 3) (group) Folio work as required (individual) Edit your original film project this week 	
11.	10 May	Mocha Masking	<ul style="list-style-type: none"> Project work (Ass. 3) (group) Folio work as required (individual) Complete visual effects on original film project this week 	
12.	17 May		<ul style="list-style-type: none"> VR films to deliver cut for sound mixing (w/Stuart) Non-VR films to deliver cut for feedback in class 	
13.	24 May		<p>Presentation of finished film (group project)</p> <p><i>Submit peer and self-assessment via Turnitin</i></p>	<p>Assgn. 1 (VFX Folio) (30%)</p> <p>Assgn. 3 (VR film) in class (55%)</p>
14.	31 May	Study Week		
15.	7 June	Examinations		
16.	14 June	Examinations		

