



DGTL12014 *Documentary Filmmaking*

Term 1 - 2024

Profile information current as at 29/04/2024 07:00 pm

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.

General Information

Overview

In this unit, you will learn the history and theory of documentary, and about current trends in industry practice. Through a series of individual exercises, you will gain skills in project development, sound and vision capture, and documentary editing 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 will be introduced to the ethical and legal considerations for 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 - 2024

- Brisbane
- Bundaberg
- Cairns
- Mackay
- Online
- Rockhampton

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: 40%

2. **Practical Assessment**

Weighting: 60%

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](#).

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Teaching colleague.

Feedback

Assignment 1 could be further aligned with Assignment 2.

Recommendation

Modify Assignment 1 to include additional planning for Assignment 2. Have students present their work as a video pitch with accompanying documentation that is consistent with current industry practice.

Unit Learning Outcomes

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

1. Integrate a theoretical understanding of documentary practice and audiovisual skills in the creation of a completed documentary project.
2. Apply documentary editing principles in the creation of a documentary using industry-standard editing software.
3. Manage media files and workflow through the stages of development, pre-production, production, post-production and distribution
4. Reflect critically on one's own professional documentary practice within an industry-standard ethical framework.

Alignment of Learning Outcomes, Assessment and Graduate Attributes



Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•		•
2 - Problem Solving		•	•	
3 - Critical Thinking		•		•
4 - Information Literacy	•	•		
5 - Team Work	•		•	
6 - Information Technology Competence		•	•	
7 - Cross Cultural Competence	•			
8 - Ethical practice	•			•
9 - Social Innovation				•
10 - Aboriginal and Torres Strait Islander Cultures				

Textbooks and Resources

Textbooks

There are no required textbooks.

Additional Textbook Information

All resources and textbooks for this unit are available online. These are accessible via Moodle and the eReading list.

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Video and Audio Recording Device (Camcorder, Digital Camera, Smartphone, etc.)
- Microphone and camera for use with Livestream classes (all students)
- Students will require access to video editing software (Adobe Premiere Pro or DaVinci Resolve free version are recommended)

Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 7th Edition \(APA 7th edition\)](#)

For further information, see the Assessment Tasks.

Teaching Contacts

Jan Cattoni Unit Coordinator
j.cattoni@cqu.edu.au

Schedule

Week 1 - 04 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to documentary practice, theory & unit overview Finding your ideas and your audience	See Week 1 Study Guide (found on Moodle)	

Week 2 - 11 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Documentary elements and genres Know your gear	See Week 2 Study Guide (found on Moodle)	

Week 3 - 18 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Documentary ethics and legal frameworks Interviewing documentary participants	See Week 3 Study Guide (found on Moodle)	Census date check-in

Week 4 - 25 Mar 2024

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to documentary editing Making stylistic choices	See Week 4 Study Guide (found on Moodle)	Video pitch feedback

Week 5 - 01 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Integrating viewer feedback Completing your video pitch and pitch deck	See Week 5 Study Guide (found on Moodle)	Documentary Project Pitch Due: Week 5 Friday (5 Apr 2024) 11:59 pm AEST

Vacation Week - 08 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
No classes this week		

Week 6 - 15 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Pre-production: Planning for your production, permissions, safety and scheduling	See Week 6 Study Guide (found on Moodle)	

Week 7 - 22 Apr 2024

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

Production: Shooting your documentary
Wellbeing, workflow and file management

See Week 7 Study Guide (found on Moodle)

Week 8 - 29 Apr 2024

Module/Topic	Chapter	Events and Submissions/Topic
Post-production 1: Reviewing your footage and assembling scenes	See Week 8 Study Guide (found on Moodle)	Rough-cut feedback

Week 9 - 06 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Post-production 2: Creating your rough-cut	See Week 9 Study Guide (found on Moodle)	Rough-cut feedback

Week 10 - 13 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Post-production 3: Moving from rough-cut to fine-cut	See Week 10 Study Guide (found on Moodle)	Rough-cut feedback

Week 11 - 20 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Post-production 4: Audio mix, grading and credits	See Week 11 Study Guide (found on Moodle)	Fine-cut feedback

Week 12 - 27 May 2024

Module/Topic	Chapter	Events and Submissions/Topic
Documentary opportunities Professional documentary practice	See Week 12 Study Guide (found on Moodle)	

Review/Exam Week - 03 Jun 2024

Module/Topic	Chapter	Events and Submissions/Topic
		Short Documentary Project Due: Review/Exam Week Monday (3 June 2024) 11:49 pm AEST

Exam Week - 10 Jun 2024

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

Assessment Tasks

1 Documentary Project Pitch

Assessment Type

Practical Assessment

Task Description

This assessment requires that students create a short pitch video (5-7 mins) and a pitch deck that outlines their intentions for Assessment 2, Short Documentary Project. The pitch video and pitch deck are standard industry requirements to consolidate and test story ideas, assist with planning, and support the development of a style for your completed documentary. This assignment also facilitates early re-engagement with vision, audio and editing skills. Students are also required to provide and receive peer feedback in Week 4 and undertake a self-evaluation using the submission template provided. Creativity and experimentation are encouraged.

Weekly content on the unit website (Moodle) and tutorials will cover the skills and knowledge required to complete this task.

The completed assignment should adhere to the submission requirements provided in the detailed assignment breakdown on the unit website (Moodle).

Assessment Due Date

Week 5 Friday (5 Apr 2024) 11:59 pm AEST

Please submit your completed assignment via Moodle using the submission template provided

Return Date to Students

Week 6 Friday (19 Apr 2024)

Work will be returned to students within two weeks of their submission

Weighting

40%

Assessment Criteria

- Comprehensiveness of submission
- Quality of story
- Production plan
- Pathway to audience plan
- Impact
- Presentation
- Self and peer evaluation

Please refer to the unit website (Moodle) for full details on the assessment criteria.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Submit via Moodle

Learning Outcomes Assessed

- Integrate a theoretical understanding of documentary practice and audiovisual skills in the creation of a completed documentary project.
- Manage media files and workflow through the stages of development, pre-production, production, post-production and distribution

2 Short Documentary Project

Assessment Type

Practical Assessment

Task Description

This assessment requires that students produce a short documentary of 3-5 minutes duration, to a standard suitable for entry into a nominated film festival. The subject of your documentary can be of your own choosing, but must be about someone other than yourself, although you can appear as an on-screen secondary character. The completed documentary is to include an interview in vision and audio or audio only, accompanying b-roll footage, and a verite scene. You are required to attend a rough-cut screening in Weeks 8 or 9 to receive and give feedback, and complete a reflective self-evaluation using the framework provided in the submission template. Creativity and experimentation are encouraged.

Students are also required to submit industry-standard production documentation which can be found in the Assessment Tile on your unit website (Moodle).

The completed assignment should adhere to the submission requirements provided in the detailed assignment breakdown on the unit website (Moodle).

Assessment Due Date

Review/Exam Week Monday (3 June 2024) 11:49 pm AEST

Please submit your completed assignment via Moodle

Return Date to Students

Exam Week Friday (14 June 2024)

Work will be returned to students within two weeks of their submission

Weighting

60%

Assessment Criteria

- Quality of Storytelling

- Research and documentation
- Quality of technical execution
- Creativity
- Impact
- Engagement with peer and reflective self-evaluation

Please refer to the unit website (Moodle) for full details on the assessment criteria.

Referencing Style

- [American Psychological Association 7th Edition \(APA 7th edition\)](#)

Submission

Online

Submission Instructions

Please submit your completed assignment via Moodle using the submission template provided

Learning Outcomes Assessed

- Apply documentary editing principles in the creation of a documentary using industry-standard editing software.
- Manage media files and workflow through the stages of development, pre-production, production, post-production and distribution
- Reflect critically on one's own professional documentary practice within an industry-standard ethical framework.

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