

Unit Outline

SPRO3007 Major Project Pre-production Semester 1, 2021

Unit study package code:	SPRO3007
Mode of study:	Internal
Tuition pattern summary:	<p>Note: For any specific variations to this tuition pattern and for precise information refer to the Learning Activities section.</p> <p>Workshop: 9 x 2 Hours Semester Seminar: 3 x 6 Hours Semester</p> <p>This unit contains a fieldwork component. Find out more about fieldwork on the work integrated learning (WIL) website at https://students.curtin.edu.au/experience/employment/wil/fieldwork-preparation/, which also contains a link to the Fieldwork Policy and Fieldwork Manual.</p>
Credit Value:	25.0
Pre-requisite units:	<p>B-CRARTS (v.0) Bachelor of Creative Arts or any previous version OR MJRU-SCART (v.0) Screen Arts Major (BA) or any previous version OR MDDU-SCART (v.0) Screen Arts Double Degree Major (BA/BCom) or any previous version AND</p> <p>SCWR2000 (v.0) Introduction to Screenwriting or any previous version OR SPRO2000 (v.0) Television Production Workshop or any previous version OR SCWR2003 (v.0) SCA200 Introduction to Screenwriting or any previous version OR SCST3002 (v.0) Special Topics in Screen Studies or any previous version AND</p> <p>SPRO2003 (v.0) Drama Narratives or any previous version OR SCST3007 (v.0) SCA320 Experimental Screens or any previous version OR SCST3004 (v.0) Experimental Screens or any previous version OR SCST2009 (v.0) Experimental Screens or any previous version OR SCST2010 (v.0) SCA250 Experimental Screens or any previous version</p>

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:	Title: Dr Name: Kerreen Ely-Harper Phone: 9266 1002 Email: Kerreen.Ely-Harper@curtin.edu.au Location: Building: 208 - Room: 410
Teaching Staff:	Name: Jamey Claffey Phone: xxxx Email: jamey.claffey@curtin.edu.au Location: Building: 209 - Room: xxx
Administrative contact:	Name: MCASI Teaching Support Team Phone: 9266 7598 Email: MCASITeachingSupport@curtin.edu.au Location: Building: 208 - Room: 414
Learning Management System:	Blackboard (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

This unit builds on previously acquired skills in production and screen studies, deepening application, evaluative and creative practices to select and develop a major screen project ready for production in semester two. Students will demonstrate that they are ready for the major drama, documentary or broadcast project in line with funding applications in industry, developing script, pre-production planning and budget, individual crew portfolio support and a finished pilot scene.

Introduction

This unit is intended to help you develop the skills, knowledge and experience to produce a short screen project to a standard that reflects industry expectations. Specifically it will enable you to undertake several interrelated tasks.

Students establish a team of collaborative and creative specialists, while developing a project from script to preproduction stage. In the process you will develop your own skills in your area of primary and secondary specialisation and an understanding as to how each specialist area fits into the broader context of the production process. All of your efforts in this unit will be geared towards getting your project to the pre-production stage in preparation for the second semester unit Major Project Production.

Projects will be chosen from scripts (or treatments in the case of documentaries) that have already been written and submitted by students. You may also submit a script to be considered for production if you have already completed a script-writing unit. The maximum script length is 10 minutes.

Within the first few weeks of the semester three very important decisions that will have a significant bearing on the rest of the year will be made. These three decisions are:















1. The project that you will be working on;
2. The team that you will work with; and
3. Your specialist role within that team.

Pilot shoots will be slated so that shooting times and use of equipment is coordinated between groups. These pilots are a test run for your major production in semester two. By the end of semester one it is expected that students have a locked off script that is ready for production in semester two. This will have been formally deconstructed by Screen Arts academics and support staff to identify risks and logistical issues going forward.







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	Evaluate and select project and create teams for project development	  
2	Develop and demonstrate advanced creative and technical skills in specialist screen production area	 
3	Develop creative project for production working within cultural and global contexts	  
4	Create effective original production scenes synthesising appropriate aesthetic and technical judgements to achieve consistent outcomes	  
5	Collaborate effectively in a professional production context	  

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

The learning activities for this unit can be divided broadly into three areas:

1. The process leading up to deciding on groups, projects and areas of specialisation (i.e. crew roles). This will entail assessing scripts that are read out in class; researching preferred specialist areas and making a presentation to the class based on that research.
2. Developing skills in your specialist crew role. You will be required to participate in a range of activities including specialist sessions and simulated exercises. Some of your assessment tasks will be directed towards demonstrating your level of skill and your understanding of the requirements of your specialist role.
3. Undertaking project development and pre-production in readiness for your major production in semester two. You will be given assessable tasks to demonstrate your preparedness (both individually and as a group) to undertake the major production.

Students attend the following classes over a semester:

- Weeks 1 to 3 - six hour seminar per week (block taught),
- Weeks 4-5 & 7 - four hour workshop per week,
- Weeks 8 to 13 - one hour workshop per week.

Learning Resources

Library Reading List

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

Essential texts

The required textbook(s) for this unit are:

- *Producing and Directing The Short Film and Video*; Peter W. Rea & David K. Irving, Taylor and Francis Group, 5th Edition (2015)

This book is available as an ebook from the Robertson Library. Note that you may not be able to find the 5th edition ebook by searching in the Library Catalogue. Instead, use the URL provided here, or go to the Reading List in the unit's Blackboard.

(ISBN/ISSN: 9781317908753)

Online resources

- *Producing and Directing The Short Film and Video*; Peter W. Rea & David K. Irving, Taylor and Francis Group, 5th Edition (2015)

This book is available as an ebook from the Robertson Library. Note that you may not be able to find the 5th edition ebook by searching in the Library Catalogue. Instead, use the URL provided here, or go to the

Reading List in the unit's Blackboard.

(<https://ebookcentral.proquest.com/lib/curtin/detail.action?docID=2001997>)

(ISBN/ISSN: 9781317908753)

Other resources

Directing:

Rabiger, M. Directing: Film Techniques and Aesthetics, Focal Press

Weston, Judith. Directing Actors. Michael Wiese Productions.

Travis, M. Directing Feature Films: The Creative Collaboration between Directors, Writers and Actors. Michael Wiese Productions.

Katz, S. Film Directing: Shot by Shot, Michael Wiese Productions/Focal Press

Van Sijll, Jennifer. Cinematic Storytelling: The 100 Most Powerful Film Conventions Every Filmmaker Must Know.

Mercado, Gustavo. The Filmmaker's Eye: Learning (and Breaking) the Rules of Cinematic Composition.

Producing/Production Managing/1st Assistant Directing:

Jeffery, T., (ed.) Film Business: A Handbook for Producers. AFTRS/Allen & Unwin.

Cinematography/Camera Operation:

Brown, B. Motion Picture and Video Lighting, Second Edition; Focal Press.

Brown, B. Cinematography: Theory and Practice: Image Making

Wheeler, P. Digital Cinematography.

Wheeler, P. High Definition Cinematography.

Viera D., and Viera M, Lighting for Film and Digital Cinematography

Van Sijll, J. Cinematic Storytelling: The 100 Most Powerful Film Conventions Every Filmmaker Must

Sound Recording/Sound Design/Audio Post-production:

Sonnenschein, D. Sound Design: The Expressive Power of Music, Voice and Sound Effects in Cinema. Michael Wiese Productions

Holman, T. Sound for Film and Television, Third Edition

Production Design/Art Direction:

Barnwell, Jane. Production Design: Architects of the Screen. Wallflower Publishing.

LoBrutto, Vincent. The Filmmaker's Guide to Production Design.

Olson R 1993, Art Direction for Film and Video, London: Focal Press.

Ettegui, Peter 1999 Production Design & Art Direction, Focal Press, Boston.

Katz, S. Film Directing: Shot by Shot, Michael Wiese Productions/Focal Press.

Halligan, F. Filmcraft: Production Design.

Rizzo, Michael. The Art Direction Handbook for Film. Focal Press.

Editing/Continuity:

Pearlman, Karen. Cutting Rhythms: Shaping the Film Edit. Focal Press.

Millar, Pat. Script Supervising and Film Continuity, 3rd Ed; Focal Press.

Fairservice, D. Film Editing: History, Theory and Practice Manchester University Press, 2001. (In library reserve.)

Millar, G. & Reisz, K., Technique of Film Editing, 2nd Ed; Focal Press

Murch, W. In the Blink of an Eye.

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	Presentation	20%	Week: 3 Day: Thursday 18 March 2021 Time: 9am - 5pm AWST	1,5	Yes	Yes
2	Portfolio	40%	Week: 11 Day: Sunday 16 May, 2021 Time: 9pm AWST	2,3	Yes	Yes
3	Project	40%	Week: Pilot & Plan Week 14 Presentation Week 15/16 Day: TBA Time: TBA	2,4,5	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. Specialist Presentations

In class time during week 3 you will pitch your craft skills and conceptual approach to your classmates in the area of specialisation that is of interest to you. This will take the form of a 2-minute video. You will be expected to tell the class why you believe you are well suited to this specialist area, providing documentary evidence of your suitability and competency. This documentaion can include samples of previous work and/or samples of work produced specifically for the ptich video. More details of this assignment will be provided in class. This is an individual assignment.

Submit to Isilon.

2. Specialist Research, Practical Exercise and Reflection

The idea behind this assignment is to facilitate the gathering and ordering of your logistical, stylistic and/or practical designs and ideas for the major project production, relevant to your particular area of specialisation. This is a crucial aspect of your pre-production development process. This will involve a combination of research, a practical exercise in your specific specialisation and a reflection. You will be briefed in more detail about this assignment in class and via a more detailed briefing document. This is an individual assignment.

Submit through Turnitin as a PDF file and/or Isilon for non-written files. Any questions, ask your tutor.

[Submit via Turnitin](#)

Assessments must be submitted via the relevant Turnitin submission point in this unit's Blackboard.

One assessment submission point is provided and you may submit to this point only once. A Similarity report will be generated at the time of submission. Your submitted file will be marked.

If you believe you have submitted the incorrect file, please contact the Unit Coordinator for further instructions.

3. Group Presentation of Pilot Project, plus Individual written Reflection and Revised Plan

Due: Individual Reflection and Pilot Video Master MUST be delivered by Sunday of week 14 (06/06/21) 9pm

Group Presentation in class in week 15/16 (Date, time and venue TBA)

This assessment involves the evidence of your contribution to the pilot, plus a personal written reflection and assessment of how your ideas, concepts and preparation actually worked in the pilot. Based on your Assessment Two portfolio, outline what worked and didn't work for the pilot; what has been discussed and agreed in your group and then set out the changes to your original plan as you head towards production in semester 2. This should be uploaded either through Turnitin (reflection) or the Isilon Completed Assignments folder (pilot). Specific details of this part of the assignment will be handed out in class.

Then, during Week 15 or 16 each production group will give a presentation of their proposed project. This presentation is to include a brief pilot scene from the script. (You will be commencing work on your pilot scene as soon as production groups and projects are confirmed in week 4).

This assignment is worth 40% in total. Your pilot film will generate a group mark out of 10. Your individual mark is out of 30 and will be formulated by evaluating your individual contribution to the overall presentation.

More details of the requirements for your presentation and pilot scenes will be discussed during your workshops.

Submit via Turnitin

Assessments must be submitted via the relevant Turnitin submission point in this unit's Blackboard.

One assessment submission point is provided and you may submit to this point only once. A Similarity report will be generated at the time of submission. Your submitted file will be marked.

If you believe you have submitted the incorrect file, 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 student work samples near grade boundaries
- Second marking of borderline student work
- Moderation of a sample of marked work by individuals outside of the teaching/marking team
- Panel of academics discuss and collectively reach a consensus

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.

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
- 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:](#)

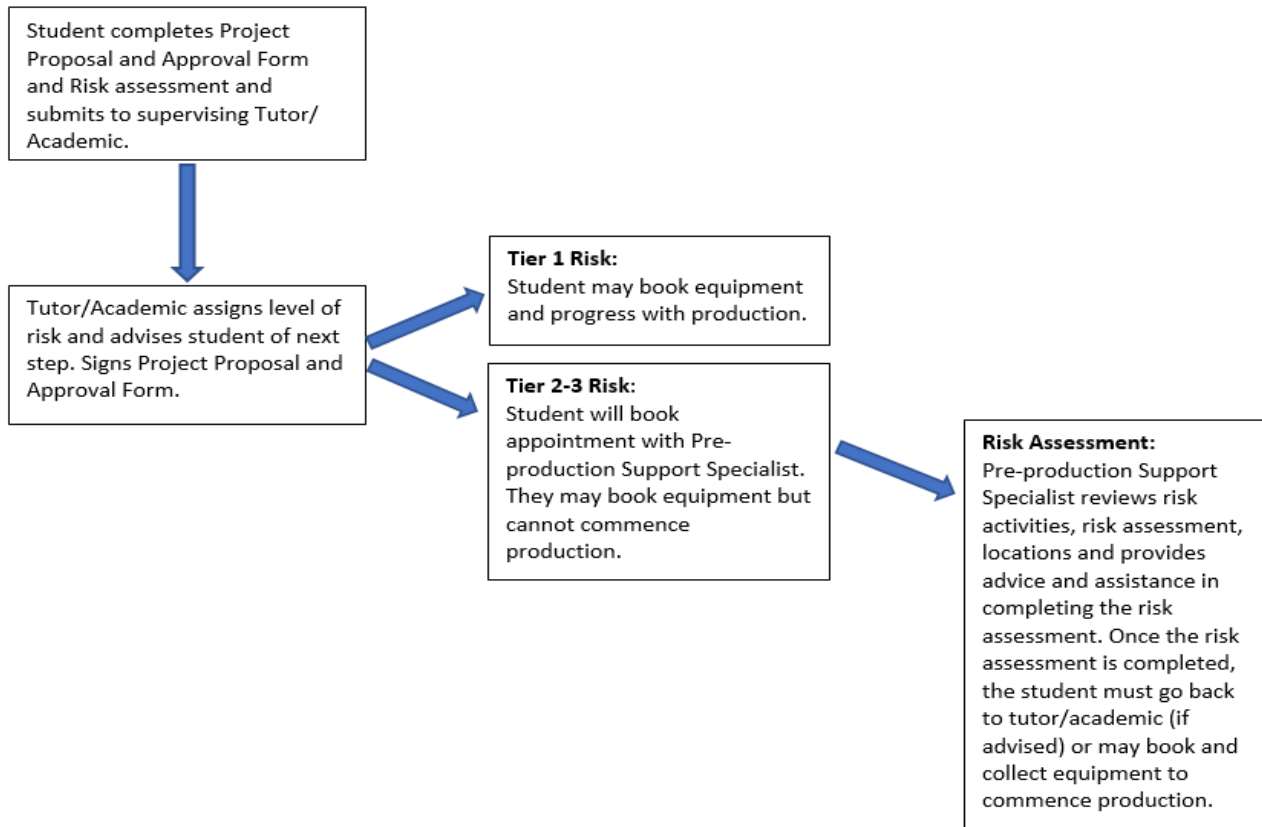
A Field Safety & Risk Assessment Form must be completed and submitted with the Project Proposal and Approval Form to your tutor/supervising academic. If the tutor/supervising academic judges the risk to be low (Tier 1) then the student may proceed directly to the MCASI store to book equipment. If the 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.

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

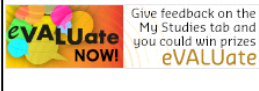
There are a number of factors that might disadvantage some students from participating in their studies or assessments to the best of their ability, under standard conditions. These factors may include a disability or medical condition (e.g. mental illness, chronic illness, physical or sensory disability, 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.
---	--

Recent changes to this unit include:

- Assessments have been reconsidered so as to ensure success with a large student cohort.
- Scripts for student productions are now limited to 10 minutes.
- Project approvals and risk assessment guidelines now include Covid-19 protocols.

Program calendar

Semester 1 2021

Week	Begin Date	MORNING WORKSHOP	AFTERNOON WORKSHOP	Formative tasks and Summative Assessment due
Orientation	22 February	Orientation Week		
1.	1 March	9AM-12NOON Introduction to the unit. Overview of assessments. Specializations - responsibilities, communication and creative interrelationships. Getting the most out of the year ahead. Screenings & Discussion. The script development process.	1-3PM Pitching your craft skills and conceptual approach. Crew roles	FORMATIVE: Scripts for consideration sent to Kerreen.ely-harper@curtin.edu.au Due by 9pm Sunday 7 March
2.	8 March	9AM-12NOON Selected Script Readings and Crew Pitching Prep	1-3PM Workshop: Best practice casting	
3.	15 March	9AM-12NOON Screening of Pitch Videos	1-3PM Selection of projects and crew roles Discussion of preproduction requirements for pilot shoots	Assignment 1: Specialist Presentations. Due at 9am Thursday 18 March

4.	22 March	9AM-1PM Individual Workshops # 1 Camera workshop Sound workshop Editing Workshop Production Design Workshop Producers & Directors Workshop		
5.	29 March	9AM-1PM Individual Workshops # 2 Assistant Camera workshop Camera workshop Sound workshop Editing Workshop Producers #2 -Budgeting and risk assessment Directing Actors Workshop Individual production Meetings by appointment as required		Pilot project preproduction
6.	5 April	Tuition Free Week Production Design Workshop Friday 9th April 9AM-1PM		
7.	12 April	9AM-1PM Development Workshops Production Meetings Production Design Workshop		Pilot project preproduction

8.	19 April	9AM-10AM Development Workshops Sound designer's workshop: Introduction to Audition Production Meetings		Pilot project preproduction
9.	26 April	9AM-10AM Development Workshops Production Meetings		Pilot project preproduction
10.	3 May	9AM-10AM Production Meetings		Pilot Shoots
11.	10 May	9AM-10AM Production Meetings		Pilot Shoots Assignment 2: Specialist Portfolio Due by 9pm Sunday 16 May
12.	17 May	9AM-10AM Production Meetings Editor's Workshop: Colour Grading Sound Design 9AM-12PM Consultations: tracklaying, sound sweetening, mixing.		Pilot Shoots/Post Production

13.	24 May	9AM-10AM Production Meetings Sound Design 11.30AM-3.30PM Consultations: tracklaying, sound sweetening, mixing.		Pilots Post production
14.	31 May	Study Week Assignment 3: Submit Reflection through Turnitin. Deliver FINAL MEDIA to completed assignments folder by 9pm Sunday 6 June		
15.	7 June	Examinations Assignment 3: Final presentations Day/Time/Venue TBC Formal deconstruction of scripts for shooting in semester two is completed.		
16.	14 June	Examinations		