

**COMPASS
FILM
ACADEMY
CATALOG**

2009-2010

v. 4.1

a division of Compass Arts



COMPASSFILMACADEMY

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This catalog was revised on 8/01/2009 and its contents are in effect until April 30, 2010.

ABOUT COMPASS FILM ACADEMY

Introduction

Compass Film Academy is a faith-based institution situated in beautiful Grand Rapids, Michigan. Offering an education in the disciplines of the entertainment industry, emphasis is placed on the beauty and art of storytelling. Compass engages and challenges students in integrating knowledge, cutting-edge technology and hands-on experience. The programs and opportunities of the academy provide graduates the foundation to develop professionally, personally and meaningfully, with the goal to distinguish them by skill community and vocation.

Mission and Vision

Mission:

Compass provides God-gifted artists with the spiritual and creative tools needed to create experiential and culturally impacting stories.

Vision:

Our vision is that Compass Film Academy be internationally recognized for its spiritual values and mastery of superior filmmaking education.

History of Compass

Compass Film Academy originated as a production company under the name Compass Arts, a ministry that provided an integral voice of virtue in the public square. By producing broadcast campaigns, television specials, short films, and docudramas, the production team garnered 32 National Telly Awards and one Clio Award.

In 2000 the production team began teaching their skill to the next generation of media leaders, incorporating their successes by the process of vocational calling and authentic discipline.

Six years later, the academy launched an intensive, one-year film program designed to provide outstanding academic excellence in media arts. The program is taught by industry professionals who excel in their disciplines.

Graduates of the academy have gone on to work in various areas of the entertainment industry, including on productions for major feature films and episodic television programs and for top media companies.

Location

Compass Film Academy is located in Grand Rapids, a western Michigan city that sits along the whimsical Grand River. The area serves as a production mecca for on-location filming, with a wide variety of backdrops – urban centers, vast forests, rural farming and waterfront communities, Lake Michigan, abundant sports adventures, historical towns and unique architectural buildings all within a fifty-mile radius. The state of Michigan, affectionately called the “mitten,” is surrounded by the Great Lakes and boasts the world-renowned Mackinac Island as well as an international border with gateways to Canada.

Michigan offers one of the most aggressive film incentive packages in the nation, which annually attracts the Hollywood film industry to shoot inside its doors. Major films, such as Clint Eastwood’s *Gran Torino*, *Whip It* with Drew Barrymore, *All’s Fair in Love* starring Christina Ricci, *Gifted Hands: The Ben Carson Story* with Cuba Gooding Jr., and other notable features have been filmed in the state within the past two years. Many of Compass’ interns and alumni have had the opportunity to showcase their skills and to learn on sets from a diverse collection of the industry’s most talented artists, including, most recently, *The Chaos Experiment*, *Tug*, and *Cherry*, which were shot in Grand Rapids and the nearby cities of Holland and Kalamazoo.

Compass Film Academy Goals

Our goal is to prepare, enable and connect our students into the diversity of the entertainment industry and for them to view their daily work, lives and commitments with purpose, value, and clarity, and with ethical, multicultural and social responsibility, as aligned with the teachings of Jesus Christ.

Campus Life

Compass Film Academy fosters community by maintaining an environment conducive to creating, mentoring, and enabling the development of the whole student. Their studies and projects are conducted in a comfortable and personable atmosphere, cultivating teams and partnerships that allow them to become bonded within a strong and caring in-school network. The professional staff, faculty and industry advisors provide the educational development to build artistic, spiritual and vocational growth. We offer services, programs, understanding and availability to enhance each student’s social, emotional and physical well-being. Compass encourages its students to become healthy, responsible, educated and contributing members of their communities as we work together to understand, contribute and improve the world around us.

The Community

Board of Directors

Myron (Guy) Sawyer Jr., Chairman
Rick Eldridge
Jay Greer, Treasurer
Pete Hoekstra
Bill Huizenga, Secretary

Tyler Jackson
Rick Klaasen
Keri Lowe, President
Bill McKendry
Mike Wekall, Vice Chairman

Advisory Board

Annette Bourland
Carolyn Burns
Susan Campochiaro
Chris Delaney
Rick Eldridge
Evan Koons, ex-officio

Korey Pollard
Jon Sparrman
David Weiss
Ralph Winter

Faculty and Staff

Keri Lowe	President
Roger Schutter	Academic Dean
Jill Postma	Director of Finance and Administration
Cort Langeland	Exec. Producer & Instructor: Story, Screenwriting, Producers
Justin Godley	Marketing and Admissions Specialist
Evan Koons	Industry Relations Specialist and Instructor: Internship
Nancee Vander Heide	Admissions Representative
Philip Worfel	Student Services Coordinator & Instructor: Film History
Joshua Courtade	Instructor: Directing and Artistic Vocation
Diane Kowalski	Instructor: Production Design
Tom Greenberg	Instructor: Post-Production

Contact Information

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Grand Rapids, MI 49504

Phone: 616.458.4238
Fax: 616.458.4676

E-mail: contact@compassfilmacademy.com
Website: compassfilmacademy.com

ACADEMIC INFORMATION

Educational Objectives

CFA's primary educational objective is to train students in the art of filmmaking, giving them the creative tools needed to succeed in the industry.

The school's training is job oriented:

- CFA's faculty and advisory board is made up of industry professionals. This brings an essential industry perspective to the methodology of the school's instruction.
- The curriculum and instruction is project focused and hands-on. Through this approach, students learn and apply the process of production and the elements needed to be successful in the film industry.
- Rather than following a traditional vocational school model, Compass is instead modeled after a film production office; Resident Artists (graduates who have budding production companies) serve as guest speakers on their area of focus, and they involve students in their productions.
- Emphasis is placed on industry terms and protocols from the first day of class until graduation. Students are required to participate in an industry internship as part of that learning process.

Although CFA's program is "story-based" and the elements of story structure and script writing are foremost. Students are expected to minimally know, through demonstration, the basics of:

- Story
- Screenwriting
- Producing
- Lighting
- Camera set-up and framing
- Editing
- Sound acquisition and mixing
- Directing (all phases)
- Set Protocol
- Distribution

In addition to the basics, students must demonstrate an understanding of how each element impacts the storytelling process.

ENROLLMENT

Application Process

Compass Film Academy accepts applications from students who are eager to learn the process of filmmaking and who have a drive to implement the skills they develop.

Requirements for Application:

- Completed and signed application form
- Two (2) recommendation letters from professor (teacher), pastor, or employer that attests to the student's creative ability and character
- Application fee of \$25.00
- Proof of high school completion such as transcripts, copy of diploma or GED equivalent is required. Although encouraged, submission of college transcripts is optional and not required.
- Homeschooled applicants must submit a list of courses taken.
- ACT or SAT test scores (may be obtained from high school or directly from actstudent.org)
- A portfolio of the student's creative work related to film (video, scripts, storyboards, music, etc.) and non-film (photography, painting, poetry, building, sculpture, etc) work.
- An essay (500 – 700 words)
- All applicants are required to meet in person or via phone with a Compass Film Academy representative.

To request an application, call (616) 458-4238 or e-mail contact@compassfilmacademy.com. An application can also be found on the website at www.compassfilmacademy.com.

When all admission requirements have been satisfied, applicants will receive written notice of their program acceptance status. An admissions team reviews applications, and the applicant is notified of his/her acceptance status within four weeks of the completion of application requirements. Compass Film Academy reserves the right to change the application minimums and requirements at any time.

Transfer Credits from Other Institutions

Due to the nature of the Film and Video Production program, transfer credits from other colleges or schools are not accepted.

Transfer Credits to Other Institutions

Credits earned at Compass Film Academy are not universally transferable. Decisions concerning the acceptance of credits by any other institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits earned to any institution. Students considering continuing their education at, or transferring to, other institutions must not assume that credits earned at Compass Film Academy will be universally accepted by the receiving institution. An

institution's accreditation does not guarantee that credits earned at that institution will be accepted for transfer by any other institution. Students must contact the Registrar of the receiving institution to determine what credits, if any, that institution will accept.

Reenrollment Policy

If a student decides to discontinue enrollment, or Compass Film Academy dismisses the student, during the program's duration, he/she may apply for reenrollment at any time.

If more than 12 months have elapsed since last enrollment, the following policies will apply:

1. Complete a regular application for admission. A \$25 fee must accompany the application.
2. Tuition and fees will be charged at the current rate at the time of readmission. The student will be charged for any course that is repeated.

If less than 12 months have elapsed since last enrollment, the following steps apply:

1. The student must complete a re-admission form available from the Academy office. A \$5.00 re-enrollment fee must accompany the application prior to reentry in the class. The regular admission fee will not be charged.
2. The student will be notified in writing and may then join the group following the last course successfully completed. The student will be charged at the current rate for any course repeated.

A student who chooses to discontinue enrollment while not in good standing, as defined by the policies in this catalog, must be approved by the Academic Dean prior to applying for readmission. A copy of the acceptance letter will be sent to the registrar to document the conditions for the student's continued enrollment and financial aid eligibility.

*For a current academic calendar, including class dates, times and scheduled holidays, see Appendix A.

General Graduation Requirements

All students must complete all of the required classes or their equivalents in the Film and Video Production Program. The student must be in good academic standing with no less than a 1.7 grade point average in order to receive his or her diploma. A graduation fee of \$80 per student must be paid prior to graduation.

Disability Accommodations

Compass Film Academy will make reasonable accommodations for students with disabilities in compliance with section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. The purpose of accommodation is to provide equal access to educational opportunities to students with disabilities, and the school does not intend that academic standards be altered, or that essential elements of programs or courses be changed. Accommodations are granted on the basis of determined needs and documentation of disabilities.

FINANCIAL INFORMATION

Tuition and Fees 2009-2010

Tuition

Film and Video Production Program Total Tuition \$26,950

Application Fees and Deposits

An application fee of \$25 is required with the completed application. A deposit is required to reserve a seat in the classes upon acceptance into the program of your choice. In the event of applicant cancellation prior to the first day of class, the deposit will be refunded less a \$25 administration fee.

Application Fee (non-refundable) \$25

Film and Video Production Program Deposit (applied toward tuition)..... \$1,000

***Students “lock-in” to a tuition rate when they enter a program. However, if a student withdraws from the program and re-enters at a later date, he or she must pay the rate in effect for the current session. When there is a change in tuition rates, the lower tuition rates apply to students who retake a course due to a “leave of absence.”

Student Fees

A fee is assessed each of the three terms as follows:

First Term \$190 lab and curriculum fee

Second Term \$190 lab and activity fee

Graduation (assessed at beginning of second term) \$80 fee

Textbooks, Equipment, and Other Expenses

The textbooks, equipment, and software requirements for the Film and Video Production Program include a MacBook Pro laptop computer, video camera, software and various texts for reading and lab assignments. Exceptions apply if the student furnishes his or her own equipment that meets Academy standards. A list of specific items needed is provided to the accepted student. A facilitated class trip is optional to each student who remains in good standing. These trips take students into the heart of the media industry and may include Los Angeles, New York or Vancouver.

Macbook Pro and video camera (approx.) \$3,000

Books and software (approx.) \$1,000

Industry Trip (optional)..... \$2,500

Payment Policies

- Application Fee - due with submission of application. (\$25 regular application fee, \$150 for late submission of application; see date on application.)
- Remainder of tuition must be paid on or before the scheduled payment due dates or a \$30 late payment fee will be assessed to the student’s account.
- All other fees are due immediately on the first day of classes of the appropriate term.

- Students may pay in advance by cash or check. The student is responsible for any returned checks plus a NSF fee of \$30.
- If a student is employed by an organization that will pay the tuition and lab fee directly to Compass Film Academy, the employer must provide a voucher or letter of “intent to pay” for the program.
- Students who have not paid by the end of the program for which they are currently enrolled will receive notification of possible withdrawal from the program unless other arrangements have been made.
- Unpaid balances at class completion will require the withholding of the graduation certificate and suspension from enrolling in additional classes and/or programs.
- Transcripts and diploma will not be released until the student’s account is paid in full.

Payment Options

Financial Aid

Contact Compass Film Academy for financial aid information.

Employer Assistance

Students who work for organizations that reimburse employees for tuition costs must contact their employer directly. The student is responsible for completing and submitting all necessary paperwork for his or her employer’s tuition reimbursement in a timely manner and according to the employer’s processing requirements.

Students who provide notice that they will be receiving employer assistance will not be exempt from making tuition and fee payments. It is the student’s responsibility to make payments for all courses on time. A student will be exempt from making the payment if a voucher or letter of intent to pay from the student’s employer to Compass Film Academy is received two weeks prior to the start of the course.

Payment Plan

The payment plan available to students, or their parents, directly from Compass Film Academy is the ability to pay the tuition charges in two payments. The first payment is due ten days before the first term classes begin in September; the second payment is due during the first week of January prior to the start of the second term. This plan requires the appropriate deposit before the first day of classes.

***Payments are payable by cash or check to Compass Film Academy.

Refund of Tuition

All tuition and fees paid by the applicant shall be refunded if the applicant is denied by the school before enrollment. An application fee of not more than \$25.00 may be retained by the school if the applicant is denied. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All refunds shall be returned within 30 days. Once the three business days have elapsed, the following refund policy will apply:

Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled

orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Refund of tuition is based on the number of weeks, or days, the student has attended at the time the student is withdrawn, either by drop or termination, or when the student has notified the office that he or she is withdrawing. A student will be charged again for any portion of the program course that is retaken.

Cancellation/Termination by a student

If an applicant makes the decision to withdraw, because of the cancellation, a full refund is made to the student.

Cancellation/Termination by the school

A student may be suspended or dismissed from the program if he or she offends the rules of student conduct, is not meeting attendance requirements, and/or is not meeting satisfactory academic progress. Should either of these situations occur, the appropriate instructor(s) will meet with the student to rectify the situation, or to recommend dismissal or suspension. A recommendation for dismissal will be sent to the Academy Dean who will review and approve each suspension or dismissal. The student may appeal the decision if appropriate.

Tuition liability means the amount of tuition the student owes even if she/he withdraws or is terminated from class; and it is limited to the term during which the student withdrew or was terminated and any previous terms completed.

a. Tuition Liability – First Term (15 week terms): If termination occurs, the school may keep

Prior to or during the first week	0%
During the second week	20%
During the third week	40%
During the fourth week	60%
During the fifth week	80%
After the fifth week	100%

CFA Term Lengths

Fall – 15 weeks

Spring – 15 weeks

Summer – 12 weeks

b. Tuition Liability – Subsequent Terms (12-15 weeks):

Prior to the first week	0%
During the first week	20%
During the second week	40%
During the third week	60%
During the fourth week	80%
After the fourth week	100%

c. Tuition Liability – Terms of Shorter Duration: May Term, J-Term, or Internship

Prior to the first day	0%
After the first day	100%

Only tuition is refundable; industry trip expenses will not be refunded upon cancellation. Tuition refunds will be processed within 30 days of last day of attendance (LDA).

ACADEMIC PROGRAM

FILM AND VIDEO PRODUCTION

The Film and Video Production Program is designed for people who are passionate about filmmaking and who have a strong desire to become involved in the film industry. This program provides an extensive study of the film industry covering pre-production, production, and post-production. Compass Film Academy has a selective and competitive recruiting policy for its Film and Video Production Program. A maximum of 30 students are accepted into a program session at a time.

Currently, classes begin in September and end the following August. While the internship period may last for several months following that. Students should be prepared for travel and living expenses to fulfill an internship.

Program Objectives:

Graduates from the Film and Video Production Program will demonstrate the ability to:

1. Understand the filmmaking process from concept to creation to distribution and exhibition.
2. Function as contributing members of any production team.
3. Understand the relationship of Filmmaking (communication) and Culture.
4. Build key relationships with members of the class and any filmmakers students come in contact with during class.
5. Understand the basic requirements of each of the primary department heads (Executive Producer, UPM, Director, 1st AD, DP, Gaffer, Field Sound, Art Design, Key Grip) required for filmmaking.

The school provides the student with the necessary competencies for employment. First, by understanding the film production elements, second by practicing the elements. These competencies are what are listed in each class syllabus as Goals and Objectives.

The expected level of competency, from an industry prospective, is "entry level." From a general production standpoint, students are a higher level, dependent on the students' choice of specialty and the number of practical experiences/internships they have had during their matriculation.

Film and Video Production Program Clock Hours and Duration

Compass Courses in alphabetic order	Clock Hours	Week Duration
ARTISTIC VOCATION I	30	15
ARTISTIC VOCATION II	15	15
ARTISTIC VOCATION III	10	9
CINEMATOGRAPHY	75	15
CREATIVE COMMUNICATION	15	12
DIRECTING	75	15
FILM HISTORY	65	15
FILM PRODUCTION A-Z	73	15
POST I (EDITING)	75	15
POST II (FINISHING)	60	15
PRODUCER I	75	15
PRODUCER II	45	15
PRODUCTION DESIGN	50	15
SCREENWRITING I	68	15
SCREENWRITING II	45	15
STORY STRUCTURE	81	15
THESIS, LECTURES & PROTOCOL	240	12
INTERNSHIP	135	6+
TOTAL PROGRAM HOURS	1232	

Coursework Requirements

All students are required to complete all courses offered.

Instructional time of 50 – 60 minutes is equal to 1 Clock Hour.

Course Descriptions

Compass is a 14-month program, consisting of three terms of classes starting the first week of September and ending in August (Fall, Winter, Summer), and then is followed by an Internship term. All students are required to own an Apple Macbook Pro computer with Final Cut Pro Studio software. Their video camera must be able to interface with the editing software and have manual controls needed for other classes.

FP-100 Film Production A to Z

73 clock hours / 4 credit hours

This survey course presents, through lecture and hands-on experiences, elements involved in the making of a film (digital or film-based). Topics covered include: strategic conception, creative, pre-production, production, post-production, and basic distribution. Elements covered include the connectivity between the elements of filmmaking and the roles and skill sets needed. Students will take an active part in a guided professional shoot and also develop and produce their own short film. Students will demonstrate the ability to understand the dynamics in the creation and performance areas of filmmaking.

ST-100 Story Structure

81 clock hours / 4.5 credit hours

Students will learn the fundamentals of creating and telling a story on film. The instructor covers story structure, character development, theme and moral argument, character archetypes, character desire and action. The role of conflict in story, basic screenplay formatting, and short film development is also addressed. Students will meet regularly with the instructor for 30-minute consulting sessions outside of class. Students will demonstrate the ability to concept and write two short films, and apply class content to script analysis.

AV-100 Artistic Vocation I

30 clock hours / 2 credit hours

This is a seminar discussion-based class exploring the meaning, purpose, and spirituality of being an Artist. The class will cover common misconceptions of art in the modern world; the meaning of co-creation; the meaning of vocation, why vocation it is applicable to the arts, the communal nature of the art of film; the responsibilities and temptations in the life of the artist, and why it is important for the artist to view his work through the lens of vocation. Students will demonstrate an introductory knowledge of the theological and philosophical basis of being an artist and filmmaker in the modern world.

PD-100 Producers I

75 clock hours / 4 credit hours

This class will cover the stages of production, the role of producer, official production paperwork, schedules, call sheets, crew positions, crew agreements, releases, budgets, and (how and why to use them). Students will gain exposure to the relationships between different film departments. They will demonstrate the ability to budget a film, break down a script, and communicate a general understanding of the production process.

CM-100 Creative Communications

15 clock hours / 1 credit hour

This course is designed to provide both theory and application of the basic communication skill sets necessary to become an effective and contributing member of a production team from creative conception through final distribution.

DR-100 Film History**65 clock hours / 3.5 credit hours**

It is critical for individuals interested in the art of filmmaking to understand where the medium of film has been. Despite its relatively short history, filmmaking has undergone myriad trends, movements, innovations and functions. An understanding of how film and the industry have evolved will give the student a clearer vision of what has come before and where they may want to go. Students will watch a variety of films outside of class and then write about them using the analysis principles that they learn in Story Structure (ST-100). Students will demonstrate the understanding of different eras of film, including the key films, moments, and personages that define those eras.

PP-100 Post Production I – Basic Editing**70 clock hours / 4 credit hours**

Students must have an Apple Laptop with Final Cut Pro Studio II.

This course is aimed at showing students basic and advanced functions of their Apple computers and Final Cut Pro Studio. Beginning with basic software organization (including the Mac OS, QuickTime Pro, and multiple QuickTime formats) the course will primarily focus mainly on Final Cut Pro Studio, including basic functions, tips and techniques, special effects, importing and exporting films, and keyboard shortcuts. Procedures will include: workflow, editing and syncing sound with film clips, and the general organization of project files. Students will demonstrate the ability to understand and explain the editing process workflow.

AV-200 Artistic Vocation II**15 clock hours / 1 credit hour**

Students will practice the discipline outlined by the book The Artist's Way, completing the required daily journaling and discussing the impact on their work and view of art and film during the class time. The class is a discussion-based format and is facilitated by the instructor. Students will demonstrate the ability to discuss their art and vocational goals, as well as begin the process of peer mentoring and support.

ST-200 Screenwriting I**68 clock hours / 4 credit hours**

The course will include a deeper study of the principles in Story Structure (ST-100), scene and construction, visual symbolism, subtext, levels of antagonism, and screenplay formatting. Students will begin conceiving a feature-length script, and will write a treatment of that script. Students will write a short film for consideration for a summer thesis production. Further story consulting opportunities will take place in class. Students will meet regularly with an instructor for 30-minute script consulting meetings. Students will demonstrate the ability to write a short film, discuss and apply a deeper understanding of story, and write script coverage.

PD-200 Producers II**45 clock hours / 3 credit hours**

Students will cover the creative, legal, financial, and development processes a producer must undertake in order to produce an independent feature. Students will demonstrate the creation of a pitch packet, and the knowledge of where and when to hire professionals for legal and business decisions in independent filmmaking.

DR-200 Directing**75 clock hours / 4 credit hours**

Using case studies and group experiences, the course covers the roles and responsibilities of the director, particularly the director's relationship to the camera, the acting talent, and the crew of a production as part of the storytelling process during pre-production, production, and post-production. Students will demonstrate the ability to pre-visualize a script for shooting, work with actors, and understand the role of the director.

DP-100 Cinematography - DP and Light**75 clock hours / 4 credit hours***Students must have a controllable camera for this class.*

Through lecture and hands-on experience this course will give the student a more complete understanding with the theory and practice of classical cinematography. Elements include: understanding lens, depth of field, zone shooting, framing, basic and advanced lighting techniques and theory, on-set relationships, and HD/HDV acquisition. Students will demonstrate the ability to understand and explain the impact of focal length of lenses, both scientifically and creatively, plus the relationships of the camera team to the director, gaffer, and production designer.

DS-100 Production Design**50 clock hours / 2.5 credit hours**

This class will help students become more aware of the work of a production designer and role of art direction in films, as well as develop some of the basic skills needed to work in a production art department. Students will learn the importance of production design as it relates to each aspect of production consistent with creating the overall look and feel of a film. Components include lecture, viewing of various genres of films, and in-class exercises to help understand the importance of production design in any budget of film. The class will cover the different positions within the art department, preproduction through on-set workflow, a brief history of art, and an understanding of props vs. set dressing. Students will demonstrate knowledge of the art department structure and its interface with other departments.

PP-200 Post Production II – Finishing**60 clock hours / 3 credit hours**

This continuation of Post Production I (PP-100) provides an overview as well as some in-depth information and training in various disciplines of post-production. Areas to be covered include positions, work flow, developing and transferring, SFX, fixing continuity, color correction, and sound design elements and process. This course will cover this material through lecture, examples, and student projects and include hands-on experience at a professional sound post-production facility. Students will demonstrate the ability to understand the practical implications of continuity, correction in post, and basic sound design.

IND-200 Industry Intensive Trip**0 credit**

(This course is optional. Students may participate for an additional fee. Participation in this course is not related to granting a diploma.)

Students who have successfully completed the first two trimesters will be allowed to elect and participate in an industry trip to LA or another major national market. At destination students may meet with past graduates, and other industry professionals, companies offering internships, and members of CFA's Advisory Board, Act One, Hollywood Connect, and/or other faith-based organizations. This experience also includes touring production facilities and studios, and if LA, a taste for the Hollywood atmosphere and on-location educational experiences.

AV-300 Artistic Vocation III**10 clock hours / .5 credit**

Working under a mentor, the students are teamed and given general research topics relating to art and/or vocation and its application to daily life. These student teams will then be scheduled weekly to lead a one-hour presentation and discussion of the topic in class. Students will demonstrate the ability to present and debate topics relating to art and vocation.

ST-300 Screenwriting II**45 clock hours / 2 credits**

As a continuation of Screenwriting I (ST-200) students will move from to writing a full-length feature screenplay, implementing the principles learned in Story Structure and Screenwriting I into the screenplay. Students will demonstrate the ability to write a draft of a feature length screenplay as well as create a pitch packet for promotion of that screenplay.

ST-350.1 & .2 Thesis Project**216 clock hours / 8.5 credits**

Participating students will be divided into teams consisting of a producer, director, 1st AD, DP, and art designer. Each team will be given a script (from Screenwriting I) as well as seed money to help produce it according to the concepts and standards established during the preceding year. In addition to producing this project, students also will be involved in a variety of Seminars (during the first two weeks of June and one every other week until the project is finished in August. As part of the experience, the individual producers are to coordinate their efforts during production, including sharing team members when possible and planning and holding an end of class premiere for all the projects. Students will demonstrate, as a team, the ability to manage a budget and produce a high quality, ready to distribute production with the required elements.

ST-350.3 Lectures and Protocol**24 clock hours / 1.5 credit hours**

Other items will be covered during the third term but will be covered as required seminars as they normally are a day or two long but do address production and protocol concerns students need for being successful in the industry.

SI-400 Seminar/Internship**minimum of 135 clock hours**

As part of the program, students are not considered finished with the full-year program until they have taken part in an internship(s) equaling a minimum of 135 clock hours. Part of those hours will be spent in review and discussion of faith principles and internship experience with the school's Industry Relations Specialist. The majority of time, however, will be spent interning with a production company and working closely with the company's onsite internship supervisor.

The internships are scheduled after completion of the Thesis

Seminar workshops included in internship term:

- Vocation calling
- Internship experience and recall
- Spiritual growth
- Emotional well-being
- Intern Q & A

The goal of the Seminar/Internship course is to provide students with on-the-job experience, so they can understand and demonstrate problem-solving skills, networking skills and technical proficiencies learned at Compass and build a career in the film and video profession.

Endorsement Policy

CFA Endorsement Policy (Excellence Award): Competition vs. Endorsement

(Professionalism, motivation, and general attitude are as much a requirement for success within the film industry as is general and specific talent. Because of that, CFA developed and enforces this Policy.)

It is the goal of Compass Film Academy to help each student realize his or her full potential as a child of God. The Compass staff believes that each student has the ability to succeed. However, success is not only measured in the grades the student receives, but how the student handles their responsibilities in everyday interactions. Therefore, the school's faculty and staff will determine which graduates receive a CFA Recognition of Excellence and Merit Award attesting to the graduate's overall professionalism, motivation, and attitude.

ACADEMIC POLICIES

Discipleship and Training Model

The teaching method follows a discipleship and training model, rather than the more rigid and structured model of most academic institutions. As such, we extend our trust to the students and expect a healthy sense of personal responsibility from them. Students are mentored in the power of media arts as well as apprenticed in film and media production. This relaxed structure allows them to be brought inside actual creative sessions in an exciting "boundary-less" environment.

Satisfactory Progress

Students are continually evaluated throughout each term to assure that they are making satisfactory progress in each class. Students meet regularly with the Student Services Coordinator. The school sends grades out at the close of each term. This allows faculty the ability to monitor the progress of each individual student and gives students the feedback of how they are progressing in class. Students must maintain a cumulative 1.7 grade point average to progress to the next term. All program requirements must be completed within 150% of the normal timeframe required to complete the program.

Academic Probation and Dismissal

A student may be placed on probation and/or dismissed from the program if he or she offends the stated rules of conduct, is not meeting attendance requirements, and/or is not meeting satisfactory academic progress.

Although instructors and the Student Services Coordinator monitor student progress, with the intent of preventing or remediating at-risk students, the Academic Dean reviews each student's progress at the end of each term. Any student who does not earn the minimum

cumulative GPA of 1.7 by the end a term will be placed on academic probation for the following term. Evaluation of the student will be completed at the end of the probationary period, which is one term.

If a student is placed on probation due to student attendance, grading or moral misconduct the Student Services Coordinator will request a meeting with the student to explain the ramifications and process of probation, which includes ineligibility for industry trips or internships; and should the student not improve by the end of the next term, the student must meet with the Academic Dean. At that time the student's probation may be extended or the student may be dismissed from the program.

MORAL MISCONDUCT: *A student is expected to conduct him/herself in accordance with federal, state and local laws. Any act of serious misconduct by the student, including (but not limited to) an act of dishonesty, theft or misappropriation of Compass property, moral turpitude, insubordination, or any act injuring, abusing, or endangering others is prohibited.*

Drugs and Alcohol and Smoking

Smoking is strictly prohibited in Compass Film Academy offices and directly outside its main doors. Possession or use of alcohol or controlled substances (drugs) while on the premises of Compass Film Academy is prohibited.

Attendance/Tardiness Policy

Students are allowed one excused absence for each class. Industry standards require crew members to be on time and on task. Compass Film Academy expects the same. Part of each student's grade is based on attendance, classroom participation, and completion of assigned work. (See Grading System section.) Each of these areas has grading communicated in the syllabus and on the first day of class. Attendance will count for 50% in an individual course. Tardy assignments and work not made up from excused absences are calculated in this formula.

Make-Up Assignments

Make-up assignments are determined by the instructor. In their assignments, students must demonstrate that they have interacted with and applied the theories and concepts for each class missed. These assignments do not void absences, but are intended to enable the student to meet course objectives.

Students with excused or unexcused absences must meet with the instructor(s) involved in the absence period, at which time the student and instructor will determine the most appropriate way of compensating for the missed classroom time. This meeting must be arranged by the student before the next scheduled class period with all "make up work" being completed within one week of that meeting. The Student Services Coordinator will be notified of such situations and may, at his discretion, attend the scheduled meeting and in either case will follow up with the instructor and student as to the progress toward completing the make up work or other remediation.

In the make-up assignments, students must demonstrate that they have interacted with and applied the theories and concepts for each class missed. These assignments do not void absences, but are intended to enable the student to meet course objectives.

Leave of Absence

A request for an approved Leave of Absence must be submitted in writing to and approved by the designated the Academic Dean or school official. An approved Leave of Absence may not exceed 180 days. A student on a Leave of Absence is considered by the School as enrolled and in good standing. No charges or fees are assessed during an authorized Leave of Absence. The cumulative days for all Leave of Absences must not exceed 180 days in a twelve-month period.

Grading System

Compass Film Academy uses the alpha grading system in which the alpha grades are given numerical weight for the purpose of determining grade point averages. The grades and numerical weights are as follows:

A = 4.00	B- = 2.70	D+ = 1.30
A- = 3.70	C+ = 2.30	D = 1.00
B+ = 3.30	C = 2.00	D- = 0.70
B = 3.00	C- = 1.70	F = 0.00

A – Indicates superior quality work

B – Indicates above average work

C – Indicates satisfactory or average work

D – Indicates passing but below average work

F – Indicates unsatisfactory work. No credit is given, but the number of hours is included when computing grade point average.

W– Indicates that the student withdrew from the program after the second class of a course.

I – Indicates a temporary grade given for work that is passing in quality but lacking in quantity to meet course objectives, not for unsatisfactory work or failure to submit work through negligence.

Incomplete Grade

An incomplete grade may be assigned by the instructor only if a student is unable to complete his/her work due to illness or other physical impairment or other unavoidable circumstances, and if the student has done satisfactory work in the course and, in the instructor's opinion, can complete the work in a satisfactory manner. The student is responsible to initiate the process for securing permission to receive an incomplete by contacting the instructor. For each "I", the instructor informs the student of the specific work to be completed and requires a scheduled completion date. If the incomplete work is not finished and submitted in the time specified by the instructor or within three weeks of the end of class, the "I" grade is converted to an "F" or the letter grade specified at the time the "I" was first given.

Academy Instructors use the following percentages in determining student grades:

Attendance - 50%

Combined projects - 25% (includes a general project for 10% and a semester project for 15%)

General exams and papers - 10%

Instructional final exam - 10%

Daily participation - 5%

STUDENT INFORMATION

CFA's Student Services

Housing – The Student Services Coordinator helps out-of-area students connect with others looking for housing and roommates by providing them with information on various housing options in the Grand Rapids area.

Orientation Day – This day focuses on the idea of community and is designed to introduce incoming students to one another and the Compass faculty and staff. There are formal and informal sessions held throughout the day to give information about life as a student at Compass Film Academy.

Special Lectureships – The Compass lectureships are special lectures and interactions with theologians, producers, directors, actors, writers and other industry professionals of local, regional and national renown to encourage and enhance various Compass courses and Christian attitudes and values.

Career Development – Compass's Industry Relations Specialist aids and facilitates students by meeting with them throughout the semester to determine individual skill sets and career goals. Career development may be suspended in the event that the student's financial commitments are determined to be delinquent and/or in default.

Employment Assistance – Employment assistance is available to current Compass Film Academy students and alumni. Services available include resume assistance, advice regarding job seeking, interviewing, self-presentation skills, concept pitching, and internship assignment. While these services are available to students and alumni, job placement is not guaranteed. Employment Assistance may be suspended in the event that the student's financial commitments are determined to be delinquent and/or in default.

CFA's mission is to provide individuals with the tools to acquire meaningful life work. The Industry Relations Specialist functions as a bridge between the classroom and work. CFA offers career advising for students and alumni. Job opportunities are posted through the web site and through the Student Services office.

Resident Artists – CFA is proud to support the film community by providing a number of work areas for our alumni Resident Artists. These professional, creative individuals work alongside our faculty as instructors in their field of expertise, and they also own and operate growing, entrepreneurial businesses. Since their offices are located within CFA, Resident Artists interact with the current student body. They give matriculating students the opportunity to work with and be mentored by men and women who are professionals in the film industry.

General Development – CFA has numerous resources that aid in the general development of the student body. Some of these resources include:

- The 24 Hour Film Festival – facilitated by the CFA Alumni Board and open to the entire filmmaking community. This competition takes place once every year giving students an inside look at this high-energy festival.
- Writers' Room – a writers' room for students and area screenwriters. Writers' workshop their current work in roundtable discussions that act as a sounding board for ideas.
- Light Clubs – CFA provides information regarding extra-curricular filmmaking groups that focus on cinematography and lighting.

Compass Film Academy's benefits do not end with graduation. Our internship program places students on feature films. While working on these projects, the school encourages the students to display a humble demeanor and a rock-solid work ethic that impresses the professionals with whom the interns work and sets CFA students apart from those of other schools. By displaying their impressive technical knowledge and a willingness to serve, CFA interns have cultivated highly respected reputations with professional mentors, often providing the solid foundation for a successful launch into the industry. Other post graduate opportunities include the Resident Artist positions, available to select individuals, for guiding alumni through the process of starting up a small business or working freelance.

Academy Facilities

Parking – Free parking is provided to the south of the Academy entrance in the parking lot on the north side of Fourth Street. Additional parking is available to the north of the Academy entrance, across the cul-de-sac on Fifth Street.

Resource Area – Students interested in learning more can visit Compass Film Academy's resource area for movies, books, and scripts. Students have the opportunity to check-out DVDs, scripts, and books.

Computers and Wireless Network – Wireless network service is available in all areas of the Academy, plus students may use available Mac computers. Contact the office for the wireless code. Computer use is limited by availability and current class schedule; contact an instructor for further information.

Equipment Usage – All equipment is kept in-house and is available for matriculating students. Students who wish to use this service must fill out an equipment-use form available from the Student Services Coordinator.

Copier and Printer – A network printer is available for student use in printing and copying. A user code will be assigned to each student for use with the printer and copier. A charge of 10 cents per page will be assessed to the student's account for printer/copier use. Please contact the office for assistance using the copier.

Breakroom/Kitchen – Students have access to the Academy's breakroom/kitchen facilities. Students may use the dishes in the kitchen but are required to clean up after themselves. Washed dishes are placed in the drying rack when you are finished! A refrigerator is available for use. Please discard any old food or beverages.

Vending Machines – A soda vending machine stocked with Coca-Cola products, water, and juice is located in the kitchen area. A snack vending machine is also available. Empty pop cans must be disposed of in the large brown boxes in the break room area.

Trash and Recycle – Trash bins, paper and can recycle containers are located in the kitchen/breakroom facilities. Be sure to put trash and empty cans in the proper places.

Class Hours

Classes currently meet Monday through Friday, 9:00 a.m. until 2:00 p.m. Class hours are subject to change at the discretion of the school.

School Cancellations

In case of inclement weather, cancellations will be posted on the local news T.V. stations. Classes will be cancelled if a tornado watch or warning goes into effect within one (1) hour of the start of class.

Complaint Policy

Compass Film Academy recognizes that from time to time differences may occur between students and instructors or other staff members and encourages students to first attempt to resolve the situation informally with staff. Should resolution of the situation not occur to the student's satisfaction, the student may file a written complaint detailing the offense or concern with the Student Services Coordinator. The Student Services Coordinator will then attempt to resolve the situation between the student and staff as soon as possible, not exceeding ten (10) business days. If the student is not satisfied with the resolution at that time, an appeal may be filed with the Academic Dean who will respond to the student within five (5) business days.

Complaint forms are available in the mailboxes directly outside of the Student Services Coordinator's office. Students are encouraged to make and keep copies of any complaint forms filed or documentation as related to the incident.

Student Complaint / Grievance Procedure

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges of Technology
2101 Wilson Blvd. Suite 302, Arlington, VA 22201; (703) 247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting Phil Worfel, Student Service Coordinator, or Jill Postma, Director of Finance and Administration.

APPENDIX A

Tentative **Academic Calendar and Important Dates**

Film and Video Production Program 2009-2010

Fall Term Payment Due on or before	Friday, August 21, 2009
Orientation Day	Tuesday, September 1, 2009
Fall Term Classes Begin	Wednesday, September 2, 2009
Labor Day – No Classes	Monday, September 7, 2009
Thanksgiving Break	Monday – Friday, November 23 – 27, 2009
Fall Term Ends	Friday, December 11, 2009
Holiday Break	Monday, December 14, 2009 – Friday, January 8, 2010
Spring Term Payment Due	Monday, January 4, 2010
Spring Term Classes Begin	Monday, January 11, 2010
Spring Break	Monday – Friday, March 8 – 12, 2010
Spring Term Ends	Friday, April 23, 2010
Term Break and Interim Term	Monday, April 26 – Friday, May 14, 2010
Summer Term Begins	Monday, May 17, 2010
Memorial Day – No Classes	Monday, May 31, 2010
Independence Day Break	Monday, July 5, 2010
Summer Term Ends	Friday, August 6, 2010
Screening & Graduation Event	TBD – tentatively set for week of August 9, 2010

(Dates subject to change without notice.)