

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 125 SECTION #1129**  
**FALL 2014 SYLLABUS**

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**INSTRUCTOR:** Laura Peterson;

**CLASS DAYS:** TUESDAY AND THURSDAY

**8 WEEKS OCT 28 TO DEC 16, 2014**

**NO CLASS TUE NOV 11 VETERAN'S DAY & THUR NOV 27 THANKSGIVING**

**CLASS TIME:** 8:00 AM TO 3:25 PM; Lunch 45 Minutes

**LOCATION:** ATA 218

**Office Hours:** Wednesday 3:00pm -5:00pm or by appointment

**Contact:** [FilmTVStageProduction@gmail.com](mailto:FilmTVStageProduction@gmail.com) Phone 213-255-5084

**PREREQUISITES:** A passing grade of C or better in Film Production 100 Introduction to Motion Picture/Television Production Crafts

**OVERVIEW:** Welcome to the Motion Picture, Television Editing class! You are about to embark on an exciting journey of learning and discovery into the processes and crafts utilized by working professionals in the entertainment industry today. The purpose of this class is to provide you with a hands-on overview of the responsibilities of an apprentice editor. In addition, the class will teach you the basic skills, terminology, safety protocols and work habits common to editors.

**GOALS:** This course familiarizes students with the editing room process and gives them hands on experience with the tools and programs used in a contemporary editing room. Topics to be covered will be: 1. The role editing plays in the film making process. 2. Overview of other production departments and how they relate and work directly with Editorial. 3. How to set up an editing room. 4. Basic office skills needed to work in an editing room. 5. Basic identification of all equipment & accessories. 6. Intro. to 35mm film editing. 7. Intro. to Final Cut Pro. editing 8. Intro. to AVID media composer editing. 9. How to network to find a job. 10. How to make a good impression in an editing room, dress code, chain of command, and time management.

**STUDENT LEARNING OUTCOMES:**

- Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- Apply technological principals in the use of editing equipment.
- Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods include lecture, class discussion, small group work, project creation, electronic discussion, and group productions.

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**GRADING:** This is a hands-on class. As such, a portion of your grade will be based on your active participation in class discussions and activities. You cannot participate if you are late or absent so repeated tardiness or absenteeism will count against you. In addition, there will be one mid-term and a final as well as several homework assignments. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests, Homework & Assessments
50 %	50% Midterm 20% Final 20% Homework 10%

**STUDENT OBJECTIVES:**

Successful students will learn how to perform the following job functions:

1. Student will be able order all materials and equipment and work with outside vendors to get the equipment installed to set up a cutting room.
2. Student will be able to demonstrate proper cutting room etiquette—such as proper attire, awareness of individual personalities, efficient handling of phone calls and visitors, and personal time management.
3. Student will be able to process film and sound for transfer to digital format.
4. Student will be able to understand the process of Logging and Capturing media into a digital editing program and how it is then organized for an editor to begin cutting.
5. Student will be able to understand the relationship between picture editing dept., sound editing dept., music editing dept., and visual effects dept., and to help communicate changes in how the picture is edited to these other departments.
6. Student will be able to understand how a preview print is created from a digital program and how to help the assistants assemble this smoothly.
7. Student will practice comparing two images to check that they are not different in anyway.
8. Student will learn how to expedite delivery of editorial elements to outside vendors, the importance of protecting such elements, and the basics of transporting editorial elements in a safe and timely manner.
9. Student will be able to perform basic office duties of copying, faxing, emailing, and phone skills.

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10. Student will learn how to create a inventory of all the material and equipment ordered for or created by the editing room during the project and how to get it stored, delivered, or returned safely.

## **Class Policies**

### **Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. **Excessive absenteeism will lower your grade, as well as walking in and out of class.**

3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or missing more than 2 classes.

### **Walking In and Out of Class**

Before you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify us in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

### **Preparedness**

You are expected to arrive on time. You will come to each class session prepared. You will have your notebook, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments.

### **Cell Phones, iPods, etc.**

Turn them off and put them away when class begins! Talking and texting on cell phones not only distracts you, but it is extremely dangerous as much of the instruction is hands on, in the shop, on the stage, and you are on your feet. You need to be attentive to all around you – cell phones are a distraction for instructors and your peers. Distractions interrupt/disrupt the class and we will not tolerate interruptions. **You will be asked to leave if this occurs.**

### **Contacting Us**

E-mail is the best and quickest way to contact us- [filmtvstageproduction@gmail.com](mailto:filmtvstageproduction@gmail.com) Thanks to modern technology, our e-mail is linked to our phones. Therefore, excuses such as, "I tried to contact you but (fill in the blank)" will not work. **If you have a problem, do not let it snowball. Contact us immediately.** Students are expected to ask questions and obtain help from instructors via email and/or during office hours.

**For more information refer to the attached link:**

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[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

**College Policies:**

Please note, this is a hands-on class that reflects real-world working conditions. Enrollment may be limited due to health and safety considerations, as well as the constraints of regional planning or legal requirements imposed by statutes, regulations or contracts. Enrollment may also be limited to students meeting prerequisites and co-requisites and established pursuant to Title 5, sections 55200 and Board Rule 8605.

**Academic Integrity (Plagiarism)**

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

**Student Conduct**

As a student at West Los Angeles College, you are expected to have read and abide by the Student Code of Conduct. In addition, as a member of this class you are committing to following the Motion Picture Television & Stagecraft Production (MPTP) program codes of conduct. These include fundamental aspects of professionalism such as showing up on time, dressing appropriately, maintaining proper decorum and observing all safety and operational protocols as outlined in the MPTP code of conduct. Failure to observe these codes may result in immediate exclusion from class activities and possible suspension &/or expulsion from the course and – in the case of serious infractions - from the college itself. Please refer to the Motion Picture, Television and Stage Production Crafts Policies and Procedures for details specific to this class.

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

**Recording Devices**

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. This includes cell phones. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

**For more information refer to the attached link:**

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**Campus Resources:**

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with us and check out some of the campus resources available to you.

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in Student Services Building (SSB 320), phone number 310-287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

**FINAL THOUGHTS:** Remember, the purpose of this class is to introduce you to the professional skills and practices common to the entertainment industry. We will make every effort to make the classes engaging, informative and relevant. For your part, the single most important concept you should take away from this class is the critical importance of showing up on time with a professional attitude (i.e., you are focused and ready to participate.) If you can do this, you are well on your way to establishing your career potential in this exciting field.

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**Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 125 Fall 2014 Course Syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:

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