

Film Production  
Program Handbook



# Film Production Program Handbook

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# Coordinator Welcome

Welcome and congratulations on choosing the Film Production program at Confederation College!

## Program Overview:

You're joining one of Canada's longest-running and most respected film programs — proudly training storytellers for over **55 years**. Our two-year diploma offers a fully immersive experience that covers every aspect of filmmaking, from directing and screenwriting to cinematography, editing, and post-production.

At the Confederation College Film Production Program (also known as "Conflix"), you'll gain the creative experience and technical skills needed to thrive in the film business. Many of our graduates have gone on to build successful careers in feature films, television, commercial production, and digital media.

The Confederation College film production program was started in 1970 by Canadian Filmmaker Glenn Ludlow who was also the founding President of the Canadian Film Editor's Guild.



Glenn Ludlow in 1975 with Actor Gordon Pinsent

Find your people, create your vision, and make a difference at Confederation College — your journey as a filmmaker begins now!

Eric Weller  
Coordinator, Film Production



## Coordinator Contact Information

Eric Weller

Office: Shuniah Building, Room B114

Phone: 807-473-3759

Email: [eric.weller@confederationcollege.ca](mailto:eric.weller@confederationcollege.ca)

# 1. Introduction

We want you to be successful in this program. You have chosen it for good reason, and we are excited to work with you to help you succeed.

We designed this handbook to help you understand the expectations of this program, the policies of the college, and the resources available to you.

We work hard to make sure the information in this handbook is accurate. If any changes occur through this school year, you will be notified by email. Be sure to check that you are reading the handbook for the year we are in.

This handbook is specific to your program, but there are other general college policies that you also need to be familiar with.

These can be found

- On the [College website](#)
- In the [New Student Guidebook](#)
- In the [SUCCI Student Handbook](#)

The SUCCI Student Handbook provides details regarding Student Services, Safety and Security, Student Rights and Responsibilities and more.

It is the responsibility of each student to review and comply with the content in this handbook.

If there are any questions or concerns regarding the content in this handbook, please contact:

Program Coordinator: **Eric Weller**

Email address: [eric.weller@confederationcollege.ca](mailto:eric.weller@confederationcollege.ca)

Student Success Advisor: **Shannon Maloney**

Email address: [Shannon.Maloney@confederationcollege.ca](mailto:Shannon.Maloney@confederationcollege.ca)

[Student Success Advisors - Contact Information | Confederation College](#)

We wish you all the best in your studies!

## WHO ARE YOUR PROFESSORS?

Eric Weller and Andrew Simpson are your primary full-time professors and we endeavor to be available above and beyond class times. We run a 24/7 operation with Fridays to Sundays dedicated to film shoots and workshops.

The other instructors or professors in the program may have other classes and/or responsibilities beyond the film program and you may find them inaccessible when class is not in session. Email is usually your best option to contact them.

### **Jessica Graham**

(Producing and Directing)

Jessica.graham@confederationcollege.ca

473-3778



### **Andrew Simpson**

(Cameras and Lighting)

Andrew.Simpson@confederationcollege.ca

473-3777



### **Eric Weller**

(Post Production)

Eric.Weller@confederationcollege.ca

473-3759

What Eric does: As Coordinator, Eric deals with Recruitment, marketing the program, advises and assists students with academic issues and concerns.



### **Steve Robinson**

(1<sup>st</sup> Year Post Production)

Steve.Robinson@confederationcollege.ca

475-6449



**Rene Boyer**

(Film Business, Documentary, Acting and Casting)

Rene.Boyer@confederationcollege.ca



**Jennifer Weller**

(Scriptwriting)

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## 2. Program Credential and Courses

### Film Production      2-year Ontario College Diploma

The standard sequence of courses for the **Film Production** diploma program are as follows:

Semester 1		Semester 2	
CS 050	College Writing	FP 369	Film Business
FP 161	Filmmaking I: Shooting the 1 <sup>st</sup> Film	FP 261	Filmmaking II: Shooting the 2 <sup>nd</sup> Film
FP 162	Cameras and Lighting	FP 262	Cinematography and Sound
FP 163	Producing and Directing I	FP 263	Producing and Directing II
FP 164	Into to Post Production	FP 264	Film and Sound Editing
FP 165	Photography	FP 267	Scriptwriting I
HU 119	The History of Movies	FP 268	Acting and Casting
		FP 270	Art Direction and Production Design
Semester 3		Semester 4	
FP 266	Introduction to Documentary Filmmaking	FP 461	Production Theory IV
FP 361	Filmmaking III: Shooting the Thesis Film	FP 463	Producing and Directing IV
FP 362	Cinematography & Grip Equipment	FP 464	Sound Design & Audio Mixing
FP 363	Producing and Directing III	FP 468	Colour Correction and Grading
FP 364	Advanced Editing & Digital Special Effects	FP 469	Freelancing
FP 367	Scriptwriting II		Elective
FP 370	Advanced Production Design		
	Elective		

Most of the film classes in each semester are synergistic in nature and are subject to a series of co-requisites and pre-requisites. Most of your marks come from the making of films which are evaluated in different ways in different classes. The nature of the co-requisite and pre-requisite structure means that in order to continue in the program you need to pass the core courses where the co-reqs and pre-reqs apply. For example, it is possible to fail first semester and be unable to continue into second semester by failing a single course.

The course outline for each course will indicate which other courses are co-requisites and pre-requisites.

Classes in first year are typically all day, every day with Fridays set aside for workshops, proficiencies, rehearsals and film shoots.

Please refer to [Degree Works](#), or reach out to your Coordinator or Student Success Advisor if you have any questions or concerns about missed pre-requisite courses. DegreeWorks is a web-based assessment tool to assist you in tracking your progress throughout your program.

# Film Production Diploma Planner

**Course Planner Checklist** Name: \_\_\_\_\_ Student # \_\_\_\_\_

To be eligible to graduate, students must successfully pass all 24 courses with a cumulative GPA of 2.00 or higher.

Full-Time Program Requirements	✓ have (Grade)	X need
<b>SEMESTER 1</b>		
CS 050 College Writing		
FP 161 Filmmaking I: Shooting the 1 <sup>st</sup> Film		
FP 162 Cameras and Lighting		
FP 163 Producing and Directing I		
FP 164 Into to Post Production		
FP 165 Photography		
HU 119 The History of Movies		
<b>SEMESTER 2</b>		
FP 369 Film Business		
FP 261 Filmmaking II: Shooting the 2 <sup>nd</sup> Film		
FP 262 Cinematography and Sound		
FP 263 Producing and Directing II		
FP 264 Film and Sound Editing		
FP 267 Scriptwriting I		
FP 268 Acting and Casting		
FP 270 Art Direction and Production Design		

## Film Production Diploma Planner, cont'd

Full-Time Program Requirements	✓ have (Grade)	X need
<b>SEMESTER 3</b>		
FP 266 Introduction to Documentary Filmmaking		
FP 361 Filmmaking III: Shooting the Thesis Film		
FP 362 Cinematography & Grip Equipment		
FP 363 Producing and Directing III		
FP 364 Advanced Editing & Digital Special Effects		
FP 367 Scriptwriting II		
FP 370 Advanced Production Design		
Elective		
<b>SEMESTER 4</b>		
FP 461 Production Theory IV		
FP 463 Producing and Directing IV		
FP 464 Sound Design & Audio Mixing		
FP 468 Colour Correction and Grading		
FP 469 Freelancing		
Elective		

**Note:** Please check [Degree Works](#) for the most recent version of your programs' courses.

### 3. Class Guidelines

Our goal at Confederation College is to create open, inclusive, and respectful learning environments for everyone – students, professors, and staff.

In order to maintain this kind of learning environment, we have created policies and procedures that outline the rights and responsibilities of students and professors.

Policies regarding Academic and Personal conduct are on the College website ([link provided](#)) and also on page 13 of this handbook. We expect all students to review and follow these policies.

Policies below are specific to the **Film Production** program.

#### General Class Structure

On the first day or two of a class your professors will inform you of specific class rules and provide you with a course outline. This outline will describe the course, outline your assignments, and explain the grading system. Along with the outline, you will be provided a class schedule with important dates and deadlines. Usually, this information is posted in Blackboard, so refer to it often to avoid missing any deadlines.

Distance Education students will be contacted by DE staff for an orientation and to share program specific requirements for students who attend online.

Professors will use your college email address and/or Blackboard as a means of communication.

It is your responsibility to check your college email regularly.

### 4. Program Expectations

#### Attendance / Participation / Missed Tests & Assignments

- Success is directly related to attendance. It is expected that you will attend all classes.
- Absences for legitimate and documentable reasons do occur BUT **your professors need to be made aware – either prior to, or immediately following the absence.** Waiting to contact a Professor for multiple weeks or months is not acceptable.
- If you are absent from class, you must find out what you missed from your classmates or professor. Your professor will not come to you or re-teach the material.
- Legitimate and documentable reasons for missing class need to be discussed in advance with your Professor. Examples include the following:
  - Illness or Medical Emergency:  
If you are sick or experience a medical emergency, you should inform your professor as soon as possible, preferably before the class.
  - Court summons, jury duty:  
A court summons or jury duty notice serves as documentation.
  - Death of family member:  
Documented through discussion with your Professor.

- Unacceptable reasons for missing class include the following:
  - Procrastination or poor time management
  - Sleeping in
  - Trips
  - Work
- If you miss a test/exam/quiz without a legitimate reason, you may receive a grade of zero (0).
- Some courses allow a comprehensive test to replace one missed test grade of zero (0). Some courses do NOT allow this. Consult your professor to determine if this is an option.
- If you miss an in-class assignment or activity (ones that are given and completed within the scheduled class time) without a legitimate reason, you will receive a grade of zero (0).
- Film students are required to have a specific number of equipment proficiencies and take on a certain number of crew positions on short films. Refer to the course outline or you're your professor for specifics.
- Assignments, projects, essays, etc. (given as "homework" with a due date) are due on the assigned date. Late submissions will be penalized as per each professor's guidelines. Please ensure you are aware of the deductions for every course, as this will likely vary depending of your professor.
- You CANNOT submit a semester's worth of work at the end of the semester. Assessments are continuous throughout the semester.
- The last day of the semester is the final day to submit work. Beyond that date, work will not be accepted, unless previously discussed with and approved by your Professor.
- Assignments are to be submitted in the manner prescribed by your Professor. For example, some Professors require assignments to be submitted via hard copy while others will accept electronic attachments (via email and/or Blackboard Dropbox). Follow the submission instructions provided by your Professor for each assignment. Professors are NOT required to print off your papers or projects, etc. This is YOUR responsibility.
- Distance Education students must contact the DE department for testing instructions. This includes approved testing centres, proctors and specific program requirements. Please ensure you do this at the beginning of the semester to ensure you are aware of the process prior to test time.

## **Teamwork**

A significant amount of group work is required in this program. Individual students are expected to be full participants in, and contributors to, each group-based project/assignment within the program coursework.

Individual students who fail to meet this expectation, without documented extenuating circumstances may receive a failing grade in the project/assignment. Guidelines will be provided

outlining the requirements of group work by individual faculty members. Expectations will vary among faculty and students are expected to ask questions if they are not clear.

### **I ASKED ANOTHER STUDENT AND THEY SAID...**

Your professors are usually pretty clear on instructions for assignment and protocols – and stuff is posted by the office too. If you rely on asking your fellow student for information: You may be getting the wrong information. “When are the crew reports due? I think Friday!”. There is a good chance that’s wrong. Check the boards, your notes and then double check with a professor.

## **Grading**

In order to be successful in the Film Production Diploma program, you must not only obtain a minimum of 60% in each course (with the exception of FP 165 Photography, which is 50%), but also an overall average of 60% throughout the 12 course requirements (Certificate) or 24 course requirements (Diploma).

Course Evaluation and Grading Policy Ch5-s1-01 can be found on the [Academic Policies webpage](#).

## **Professionalism and In-class Behaviour**

- **Conduct yourself as a professional.** This includes your emails and interactions in the classroom and labs with faculty and classmates. Address your colleagues and teachers with respect both online and in-person.
- **Bring a drink or small snack to class if you need.** (Certain lab/shop environments prohibit this, so ask your professor if you are unsure). Dispose of your own garbage.
- **Turn off your cell phone in class.** If you must answer a call, leave the classroom quietly so you do not disturb the class. Tell your professor before class if you are expecting a call that you will have to answer.
- **Focus on what’s happening in class.** Talking to or distracting classmates while the professor is speaking is considered disrespectful and disruptive.
- **Arrive on time to class.** If you are late, enter the classroom as quietly and discreetly as possible. Some teachers require students to wait for a break to enter the class if they are late. If you need to leave the class early, try to leave at a break and explain to your professor why you need to leave.
- **Ask for help when you need it.** We have many supports available to all students to help them be successful.
- **Participate during the class.** Students are encouraged to pay attention, take notes, participate in classroom discussions and activities
- **Ask for permission before recording lectures.** Because of the disclosures that occur in many class discussions, professors have the ability to deny this request.

### **Additional expectations:**

- **You will be provided with an access (swipe) key.** This is programmed with your name. If you lose it, immediately contact security@confederationcollege.ca so that someone else doesn't attempt to gain access to the film areas. A new key will be generated and you will pick this up directly from the security area. Your film professors can't get you a new swipe key. [Go to security.](#) You will need to show your student card to obtain the new swipe key.
- **Check Blackboard frequently.** Announcements, notes, quizzes, video content, your latest marks and much more can be found on Blackboard.
- **Have reasonable expectations regarding email/telephone response times.** Messages sent at late hours or on weekends will not be responded to until appropriate working hours.
- **Leave clear messages.** When leaving messages for professors, always (and clearly) include your full name, contact information, and specific class, as well as your question or concern.
- **Taking care of the Film Equipment.** As you progress through the four semesters you gain more and more access to gear. We need to be sure you can be trusted, are proficient and reliable. Follow all the procedures and protocols.
- **Keep track of appointments.** If you schedule a meeting outside of class time with your professor, be sure to add it to your calendar and attend. If you cannot make an appointment, contact your professor beforehand to let him/her know you will not be showing up.
- **Shooting around the College.** There is no need to book hallways and open areas. You will need to request permission from the manager of most office areas, such as student success. There are specific procedures and protocols for shooting in certain areas, so be sure to adhere to these.

Be aware that some of these areas are common and can't be totally blocked off for your usage. This means controlling people and noise can be an issue.

- **Insurance requests.**

By having production meetings and discussing ways to mitigate risks with your professor, your shoot is automatically covered by the College's insurance policy for liability. Most locations will accept this, without having to go through the process of you having to obtain proof of insurance.

- **Know the start date and end date of each semester, as well as dates for any holidays or breaks.** (All relevant dates are identified in your SUCCI Student Handbook.) Early departure at the semester's end, early departure or late return at Student Success Week, or other scheduled vacation during the academic semester is not considered as an 'extraordinary circumstance.' You will NOT be granted permission to write tests or exams earlier or later to accommodate this.

## 5. Academic Policies

Students should familiarize themselves with the following College policies:

Charter of Students' Rights & Responsibilities: Ch5-s5-03

Course Evaluation and Grading Policy: Ch5-s1-01

Student Code of Conduct: Ch5-s5-02

Academic Integrity: Ch5-s5-01 (Sign-off Required, see page 14)

Use of Electronic Devices in Class: Ch5-s5-06

Academic Appeal Policy: Ch5-s1-02

**A complete list of Confederation College Policies and Procedures** can be found on the website, or accessed through the link below:

[Link to main Academic Policies and Procedures webpage](#)

# Academic Integrity

**Purpose:** Academic integrity is central to the mission of Confederation College. Commitment to academic integrity supports the mutual respect and learning that our community values. The Academic Integrity Policy and Procedure reflect these values.

**Scope:** Applies to all students and staff to guide behavior and support learning.

**Academic Integrity:** Having academic integrity means acting fairly and honestly when engaging in academic activities. By having and applying an Academic Integrity Policy and Procedure, Confederation College ensures graduates complete their studies fairly and honestly through hard work and dedication, and thus are well-prepared for their future careers.

**Definition of Academic Dishonesty:** A violation of academic integrity. Academic dishonesty takes the form of any kind of cheating in academic work, including taking credit for the work of others without crediting them, misrepresenting one's own work, fabricating information, and facilitating academic dishonesty by others.

Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism: representing the words or ideas of someone else as one's own including copy and pasting from internet, as well as failing to attribute any of the following: quotations, paraphrases, or borrowed information.
- Unauthorized use of artificial intelligence: utilizing AI and specifically foundational models to create writing, computer code, or images from minimal human prompting and presenting that work as one's own is an academic offense. There will be times when you are able to utilize generative artificial intelligence for productive and ethical academic use, but these instances will be guided and introduced by your faculty as part of your learning.
- Cheating: using or attempting to use unauthorized information or materials in any academic exercise; copying from one's own or someone else's work; representing someone else's work as one's own; or violating rules and policies governing examinations, such as bringing pre-written work into an in-class examination or talking during examination or accessing information via the internet.
- Fabrication: inventing or falsifying data, citations, or information.
- Facilitating academic dishonesty: intentionally helping or trying to help someone else commit an act of academic dishonesty.

**Consequences:** Violations may result in failing grades, suspension, or expulsion. Violation may also entail being recorded in the online tracking tool.

**Procedure for Students:**

- Read and become familiar with College policy and faculty expectations regarding academic integrity, as stated in the course outline.
- Seek clarification of principles and practices of academic integrity from the faculty and/or other academic resources, such as librarians, tutors, or the writing center, before completing assignments or attempting examinations.
- Cooperate with faculty if issues of Academic Dishonesty arise.

**Academic Integrity Sign-off**

Sign-off shows acknowledgment of your commitment to uphold academic integrity and understanding of the consequences for academic dishonesty, including specific examples provided.

I, \_\_\_\_\_ (print name), have read and understand the Academic Integrity information and policy contained in the Film Production program handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Resources and Support Services

### Writing Centre

<https://www.confederationcollege.ca/department/tutoring/writing-centre>

### Student Success Centre

<https://www.confederationcollege.ca/department/student-success-centre>

### Degree Works

<https://www.confederationcollege.ca/department/registration/degreeworks>

### Academic Date Calendar

<https://www.confederationcollege.ca/department/admissions/registration-services>

## 7. Contact Information

Program Coordinator: **Eric Weller**  
Ph: 807-473-3759      Email: [eric.weller@confederationcollege.ca](mailto:eric.weller@confederationcollege.ca)

Please refer to your timetable & Blackboard course sites for additional faculty and their contact information.

Student Success Advisor: **Shannon Maloney**  
Ph: 807-475-6388      Email: [Shannon.Maloney@confederationcollege.ca](mailto:Shannon.Maloney@confederationcollege.ca)

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