

# Duke Ellington School of the Arts

Department of Literary Media and Communication

Course: Media I

Instructor: Ms. O. Drake

[liv.drake@gmail.com](mailto:liv.drake@gmail.com)

[www.oliviadrakestudio.com](http://www.oliviadrakestudio.com)

Course Syllabus

Fall Semester 2011



*“Art is dangerous. It is one of the attractions: when it ceases to be dangerous, you don’t want it.” -Duke Ellington*



# Duke Ellington School of the Arts

## Media I

### Course Description:

Media I is an introductory course for second year high school students wanting to learn and acquire the tools and elements necessary for *designing* a screenplay for the motion picture. The student will be introduced to the scriptwriting software *Final Draft*, its interface, and will come to understand the screenplay's function to serve as a vital blueprint in the motion picture process. Students who are enrolled in Media I will be charged with governing the scriptwriting aspect of a collaborative **final project** with students in Media II. Micro-production companies (3 to 4 students) will be formed, for the purpose of generating two, 3 - 5 minute motion picture with sound narrative works on: 1) the subject of their choice, and, 2) the NIH/SIDS "Back To Sleep" Campaign.\*\* The Literary Media and Communications Department (LMC) endeavors to foster a legacy in which the creative training herein will prepare students for the role of 21st Century Writer and Artist.

### What We Will Cover:

Narrative — The Idea — The Premise — The Treatment — The *Final Draft* Interface  
Script Format — Character — Dialogue — Setup/Sequence — Plot Points

### Materials:

- 3 - ring binder, with paper and pens (always take down notes, no matter how abstract you think your thoughts or ideas might be)
- highlighter
- creativity

### LMC Code of Conduct Policy:

All **LMC** students are expected to adhere to the LMC Code of Conduct Policy set forth by members of the faculty within the department (\*see attachment, pages 3 and 4). I do not plan on giving out infractions or demerits on account of behavior. However, if the student chooses not to involve her/himself in the class activities/discussions and is instead disruptive, they will be removed from the class environment, lose points for non-participation, thus receiving a zero for the day.

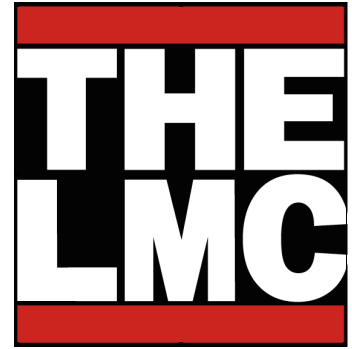
### Grading:

Although the final project is the majority of the student's grade, quizzes and writings are also necessary in keeping up with the material. Therefore, my grading is, as follows:

**Quizzes/Writings: 5 @ 10 points each**  
**Final Project: 50 points**

*Please feel free to contact me at [livi.drake@gmail.com](mailto:livi.drake@gmail.com) regarding this syllabus, or if you have any additional questions or concerns. Have an artistic semester!*

\*\* The NIH/SIDS Back To Sleep campaign is sponsored by the Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD), the Maternal and Child Health Bureau of the Health Resources and Services Administration, the American Academy of Pediatrics (AAP), First Candle/SIDS Alliance, and the Association of SIDS and Infant Mortality Programs(2011).



## **LMC Code of Conduct Policy**

In the Literary Media & Communications Department we believe in holding our students to a very high standard of conduct. It is our belief that an early understanding of how you are expected to carry yourself in the working world will instil a valuable set of tools; soft skills that will serve you well for years to come.

In light of this we have created a simple code of conduct and grievance procedure that will enable both faculty and students alike to maintain a professional learning environment.

We expect students, faculty and guests:

- To be respectful of one another, and to carry themselves with both intelligence and humility.

We expect students:

- To dress appropriately.
- To hand in completed assignments on time. Late and incomplete work is unacceptable.
- Absence and tardiness will not be tolerated.
- Disruptive behaviour will not be tolerated.
- Poor participation will not be tolerated.
- To respect the individual classroom rules of all teachers, both arts and academics (For example, no food and drink around the computer equipment in the lab).

Students who fail to comply with the above will be subject to a penalty scoring system:

### **Five-Point Penalty System**

There will be two soft warning before a student accumulates their first penalty point.

**1pt: Mediation and possible detention.**

**2pts: Parent contacted.**

**3pts: Parent/Teacher conference with Chair.**

**4pts: Student placed on probation list, consultation with Father Payne.**

**5pts: Student is placed on Transfer list.**



## **LMC Grievance Procedure**

We believe that students are entitled to a voice and want to give them that space to air any concerns they might have. However we believe it's important that students express their grievances in the correct manner, to ensure that there is no conflict and that their complaints are both heard and handled appropriately.

We believe that this formal procedure will help create a healthy environment in which to learn, as well as eliminate any potential conflict and miscommunication.

### Complaint with Member of Staff

If a student believes they have a concern or complaint with a member of staff, we ask that students not confront that person but rather, in the first instance, seek out another member of staff in the department. That member of staff will act as a mediator to resolve any dispute.

If they feel as if their grievance has not been resolved at that first stage, students have the recourse to then put their complaint into writing and discuss the issue with the department Chair.

We do believe we can resolve most disputes internally in a professional manner and will work hard to achieve this, however if students still feel as if the matter has not been tackled to their satisfaction, it is within their right to:

- Request a parent / teacher conference with Chair present
- Put their concerns into writing to the Dean of Arts / Dean of Students
- Put their concerns into writing to the Principal.

### Complaint with Fellow Student

If a student believes they have a concern or complaint with a fellow student, again, we ask that you do not confront that student. You should seek out a member of staff who will in the first instance attempt to mediate on your behalf. If the complaint cannot be resolved at this stage, students have the right to follow the same steps they would take with a staff grievance.