



# DGTL12014 *Documentary Filmmaking*

## Term 1 - 2020

Profile information current as at 04/05/2024 05:14 am

All details in this unit profile for DGTL12014 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### Corrections

Unit Profile Correction added on 24-04-20

**As a result of the CoVid 19 pandemic, the submission dates for all assessments for this Unit have been delayed by 1 week. The new due dates are as follows:**

- **Assessment # 1 due Friday, April 10, 2020, 11:45 PM**
- **Assessment # 2 due Friday, May 15, 2020, 11:45 PM**
- **Assessment # 3 due Friday, June 12, 2020, 11:45 PM**

**Your Unit coordinator will only be able to give you an extension of 1 week for Assessment #3 so you are encouraged to submit this assessment by the due date. Please communicate with your tutor if your circumstances are likely to prevent you from being able to submit any of your assessments.**

## General Information

### Overview

In this unit of study, you will learn the history and theory of documentary, and the current trends in industry practice. Through a series of individual and group exercises, you will gain skills in documentary sound and camera recording and you will edit footage using industry-standard software. You will apply these skills in the production of your own short documentary. You will be encouraged to find your authentic voice and visual style, and you will be introduced to the ethical and legal considerations of documentary practice.

### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 10

Fraction of Full-Time Student Load: 0.125

### Pre-requisites or Co-requisites

Prerequisite: MMST11009 Digital Video and Audio

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

### Offerings For Term 1 - 2020

- Brisbane
- Cairns
- Mackay
- Online
- Rockhampton
- Sydney

### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Practical Assessment**

Weighting: 20%

#### 2. **Written Assessment**

Weighting: 30%

#### 3. **Practical Assessment**

Weighting: 50%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Integrate a theoretical understanding of documentary practice into technical skills development in camera and audio capture
2. Apply editing principles in the use of industry-standard editing software
3. Manage media files and workflow through the stages of pre-production, production, post-production and distribution
4. Reflect critically on one's own professional documentary practice.



## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

#### Additional Textbook Information

There will be a number of recommended readings from week to week. This will be provided online. A number of texts will also be available in the on-campus libraries.

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Adobe Acrobat Reader (free browser plug-in)
- Microsoft Word or Pages
- All students will require access to a camera and microphone to complete this Unit
- All students will require access to editing software and hardware to complete this Unit

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Jan Cattoni** Unit Coordinator

[j.cattoni@cqu.edu.au](mailto:j.cattoni@cqu.edu.au)

## Schedule

### Week 1 Introduction to Documentary Filmmaking - 09 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none"><li>• Introduction to Unit &amp; assessment overview</li><li>• Choosing your story</li></ul>	<ul style="list-style-type: none"><li>• Introduction to Assessment 1</li><li>• See e-Reading list Week 1</li></ul>	See Study Guide in the Unit Moodle website for information on how to approach the Unit. See the eReading list in Unit Moodle website for weekly documentary screenings and readings. Details of Zoom sessions for online students are included in the Unit Moodle website.

### Week 2 - 16 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
<ul style="list-style-type: none"><li>• Brief history and theory of documentary</li><li>• Documentary genres &amp; styles</li></ul>	<ul style="list-style-type: none"><li>• Creating strong audio</li><li>• See e-Reading list Week 2</li></ul>	

### Week 3 - 23 Mar 2020

Module/Topic	Chapter	Events and Submissions/Topic
--------------	---------	------------------------------

- Documentary analysis

- Creating strong vision
- See e-Reading list Week 3

- Feedforward session in tutorial for Assessment 1
- Online students feedforward session on Zoom for Assessment 1

#### Week 4 - 30 Mar 2020

##### Module/Topic

- Diversity and representation
- Reflective Practice

##### Chapter

- Editing Refresher
- See e-Reading list Week 4

##### Events and Submissions/Topic

- Census Date Tuesday March 31

**Digital Story** Due: Week 4 Friday (3 Apr 2020) 11:45 pm AEST

#### Week 5 - 06 Apr 2020

##### Module/Topic

- Assessment 2 brief
- Practicing within an ethical and legal framework

##### Chapter

- Safe practice
- See e-Reading list Week 5

##### Events and Submissions/Topic

Public Holiday Friday April 10.  
Make-up classes as needed

#### Vacation Week - 13 Apr 2020

##### Module/Topic

No classes this week. There is an online quiz in Moodle on legal and ethical practice. Completion of the quiz opens up your Unit Moodle website from week 6 to 12

##### Chapter

##### Events and Submissions/Topic

Quiz: Legal and Ethical practice Pathways and Protocols for Indigenous Content

#### Week 6 - 20 Apr 2020

##### Module/Topic

- Relationships between documentary makers and subjects

##### Chapter

- Documentation for preproduction
- See e-Reading list Week 6

##### Events and Submissions/Topic

#### Week 7 - 27 Apr 2020

##### Module/Topic

- Research in Documentary
- Interviewing techniques

##### Chapter

- Covering action
- See e-reading list Week 7

##### Events and Submissions/Topic

- Feedforward session in tutorial for Assessment 2
- Online students feedforward session on Zoom for Assessment 2

#### Week 8 - 04 May 2020

##### Module/Topic

- Shooting documentaries on location

##### Chapter

- Scheduling, budgeting, permissions
- See e-Reading list Week 8

##### Events and Submissions/Topic

**Preproduction Package** Due: Week 8 Friday (8 May 2020) 11:45 pm AEST

#### Week 9 - 11 May 2020

##### Module/Topic

- Editing as creative practice

##### Chapter

- File management & naming conventions
- See e-Reading list Week 9

##### Events and Submissions/Topic

#### Week 10 - 18 May 2020

##### Module/Topic

- Documentary funding, incentives and pathways

##### Chapter

- Assembly to rough cut
- See e-Reading list Week 10

##### Events and Submissions/Topic

#### Week 11 - 25 May 2020

##### Module/Topic

- Documentary distribution, and business models

##### Chapter

- Fine cutting your documentary
- See e-reading list Week 11

##### Events and Submissions/Topic

- Feedforward session in tutorial for Assessment 3
- Online students feedforward session on Zoom for Assessment 3

## Week 12 - 01 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
• The future of documentary	• Exporting your project • See e-Reading list Week 12	<b>Short Documentary</b> Due: Week 12 Friday (5 June 2020) 11:45 pm AEST

## Review/Exam Week - 08 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
--------------	---------	------------------------------

## Exam Week - 15 Jun 2020

Module/Topic	Chapter	Events and Submissions/Topic
--------------	---------	------------------------------

## Term Specific Information

### UNIT MOODLE WEBSITE

The Unit Moodle website provides essential information and resources for successfully completing this Unit. A Study Guide, an e-Reading list and an online discussion forum can be accessed at [moodle.cqu.edu.au](http://moodle.cqu.edu.au)

### STUDY GUIDE

The online Study Guide will provide information on how to approach the Unit, organise your time and utilise the resources provided to successfully complete your assessments.

### DISCUSSION FORUM

An online discussion forum is provided through the Unit Moodle website for discussing matters that relate to the Unit. The Discussion Forum is the primary means of support for off-campus students who want assistance with tutorials and assessments.

### VISION & SOUND

All students require access to a camera and microphone to capture vision and audio for their assessments. On-campus students can borrow equipment through the use of the online booking system CHEQROOM. Details are provided on the Unit Moodle website. Online students living in the vicinity of Cairns, Mackay, Rockhampton, Brisbane and Sydney can access this equipment following an induction test. Students are required to cover the cost of equipment damage that occurs during hire. Online students not in these areas can discuss equipment access and use during Zoom sessions. Most stills cameras have video capture and many mobile phones have high quality, built-in cameras that can be used for the purpose of documentary filmmaking.

### EDITING SOFTWARE & HARDWARE

Students will require a computer and editing software to complete their assessments. On-campus students will have access to Adobe Premiere Pro in the Digital Media Labs. This software can also be purchased at a discounted education price as part of an Adobe Creative Cloud subscription from the Adobe website at [www.adobe.com.au](http://www.adobe.com.au) A free seven day trial version of Premiere Pro can be downloaded from [this site](#) and there are various discounted plans for students. An alternative software for this Unit is the free version of DaVinci Resolve by Blackmagic, which can be downloaded at <https://www.blackmagicdesign.com/au/products/davinciresolve/> Tutorials for DaVinci Resolve will not be taught as part of this Unit however links to tutorials can be provided on request. DaVinci Resolve is an industry standard software that will enable you to complete Assessments 1 & 3 for this Unit.

### WORD DOCUMENTS

Some of your assessment items require you submit written material so you will need access to a word processing application. A number of templates are provided for Assessment 2 that have been created using Microsoft Word.

### ADOBE ACROBAT READER

You will need Adobe Acrobat reader, which is a free program that lets you view, navigate and print PDF documents. Adobe Acrobat reader can be downloaded from the Adobe website at [www.adobe.com](http://www.adobe.com)

### VIMEO ACCOUNT

All students are required to have a Vimeo account for uploading and sharing their videos. The free version is sufficient for this unit. Only original content you have created yourself can be uploaded to Vimeo. Please go to: [www.vimeo.com](http://www.vimeo.com)

## Assessment Tasks

### 1 Digital Story

#### Assessment Type

Practical Assessment

**Task Description**

This assessment has two parts:

**PART A**

Create a digital video story of 2 minutes in length. Your story is to be a stand-alone video, meaning it does not depend on anything else to be understood. Your digital story is to have a first-person narration recorded in your own voice. The story topic can be of your own choosing, however, your story must be one you have the authority to tell. Some examples are; tell a story about a person, a place, a pet, an event, a memory, an aspiration or something that is important to you. You are encouraged to be creative and experiment with the separate sound and visual elements of your digital story.

**PART B**

The second part of this assessment requires you submit a reflective journal entry of 300 words. The framework for your reflective writing will be provided on the Unit Moodle website.

Additional information for this assessment will be provided in the full assessment brief which can be downloaded from the Unit Moodle website.

**Assessment Due Date**

Week 4 Friday (3 Apr 2020) 11:45 pm AEST

**Return Date to Students**

Week 6 Friday (24 Apr 2020)

See Moodle for comments regarding your assessment

**Weighting**

20%

**Minimum mark or grade**

50%

**Assessment Criteria**

- Submission meets assessment requirements
- Narrative Structure
- Quality of Audio Track
- Quality of Vision
- Creativity
- Reflective Practice

Please refer to the Unit Moodle website for detailed assessment criteria

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

PART A: A single 720p 24fps video (MP4) submitted to the Unit Moodle website or a Vimeo link pasted onto your reflective journal word document. PART B: A 300 word journal entry to be submitted as a word document via Moodle.

**Learning Outcomes Assessed**

- Apply editing principles in the use of industry-standard editing software

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence

## 2 Preproduction Package

**Assessment Type**

Written Assessment

**Task Description**

For Assessment 2 you are required to produce a Preproduction Package for the documentary you will produce for Assessment 3.

The Preproduction Package follows standard industry practice for the development of a documentary project. The ideas developed and research undertaken in the preproduction phase will be implemented to produce your documentary for



Assessment 3. Assessment 2 allows you to test ideas, pre-visualise the look and style of your documentary and make the necessary planning. A number of templates are provided on the Unit Moodle website to guide you through this assignment. This is an individual assessment item, however you are encouraged to seek feedback in class / Zoom and provide peer feedback for each other.

Additional information for this assessment will be provided in the full assessment brief which can be downloaded from the Unit Moodle website.

**Assessment Due Date**

Week 8 Friday (8 May 2020) 11:45 pm AEST

**Return Date to Students**

Week 10 Friday (22 May 2020)

See Moodle for comments regarding your assessment

**Weighting**

30%

**Assessment Criteria**

- Comprehensiveness of submission
- Quality of written submission materials
- Creativity in pre-visualisation
- Reflective practice
- Overall impact

Please refer to the Unit Moodle website for detailed assessment criteria

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Your Preproduction Package is to be submitted as a series of files on Moodle. Additional information provided on the Unit Moodle website.

**Learning Outcomes Assessed**

- Integrate a theoretical understanding of documentary practice into technical skills development in camera and audio capture
- Reflect critically on one's own professional documentary practice.

**Graduate Attributes**

- Communication
- Critical Thinking
- Information Literacy
- Team Work
- Cross Cultural Competence
- Ethical practice
- Social Innovation

## 3 Short Documentary

**Assessment Type**

Practical Assessment

**Task Description**

This assessment has two parts.

**Part A Short Documentary**

You are required to produce a 4-5 minute documentary based on your preproduction package for Assessment 2. At the completion of Assessment 3, you should have a standalone short documentary that is suitable to be viewed online, could form part of your e-portfolio and also be suitable for entry into a film festival. Your completed documentary should be suitable and ready to be screened online or submitted to a film festival. Assessment 3 is the culmination of the work you have undertaken during this term.

**Part B Reflective Journal Entry & Post-production documentation**

Write a 500-word reflective journal entry about the process of creating your documentary. The framework for reflection will be provided. Post-production documentation including permissions and production stills are to be submitted.

Additional information for this assessment will be provided in the full assessment brief which can be downloaded from the Unit Moodle website.

**Assessment Due Date**

Week 12 Friday (5 June 2020) 11:45 pm AEST

**Return Date to Students**

Exam Week Friday (19 June 2020)

See Moodle for comments regarding your assessment

**Weighting**

50%

**Assessment Criteria**

- Submission meets assessment requirements
- Overall Impact
- Quality of Audio
- Quality of Vision
- Reflective Practice

Please refer to the Unit Moodle website for the detailed assessment criteria

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

PART A A single 720p 24fps video (MP4) submitted to the Unit Moodle website or a Vimeo link pasted onto your reflective journal word document. PART B. A 500 word journal entry to be submitted as a word document via Moodle. More details are provided on the Unit Moodle website.

**Learning Outcomes Assessed**

- Integrate a theoretical understanding of documentary practice into technical skills development in camera and audio capture
- Apply editing principles in the use of industry-standard editing software
- Manage media files and workflow through the stages of pre-production, production, post-production and distribution
- Reflect critically on one's own professional documentary practice.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem