

FILM/TV PRODUCTION 100 – SECTION #7603  
Introduction to Motion Picture, Television and Stage Crafts  
SPRING 2015 SYLLABUS

**INSTRUCTOR: Betty Goldberg**

**CLASS DAYS: MONDAY ONLY**

**CLASS DATES: JAN 26, FEB 2, 23, MAR 2, 9, 16, APR 13, 20, 27, MAY 4, 11, 18, JUN 1**

**CLASS TIME: 3:30 PM TO 6:25 PM;**

**LOCATION: CULVER CITY HIGH SCHOOL**

**Office Hours: Monday 3:00pm – 3:30pm or by appointment**

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

**OVERVIEW:** Welcome to Introduction to Motion Picture, Television & Stage Crafts! You are about to embark on an exciting journey of learning and discovery into the world of the entertainment industry crafts. The purpose of this class is to provide you with an overview of the entertainment industry as a whole, but to specifically introduce you to the crafts.

**GOALS:** The goal of this class is to provide you with a complete understanding of the numerous processes involved in motion picture, television and stage production, emphasizing the four phases of production as well as the specific skills (required of) craft professionals who participate in this industry.

At the completion of this class, students who are interested in pursuing a career in the industry will be able to make a fully informed decision about which industry craft (if any) is best suited for them and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

**STUDENT LEARNING OUTCOMES:**

Critical Thinking: Apply Motion Picture, Stage and Television structure to personal life planning and responsibilities.

Communication: Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.

Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

Technical Competence: To understand all aspects of the production of a film, television show or stage performance from script-to-screen; pre-production to post production. Utilize the appropriate technology effectively for informational, personal, and professional needs.

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Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**GRADING:** Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. 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 homework, quizzes, a mid-term and a final. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests and Homework
50%	50% Midterm 15%, Final 15%, Homework/Quizzes 20%

**SCHEDULE & FORMAT:** The class will consist of several 'modules;' most of these modules will occupy a full class period; some may require more than one. Modules within modules, e.g., Life Skills, will be interwoven, centric to the topics being covered. The general topics for these modules are listed below (they may or may not be taught in the order listed and the dates may shift pending guest speakers):

**UNIT 1 – Jan 26**

Class rules and regulations/schedule/requirements

What is it? To make 'film'?

'Getting to Know' you

Story telling to still photo imagery to moving pictures

Why this industry? Unions/Locals/Guilds – member organizations

Focus on crafts

Four Phases of production/'above' and 'below'-the-line/factory on wheels

'Script' deconstruction – *out-of-order* and reconstruction – *in-order*; written to visual

Brief description to a Martian of how a project is made

HOMEWORK: Find out about the song Getting to Know you and it's iconic lyricist and composer. Take student questionnaires home. EC

**UNIT 2 – Feb 2**

Begin and complete DEVELOPMENT: who, what, where, when, why, how and GOAL.

Begin PRE-PRODUCTION: who, what, where, when, why, how and GOAL.

Distribute film or television scripts

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Instruct 'script' format, *scene numbering/lexicon*  
Begin 'breakdowns and schedules'; departmental and production  
Location,, Day out of Days, Vehicles, Logic, Costume, Set dressing  
Differences in film, television, commercials, videos, on-line webisodes, etc.  
HOMEWORK: Read script. Carefully. Maybe twice. Number scenes. EC

**UNIT 3 – Feb 23**

Review Units 1, 2  
Homework discussion  
Continue PRE-PRODUCTION  
Lining the script for shooting schedule/1/8's of pages  
Group activity - 'Story Days' breakdown  
Equipment rentals/purchases  
Begin crew hires - define crew category, entry-level position/crew interface factor  
HOMEWORK: Complete Story Days breakdown. EC

**UNIT 4 – March 2**

Review Units 1 -3  
Discuss homework (script)  
Continue PRE-PRODUCTION  
Crew hires  
Group activity – pre-production considerations  
Continue 'breakdowns' and 'schedules'  
1/8's of pages/ day and night/exterior or interior/specialties  
HOMEWORK: Create a departmental breakdown (costume, transport, camera, etc.) EC

**UNIT 5 – March 9**

Review Units 1- 4  
Continue PRE PRODUCTION  
Scene count/Page counts/script timing/revisions  
Introduce call sheet/lexicon  
Match call sheet to 'breakdowns' and 'schedules'  
HOMEWORK: How many pieces of information are on a call sheet? List them. EC

**UNIT 6 – March 16**

Review Units 1-5  
Continue PRE-PRODUCTION  
Group activity review - midterm questions  
Review test taking techniques  
HOMEWORK: Study for Midterm. EC

**UNIT 7 – April 13**

Midterm  
Show film

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EC

**UNIT 8 – April 20**

Review Midterm

Complete PRE-PRODUCTION

Crew hires

How films cut together/physical action/emotional action

Introduce PRODUCTION phase; who, what, where, when, why, how, and GOAL

Stage Craft

Life Skill team building

Watch and analyze scene from shooting perspective

HOMEWORK: Watch a 'making of'; be prepared to discuss it in class. EC

**UNIT 9 – April 27**

Review Units 1-8

Discuss homework

Continue PRODUCTION phase

Shooting set/order of operations

Begin Shot Types/ubiquitous, required lexicon

Placing crew for rehearsals; blocking, marks, 1<sup>st</sup> team, 2<sup>nd</sup> team

Present (project) images for crew positions and equipment

HOMEWORK:

**UNIT 10 – May 4**

Review Units 1-9

Continue PRODUCTION phase

Complete Shot types

Script Supervisor/continuity/180 degree/screen direction/eye lines

Set etiquette

HOMEWORK: Written self-assessment of strengths and weaknesses vs a vis 'industry'

**UNIT 11 – May 11**

Review Units 1 - 10

Complete PRODUCTION phase

Begin POST-PRODUCTION, who, what, where, when why, how, and GOAL

Editor; assemblage, rough cut, director's cut, final cut, etc.

Show film: Cutting Edge

HOMEWORK: Write an argument for working above or below the line – to learn the 'business'.

**UNIT 12 – May18**

Review Units 1- 11

Continue POST PRODUCTION

Credits/music/advertising/marketing/testing/looping, Foley, distribution, etc.

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HOMEWORK: Study for final. EC

**UNIT 13 – June 1**

FINAL

**Class Policies**

**Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. There are only 13 class days. 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 3 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 they are a distraction for me and your peers. In addition they are absolutely forbidden on a stage or set in the film and television industry. 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:**

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

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**College Policies:**

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 of West Los Angeles College, you are expected to have read and abide by the Student Code of Conduct. 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).

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**Campus Resources:**

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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.

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**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.

**Student Acknowledgment**

(Please PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 100 SPRING 2015 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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FILM/TV PRODUCTION 100 – SECTION #1121  
Introduction to Motion Picture, Television and Stage Crafts  
SPRING 2015 SYLLABUS

**INSTRUCTOR: Betty Goldberg**

**CLASS DAYS: TUESDAY ONLY**

**CLASS DATES: FEB 10 through JUN 4 -- NO CLASS MARCH 31, SPRING BREAK APRIL 7**

**CLASS TIME: 1:00 PM TO 4:15 PM;**

**LOCATION: ATA 128**

**Office Hours: Tuesday 4:15pm -5:15pm or by appointment**

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

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**GRADING:** Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. 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 homework, quizzes, a mid-term and a final. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests and Homework
50%	50%
Absence - 10 points if we are notified in advance; -15 points for no call/no show Tardy, leaving early – 2 points if we are notified in advance; -5 points for no call/no show	Midterm 20%, Final 20%, Homework/Quizzes 10%

**TEXT BOOK:** No text book required, however you will be issued a script.

**SCHEDULE & FORMAT:** The class will consist of several 'modules;' most of these modules will occupy a full class period; some may require more than one. The general topics for these modules are listed below (they may or may not be taught in the order listed and the dates may shift pending guest speakers):

**UNIT 1 – FEB 10**

- Class rules and regulations/schedule/requirements
- Introduction to the art of story telling
- Brief history of still photo imagery to moving pictures
- Introduction to four phases of production
- Group activity – lexicon pre-test
- Life skills/Lexicon/Home work

**UNIT 2 – FEB 17**

- Review Unit 1 lecture, group activity responses, home work
- Industry business model: above-the-line and below-the-line
- 'Script' as basis for all productions
- Deconstruction and reconstruction of script as shooting process
- Group activity – assessing qualities required for business to create a product
- Life skills/Lexicon/Home work

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**UNIT 3 – FEB 24**

Review Unit 2 lecture, homework, group activity responses  
Introduce 'production' as business model for 'factory on wheels'  
Unions/Locals/Guilds  
Begin DEVELOPMENT PHASE – who, what, where, when, why, how.  
Distribute film or television scripts  
Instruct 'script' format -1/8ths of pages, etc.  
Life skills/Lexicon/Home work

**UNIT 4 – MAR 3**

Review Unit 3 lecture, home work  
*Quiz*  
Identify variations between film, television, commercials, videos, on-line webisodes, etc.  
Complete DEVELOPMENT PHASE  
Introduce PRE-PRODUCTION PHASE – who, what, where, when why, how  
Handouts/Life skills/Lexicon/Home work

**UNIT 5 – MAR 10**

Review Unit 4 lecture, home work  
Continue PRE-PRODUCTION PHASE vis a vis script  
Group activity – pre-production considerations  
Handouts/Life Skills/Lexicon/Home work

**UNIT 6 – MAR 17**

Review Unit 5 lecture, home work  
Continue PRE PRODUCTION PHASE/page counts/script timing/day and night  
breakdowns/day out of days breakdown  
Introduce call sheet  
Handouts/Life Skills/Lexicon/Home work

**UNIT 7 – MAR 24**

Review Unit 6 lecture, home work  
Complete PRE-PRODUCTION phase  
Group activity review - midterm questions  
Review test taking techniques  
Life Skills/Lexicon

**UNIT 8 – APR 14**

Midterm  
Life Skills/Home work

**UNIT 9 – APR 21**

Review Midterm  
Introduce PRODUCTION phase; who, what, where, when, why, how  
Introduce Call Sheet  
Shooting set order of operations  
Crew positions: camera  
Handouts/Life Skills/Lexicon/Home work

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**UNIT 10 – APR 28**

Review Unit 9 lecture, home work  
Continue PRODUCTION phase  
Continue crew positions: camera, sound, grip, set electric  
Present (project) images for crew positions and equipment  
Life skills/Lexicon/Home work

**UNIT 11 – MAY 5**

Review Unit 10, lecture, home work  
Continue PRODUCTION phase  
Continue crew positions: affiliated property, costume, stage-craft  
Present/project images for crew positions and equipment  
Life skills/Lexicon/Home work

**UNIT 12 – MAY 12**

Review Unit 11, lecture, home work  
Complete PRODUCTION phase  
Crew positions: assistant directors, second team, stunt players, teachers, riggers strikers, script supervisor, etc.  
Present/project shooting set images  
Life skills/Lexicon/Home work

**UNIT 13 – MAY 19**

Review Unit 12, lecture, home work  
Introduce POST-PRODUCTION phase: who, what, where, when, why, how  
Show film: Cutting Edge  
Life Skills/Lexicon/Home work

**UNIT 14 – MAY 26**

Review Unit 13, lecture, film, homework  
Continue POST-PRODUCTION phase  
Crew positions: editor, music supervisor, ADR, Foley artists, etc.  
Life Skills/Lexicon/REVIEW FOR FINAL

**UNIT 15 – JUN 4**

FINAL

**Class Policies**

**Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. There are only 15 class days. 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.**

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

**Walking In and Out of Class**

Before you arrive to class, make sure you have used the restroom, had a chance to eat,

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Introduction to Motion Picture, Television and Stage Crafts  
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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 they are a distraction for me and your peers. In addition they are absolutely forbidden on a stage or set in the film and television industry. Distractions interrupt/disrupt the class and we will not tolerate interruptions. **You will be asked to leave if this occurs.**

### **Contacting Us**

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### **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, maintaining proper decorum and observing all 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.

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).

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**Student Acknowledgment**

(Please PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 100  
SPRING 2015 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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**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 105 • 6 UNITS • SECTION #1123**  
**SPRING 2015 SYLLABUS**

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**INSTRUCTOR:** Kevin Considine and Laura Peterson

**CLASS DAYS:** MONDAY & WEDNESDAY

**8 WEEKS:** FEB 9, 2015 – APR 1, 2015 (NO CLASS MON FEB 16 PRESIDENT'S DAY)

**CLASS TIME:** 8:00 AM\* TO 3:05 PM; Lunch 30-45 Minutes \*sign in by 7:45

**LOCATION:** ATA 214; ATA 110, ATA 116, ATA 218; ATB HANGER; Sony Prop House; Fox; Hollywood Palladium

**Office Hours:** Thursday 1:00pm -3:00pm or by appointment

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

**PREREQUISITE:** Completion of Film Production 100 with a grade of C or better.

**OVERVIEW:** Welcome to the Film/TV & Stagecraft Training Program Production Skills 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 covered by each craft represented within the Film/TV & Stagecraft Training Program at West Los Angeles College, especially those related to 'entry level' positions within these crafts. In addition, the class will teach you the basic skills, terminology, safety protocols and work habits common to all these crafts.

**GOALS:** By the end of this class, you should understand the skills, responsibilities and physical demands required of crafts such as camera, costume manufacturing, editing, grip, set dressing, set lighting, sound and stagecraft. These include the safe use and handling of tools common to all crafts, as well as general safety practices and standards. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies of a particular craft, and whether a particular craft is suited to you. If you choose a career in the entertainment industry, the education and training you receive in this class will help you better understand all the components of production.

**TEXT BOOK:** No text book required

**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 camera, sound, lighting and grip.
- Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
- Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.

# WEST LOS ANGELES COLLEGE

## FILM/TV PRODUCTION CRAFTS 105 • 6 UNITS • SECTION #1123

### SPRING 2015 SYLLABUS

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**GRADING: This is a hands-on class and your learning depends on your participation.**

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. You will be required to sign-in everyday and note the location(s) of your class(s) for that day. In addition, there will be one mid-term and a final, homework assignments and evaluations from your industry professional instructors. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests, Homework & Evaluations
<p>50 %</p> <p>Absence - 10 points if we are notified in advance; -15 points for no call/no show Tardy, leaving early – 2 points if we are notified in advance; -5 points for no call/no show</p>	<p>50%</p> <p>Midterm 15%; Final 15%; Homework 5% Evaluations 15%</p>

**SCHEDULE & FORMAT:** The class will consist of several 'modules;' most of these modules will occupy a full class period; some may require more than one. The general topics & rough schedule for these modules are listed below (they may or may not be taught in the order listed and the dates may shift pending guest speaker & venue availability & the opportunity to schedule field trips). Due to the nature of the instruction you will be divided into small groups. A class day may have more than one learning activity, therefore attendance is extremely important. For example the class on visual basics will be held over three class periods in order to provide everyone with an appropriate learning environment. The groups are pre-assigned and you are required to complete all of the classes. The class is set up to help you become familiar with the free-lance and unpredictable nature of the entertainment industry, in addition to the functions of the crafts and productions.

FEB 9 – FEB 18	<b>FUNDAMENTALS (Weeks 1-2)</b>	
	<ul style="list-style-type: none"> <li>• Overview</li> <li>• Safety</li> </ul>	<ul style="list-style-type: none"> <li>• <i>On-Set protocols</i></li> <li>• Tools</li> <li>• Visual Basics</li> </ul>
FEB 23 - MAR 18	<b>DEPARTMENTAL FOCUS (Weeks 3 - 6)</b>	
	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Costume</li> <li>• Electric</li> <li>• Grip</li> </ul>	<ul style="list-style-type: none"> <li>• Property-Set Dressing-Sony</li> <li>• Script Supervisor</li> <li>• Sound - Fox</li> <li>• Stagecraft – Hollywood Palladium</li> </ul>
MAR 23 – MAR 25	<b>FINAL PROJECT (Week 7)</b>	
MAR 30 – APR 1	<b>FINAL EXAM &amp; WRAP OUT (Week 8)</b>	



**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 105 • 6 UNITS • SECTION #1123**  
**SPRING 2015 SYLLABUS**

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<b>Class Policies</b>
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**Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. There are only 15 class days. 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 and leaving early.** Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or for being absent more hours than the number of hours the class meets per week. Class meets for 14 hours per week (2 days x 7 hrs/day). If you miss 15 hours or more you may be dropped and your grade will be affected (see above – grading)

**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 are a safety hazard. **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). **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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

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**SPRING 2015 SYLLABUS**

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<b>College Policies:</b>
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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. Safety of you and others is a primary standard for the class and the industry. Therefore students may be immediately dismissed from the class if in violation of any rules, policies and conduct that pose a hazard.

**Board Rule 9806 UNSAFE CONDUCT**

Conduct which poses a threat of harm to the individual and/or to others. This includes, **but is not limited to**, the following types of conduct:

- a. Unsafe conduct in connection with a Program (e.g., Motion Picture, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior which creates an unsafe environment.

**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, disrespecting a faculty member, guest speaker, industry professional or student. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, provides grounds for disciplinary action by the instructor or college.

**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, respecting your instructor and guest speakers/industry professionals, 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.

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**FILM/TV PRODUCTION CRAFTS 105 • 6 UNITS • SECTION #1123**  
**SPRING 2015 SYLLABUS**

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**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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

<b>Campus Resources:</b>
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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.

Please detach here

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**Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 105 Spring 2015 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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WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 185 SECTION #1139  
SPRING 2015 SYLLABUS

**INSTRUCTOR:** Laura Peterson

**CLASS DAYS:** 8 WEEKS FEB 9, 2015 TO APRIL 3, 2015

**CLASS TIME:** Monday February 9 9:00 am to 3:00 pm; other times scheduled based on student's internship schedule

**LOCATION:** ATA 116

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

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

**OVERVIEW:** To be successful in the Motion Picture, Television and Stagecraft industry students need opportunities to intern and work in the field. This course will provide you with the opportunity to learn on-the-job. Through your directed studies class you will be experiencing the real working environment of a film, commercial, video, webisode, web series, stage production, concert, event and television show.

**COURSE DESCRIPTION:** Directed Study classes allow a student to pursue directed study in film production crafts areas on a contract basis under the direction of a supervising instructor.

**GOALS:** By the end of this class, you should be thoroughly familiar with the basic responsibilities, skills, tools and practices required of a crew member in your craft. You should be able to fill out reports, maintain inventories, track and fill out crew time cards, understand and practice proper set/stage etiquette. and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

**COURSE PRE-REQUISITES AND ADVISORIES:** Pre-requisite: Film Production 100; Introduction to Motion Picture and Television Production Crafts.

**REQUIRED TEXT AND MATERIALS:** None.

**STUDENT OBJECTIVES:**

In consultation with the instructor the student will establish a contract defining the specific trade sector he or she wishes to pursue. Directed Study offers students the opportunity to:

- ♣ Learn material not covered in an existing course.
- ♣ Utilize research techniques in novel ways.
- ♣ Work closely with a faculty member whose interests match yours or whose work you especially admire.
- ♣ Develop learning opportunities associated with an internship, service-learning, or other kind of field experience.

Once the student and the faculty member have agreed on what you are going to do, they

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will work out procedures for reporting back periodically. Regular meetings will keep the student working at a steady pace. As the directed study project progresses, modifications may be necessary and the student will need faculty permission. An established regular meeting schedule will facilitate this.

**Project Evaluation**

The finished product of a directed study project can take many forms. For example, works of art, research papers, journals, statistical reviews or oral presentations are all valid projects. Aside from department requirements, there are no restrictions – the student and faculty member may contract for whatever end result best fits your project's learning objectives.

**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods including lecture, small group work, individual meetings with faculty and industry professionals, project creation, electronic discussion, and group presentations.

**STUDENT LEARNING OUTCOMES:**

- Communication: Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- Technical Competence: Apply technological principals in researching intern opportunities. Apply basic mathematics and graphic principals as used in motion picture, television and stage production. The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.
- Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.
- Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**GRADING:** You will be graded on your class participation, weekly communication with your progress, your evaluations from the on-the-job experiences and your journal. Your grade will be weighted as follows:

Participation, In-Class Activities & Communication	Journal.
50%	50%

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FILM/TV PRODUCTION CRAFTS 185 SECTION #1139  
SPRING 2015 SYLLABUS

**Attendance**

Because this is a primarily independent study course, as part of your responsibilities and journal you are required to keep a time log of your activities and get it signed by an instructor/mentor and to complete the activity log Google doc. Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. As such participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class.

**Preparedness**

You are expected to research each intern opportunity, including people on the crew and their previous projects (use IMDB), map the location, and arrive on time.

**Cell Phones, iPods, etc.**

Turn them off and put them away when on set! Talking and texting on cell phones not only distracts you, but they are a distraction for crew. In addition they are absolutely forbidden on a stage or set in the film and television industry.

**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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

**College Policies:**

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.

WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 185 SECTION #1139  
SPRING 2015 SYLLABUS

**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 and the internship rules, policies, procedures and guidelines. These include fundamental aspects of professionalism such as showing up on time, maintaining proper decorum and observing all 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. The Motion Picture, Stage and Television industry strictly prohibits any recording on any set. 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).

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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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SPRING 2015 SYLLABUS

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**Student Acknowledgment**

(Please PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 185 Spring 2015 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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WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 285 SECTION #1141  
SPRING 2015 SYLLABUS

**INSTRUCTOR:** Laura Peterson

**CLASS DAYS:** 8 WEEKS FEB 9, 2015 TO APRIL 3, 2015

**CLASS TIME:** Monday February 9 9:00 am to 3:00 pm; other times scheduled based on student's internship schedule

**LOCATION:** ATA 116

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

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

**OVERVIEW:** To be successful in the Motion Picture, Television and Stagecraft industry students need opportunities to intern and work in the field. This course will provide you with the opportunity to learn on-the-job. Through your directed studies class you will be experiencing the real working environment of a film, commercial, video, webisode, web series, stage production, concert, event and television show.

**COURSE DESCRIPTION:** Directed Study classes allow a student to pursue directed study in film production crafts areas on a contract basis under the direction of a supervising instructor.

**GOALS:** By the end of this class, you should be thoroughly familiar with the basic responsibilities, skills, tools and practices required of a crew member in your craft. You should be able to fill out reports, maintain inventories, track and fill out crew time cards, understand and practice proper set/stage etiquette. and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

**COURSE PRE-REQUISITES AND ADVISORIES:** Pre-requisite: Film Production 100; Introduction to Motion Picture and Television Production Crafts.

**REQUIRED TEXT AND MATERIALS:** None.

**STUDENT OBJECTIVES:**

In consultation with the instructor the student will establish a contract defining the specific trade sector he or she wishes to pursue. Directed Study offers students the opportunity to:

- ♣ Learn material not covered in an existing course.
- ♣ Utilize research techniques in novel ways.
- ♣ Work closely with a faculty member whose interests match yours or whose work you especially admire.
- ♣ Develop learning opportunities associated with an internship, service-learning, or other kind of field experience.

Once the student and the faculty member have agreed on what you are going to do, they

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will work out procedures for reporting back periodically. Regular meetings will keep the student working at a steady pace. As the directed study project progresses, modifications may be necessary and the student will need faculty permission. An established regular meeting schedule will facilitate this.

**Project Evaluation**

The finished product of a directed study project can take many forms. For example, works of art, research papers, journals, statistical reviews or oral presentations are all valid projects. Aside from department requirements, there are no restrictions – the student and faculty member may contract for whatever end result best fits your project's learning objectives.

**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods including lecture, small group work, individual meetings with faculty and industry professionals, project creation, electronic discussion, and group presentations.

**STUDENT LEARNING OUTCOMES:**

- **Communication:** Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- **Technical Competence:** Apply technological principals in researching intern opportunities. Apply basic mathematics and graphic principals as used in motion picture, television and stage production. The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.
- **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- **Self-awareness/Interpersonal Skills:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**GRADING:** You will be graded on your class participation, weekly communication with your progress, your evaluations from the on-the-job experiences and your journal. Your grade will be weighted as follows:

Participation, In-Class Activities & Communication	Journal.
50%	50%

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**Attendance**

Because this is a primarily independent study course, as part of your responsibilities and journal you are required to keep a time log of your activities and get it signed by an instructor/mentor and to complete the activity log Google doc. Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. As such participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class.

**Preparedness**

You are expected to research each intern opportunity, including people on the crew and their previous projects (use IMDB), map the location, and arrive on time.

**Cell Phones, iPods, etc.**

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WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 285 SECTION #1141  
SPRING 2015 SYLLABUS

### **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 and the internship rules, policies, procedures and guidelines. These include fundamental aspects of professionalism such as showing up on time, maintaining proper decorum and observing all 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.

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**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.

WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 285 SECTION #1141  
SPRING 2015 SYLLABUS

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**Student Acknowledgment**

(Please PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 285 Spring 2015 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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WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 385 SECTION #1143  
SPRING 2015 SYLLABUS

**INSTRUCTOR:** Laura Peterson

**CLASS DAYS:** 8 WEEKS FEB 9, 2015 TO APRIL 3, 2015

**CLASS TIME:** Monday February 9 9:00 am to 3:00 pm; other times scheduled based on student's internship schedule

**LOCATION:** ATA 116

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

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

**OVERVIEW:** To be successful in the Motion Picture, Television and Stagecraft industry students need opportunities to intern and work in the field. This course will provide you with the opportunity to learn on-the-job. Through your directed studies class you will be experiencing the real working environment of a film, commercial, video, webisode, web series, stage production, concert, event and television show.

**COURSE DESCRIPTION:** Directed Study classes allow a student to pursue directed study in film production crafts areas on a contract basis under the direction of a supervising instructor.

**GOALS:** By the end of this class, you should be thoroughly familiar with the basic responsibilities, skills, tools and practices required of a crew member in your craft. You should be able to fill out reports, maintain inventories, track and fill out crew time cards, understand and practice proper set/stage etiquette. and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

**COURSE PRE-REQUISITES AND ADVISORIES:** Pre-requisite: Film Production 100; Introduction to Motion Picture and Television Production Crafts.

**REQUIRED TEXT AND MATERIALS:** None.

**STUDENT OBJECTIVES:**

In consultation with the instructor the student will establish a contract defining the specific trade sector he or she wishes to pursue. Directed Study offers students the opportunity to:

- ♣ Learn material not covered in an existing course.
- ♣ Utilize research techniques in novel ways.
- ♣ Work closely with a faculty member whose interests match yours or whose work you especially admire.
- ♣ Develop learning opportunities associated with an internship, service-learning, or other kind of field experience.

WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 385 SECTION #1143  
SPRING 2015 SYLLABUS

Once the student and the faculty member have agreed on what you are going to do, they will work out procedures for reporting back periodically. Regular meetings will keep the student working at a steady pace. As the directed study project progresses, modifications may be necessary and the student will need faculty permission. An established regular meeting schedule will facilitate this.

**Project Evaluation**

The finished product of a directed study project can take many forms. For example, works of art, research papers, journals, statistical reviews or oral presentations are all valid projects. Aside from department requirements, there are no restrictions – the student and faculty member may contract for whatever end result best fits your project's learning objectives.

**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods including lecture, small group work, individual meetings with faculty and industry professionals, project creation, electronic discussion, and group presentations.

**STUDENT LEARNING OUTCOMES:**

- **Communication:** Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- **Technical Competence:** Apply technological principals in researching intern opportunities. Apply basic mathematics and graphic principals as used in motion picture, television and stage production. The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.
- **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- **Self-awareness/Interpersonal Skills:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**GRADING:** You will be graded on your class participation, weekly communication with your progress, your evaluations from the on-the-job experiences and your journal. Your grade will be weighted as follows:

Participation, In-Class Activities & Communication	Journal.
50%	50%

WEST LOS ANGELES COLLEGE  
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### **Class Policies**

#### **Attendance**

Because this is a primarily independent study course, as part of your responsibilities and journal you are required to keep a time log of your activities and get it signed by an instructor/mentor and to complete the activity log Google doc. Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. As such participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class.

#### **Preparedness**

You are expected to research each intern opportunity, including people on the crew and their previous projects (use IMDB), map the location, and arrive on time.

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

Turn them off and put them away when on set! Talking and texting on cell phones not only distracts you, but they are a distraction for crew. In addition they are absolutely forbidden on a stage or set in the film and television industry.

#### **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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

### **College Policies:**

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.



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**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 and the internship rules, policies, procedures and guidelines. These include fundamental aspects of professionalism such as showing up on time, maintaining proper decorum and observing all 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. The Motion Picture, Stage and Television industry strictly prohibits any recording on any set. 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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

**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.

WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 385 SECTION #1143  
SPRING 2015 SYLLABUS

**Please detach here**

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**Student Acknowledgment**

(Please PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 385 Spring 2015 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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**WEST LOS ANGELES COLLEGE**  
**FILM PRODUCTION 110 Section #1124 SET DRESSING**  
**SPRING 2015 SYLLABUS**

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**INSTRUCTOR:** Kevin Considine

**CLASS DAYS:** TUESDAY AND THURSDAY

**8 WEEKS APRIL 14 TO JUNE 4, 2015**

**CLASS TIME:** 8:00 AM TO 2:30 PM; Lunch 45 Minutes

**LOCATION:** ATA 228 8:00-9:00 & ATA 110 SHOP (as needed) 9:35-2:35 AIRPORT CAMPUS

**Office Hours:** Wed 3:00 to 4:00 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 & Stagecraft program Set Dressing class. The purpose of this class is to provide you with a hands-on overview of the responsibilities related to the craft of Set Dressing as currently practiced in the motion picture and television industry in the United States. The class will teach you the basic skills, terminology, safety protocols and work habits common to this craft.

**GOALS:** By the end of this class, you should be thoroughly familiar with the basic principles and steps used in the planning and execution of Set Dressing responsibilities within the motion picture and television industry. In addition, you should understand the skills, responsibilities and physicality required of this craft, including the safe use and handling of tools commonly used in Set Dressing as well as common techniques and methodologies employed in the execution of Set Dressing responsibilities.

**STUDENT LEARNING OUTCOMES:**

- Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
- Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.

**WEST LOS ANGELES COLLEGE**  
**FILM PRODUCTION 110 Section #1124 SET DRESSING**  
**SPRING 2015 SYLLABUS**

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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 (especially without excuse) 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 Faculty & Supplemental Instructor Evaluations	Tests, Homework & Assessments
50 %	50% Evaluations 30% Final 10% Homework 10%

**SCHEDULE & FORMAT:** The class will consist of hands-on activities and modules; most will occupy a full class period; some may require more than one. The general topics are listed below (they may or may not be taught in the order listed and may shift pending guest speaker & venue availability & the opportunity to schedule field trips).

**The following topics will be covered in class beginning with lecture 8:00-9:00 then hands-on lab activities 9:35 – 3:00:**

- History of the property department within the motion picture & television industry
- History of local 44 / Hollywood labor organizations & craft guilds
- Life Skills
- Communication Skills (Verbal & Written)
- Paperwork (reading, organizing and filling out)
- Professionalism
- Set Dressing Department Responsibilities
- Teamwork
- Interaction with other crafts
- Key Terms
- Equipment identification and use
- Safety
- Key Equipment & Tools
- Key Technical Skills (measuring, packing, moving, mounting, bracing, hanging, etc.)
- Prop Houses

**WEST LOS ANGELES COLLEGE**  
**FILM PRODUCTION 110 Section #1124 SET DRESSING**  
**SPRING 2015 SYLLABUS**

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**Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. There are only 14 class days. 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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

# WEST LOS ANGELES COLLEGE

## FILM PRODUCTION 110 Section #1124 SET DRESSING

### SPRING 2015 SYLLABUS

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#### 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.

#### Board Rule 9806 UNSAFE CONDUCT

Conduct which poses a threat of harm to the individual and/or to others. This includes, **but is not limited to**, the following types of conduct:

- a. Unsafe conduct in connection with a Program (e.g., Motion Picture, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior which creates an unsafe environment.

#### 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. 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. These include fundamental aspects of professionalism such as showing up on time, dressing appropriately, maintaining proper decorum and observing all safety and operational protocols. 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.

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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

**WEST LOS ANGELES COLLEGE**  
**FILM PRODUCTION 110 Section #1124 SET DRESSING**  
**SPRING 2015 SYLLABUS**

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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 SET DRESSING SPRING 2015 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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**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**SPRING 2015 SYLLABUS**

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**INSTRUCTOR:** Kevin Considine

**CLASS DAYS:** MONDAY AND WEDNESDAY

**APRIL 13, 2014 TO JUNE 3, 2015**

**CLASS TIME:** 8:00 AM TO 3:05 PM; Lunch 45 Minutes

**LOCATION:** ATB 228 - overview of the day's activities; Throughout the semester locations will be ATA 116, ATA 110, ATB Hanger (SOUND STAGE) and outdoor sets throughout campus

**Office Hours:** Thursday 3:00pm -4:00pm 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:** The purpose of this class is to provide students with an introduction to the Grip Department roles and responsibilities as currently practiced in the motion picture and television industry in the United States. The class should focus on 'entry level' skills and techniques, such as the basic protocols, terminology, work habits and safety practices required of grip department crew members.

**GOALS:** By the end of this class, students should be thoroughly familiar with the core skills required of entry-level professional grips, as well as the tools used in the practice of production and rigging grip, including specialized equipment commonly used by grips in the motion picture and television industry. Students should also have a thorough understanding of professional-level production protocols and safety practices.

**TEXT BOOK:** The Grip Book by Michael Uva

**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 grip equipment.
- Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
- Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
- The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.



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**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
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**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods including lecture, class discussion, small group work and group productions.

**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 Faculty & Supplemental Instructor Evaluations	Tests, Homework & Assessments
50 %	50% Midterm 20% Final 20% Homework 10%

**The following topics will be covered in class beginning with lecture 8:00-9:00 then hands-on lab activities 9:00 – 3:00:**

- History of the grip department within the motion picture & television industry
- History of local 80 / Hollywood labor organizations & craft guilds
- Life Skills
- Communication Skills (Verbal & Written)
- Paperwork (reading, organizing and filling out)
- Professionalism
- Grip Department Responsibilities
- Teamwork
- Interaction with other crafts
- Key Terms
- Equipment identification and use
- Safety
- Key Equipment & Tools (Required tools, rigging, light diffusion, mounting systems, etc.)
- Key Technical Skills (measuring, moving, mounting, bracing, hanging, etc.)
- Production Grip fundamentals (light diffusion, stands, clamps, etc.)
- Rigging Grip fundamentals (wall handling, moving, bracing, etc)

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**SPRING 2015 SYLLABUS**

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**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.** You will lose points for any time you are not in class.

**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.**

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**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**SPRING 2015 SYLLABUS**

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**College Policies:**

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**Board Rule 9806 UNSAFE CONDUCT**

Conduct which poses a threat of harm to the individual and/or to others. This includes, **but is not limited to**, the following types of conduct:

- a. Unsafe conduct in connection with a Program (e.g., Motion Picture, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior which creates an unsafe environment.

**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. 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. These include fundamental aspects of professionalism such as showing up on time, dressing appropriately, maintaining proper decorum and observing all safety and operational protocols. 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.

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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**SPRING 2015 SYLLABUS**

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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) and to always work safely. If you can do this, you are well on your way to establishing your career potential in this exciting field.

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**SPRING 2015 SYLLABUS**

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**Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 115 SPRING 2015 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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**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 120 SECTION #1127**  
**SPRING 2015 SYLLABUS**

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**INSTRUCTOR:** Laura Peterson

**CLASS DAYS:** MONDAY AND WEDNESDAY

**APRIL 13, 2014 TO JUNE 3, 2015**

**CLASS TIME:** 8:00 AM TO 3:05 PM; Lunch 45 Minutes

**LOCATION:** ATB 214 - overview of the day's activities; Throughout the semester locations will be ATA 218, ATB Hanger (SOUND STAGE) and outdoor sets throughout campus

**Office Hours:** Thursday 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:** The purpose of this class is to provide students with an introduction to the Camera Department roles and responsibilities as currently practiced in the motion picture and television industry in the United States. The class should focus on 'entry level' skills and techniques, such as the basic protocols, terminology, work habits and safety practices required of Digital/Film Loaders and 2nd Assistant Camera. THIS CLASS/CRAFT REQUIRES OUTSTANDING MATH, WRITING AND COMMUNICATION SKILLS

**GOALS:** By the end of this class, students should be thoroughly familiar with the basic principles of cinematography such as lens optics, recording formats, workflows and the use and application of key equipment and accessories. In addition, students should be able to describe how the Camera Department is structured and explain the roles and responsibilities of each crew member. Finally, they should understand the skills, responsibilities and physicality required of this craft, especially those required of the Film/Digital Loader and 2nd Assistant Camera.

**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 camera equipment.

Apply basic mathematics and graphic principals as used in motion picture, television and stage production.

Proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.

Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

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

**TEXT BOOK:** The Camera Assistant's Manual, 6th Edition David E. Elkins SOC 2013

**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 Faculty & Supplemental Instructor Evaluations	Tests, Homework & Assessments
50 %	50% Midterm 20% Final 20% Homework 10%

**The following topics will be covered in class beginning with lecture 8:00-9:00 then hands-on lab activities 9:00 – 3:00:**

- History of cinematography & motion image capture
- History of local 600 / Hollywood labor organizations & craft guilds
- Life Skills
- Communication Skills (Verbal & Written)
- Paperwork (reading, organizing and filling out)
- Professionalism
- Camera Department Responsibilities
- Interaction with other crafts
- Key Terms
- Safety
- Key Equipment & Tools
- Key Technical Skills
- Fundamentals of optical imaging systems (e.g. lenses, capture format/size, frame rates, shutter angles, etc.)
- Basics of Loader, Digital Utility and Second Camera Assistant;
- Film vs Digital
- The basics of Digital Image Capture
- Computer Fundamentals

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## **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.** You will lose points for any time you are not in class.

### **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:**

[http://www.wlac.edu/academics/pdf/WLAC\\_Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf)



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**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.

**Board Rule 9806 UNSAFE CONDUCT**

Conduct which poses a threat of harm to the individual and/or to others. This includes, **but is not limited to**, the following types of conduct:

- a. Unsafe conduct in connection with a Program (e.g., Motion Picture, Dental Hygiene, etc.);
- b. Failure to follow safety directions of District and/or College staff;
- c. Willful disregard of safety rules as adopted by the District and or College; and/or
- d. Negligent behavior which creates an unsafe environment.

**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. 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. These include fundamental aspects of professionalism such as showing up on time, dressing appropriately, maintaining proper decorum and observing all safety and operational protocols. 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.

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).

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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 120  
SPRING 2015 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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**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 125 SECTION #1129**  
**SPRING 2015 SYLLABUS**

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**INSTRUCTOR:** Laura Peterson;

**CLASS DAYS:** TUESDAY AND THURSDAY

**8 WEEKS APRIL 14 TO JUNE 4, 2014**

**CLASS TIME:** 8:00 AM TO 2:30 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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**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).

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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.

Please detach here

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**Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 125 Spring 2015 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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WEST LOS ANGELES COLLEGE  
FILM/TV PRODUCTION CRAFTS 385 SECTION #1144  
SPRING 2015 SYLLABUS

**INSTRUCTOR:** Laura Peterson and Kevin Considine

**CLASS DAYS:** 8 WEEKS APRIL 13, 2014 TO JUNE 3, 2014 NO CLASS 5-25-15 Holiday

**CLASS TIME:** Monday April 13 9:00 am to 3:00 pm; other times scheduled based on student's internship schedule

**LOCATION:** ATA 116 and Hollywood Palladium and internship locations

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

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

**OVERVIEW:** To be successful in the Motion Picture, Television and Stagecraft industry students need opportunities to intern and work in the field. This course will provide you with the opportunity to learn on-the-job. Though your directed studies class you will be experiencing the real working environment of a film, commercial, video, webisode, web series, stage production, concert, event and television show.

**COURSE DESCRIPTION:** Directed Study classes allow a student to pursue directed study in film production crafts areas on a contract basis under the direction of a supervising instructor.

**GOALS:** By the end of this class, you should be thoroughly familiar with the basic responsibilities, skills, tools and practices required of a crew member in your craft. You should be able to fill out reports, maintain inventories, track and fill out crew time cards, understand and practice proper set/stage etiquette, and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

**COURSE PRE-REQUISITES AND ADVISORIES:** Pre-requisite: Film Production 100; Introduction to Motion Picture and Television Production Crafts.

**REQUIRED TEXT AND MATERIALS:** None.

**STUDENT OBJECTIVES:**

In consultation with the instructor the student will establish a contract defining the specific trade sector he or she wishes to pursue. Directed Study offers students the opportunity to:

- ♣ Learn material not covered in an existing course.
- ♣ Utilize research techniques in novel ways.
- ♣ Work closely with a faculty member whose interests match yours or whose work you especially admire.
- ♣ Develop learning opportunities associated with an internship, service-learning, or other kind of field experience.

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Once the student and the faculty member have agreed on what you are going to do, they will work out procedures for reporting back periodically. Regular meetings will keep the student working at a steady pace. As the directed study project progresses, modifications may be necessary and the student will need faculty permission. An established regular meeting schedule will facilitate this.

**Project Evaluation**

The finished product of a directed study project can take many forms. For example, works of art, research papers, journals, statistical reviews or oral presentations are all valid projects. Aside from department requirements, there are no restrictions – the student and faculty member may contract for whatever end result best fits your project's learning objectives.

**INSTRUCTIONAL METHODS:** This course is taught using a variety of instructional methods including lecture, small group work, individual meetings with faculty and industry professionals, project creation, electronic discussion, and group presentations.

**STUDENT LEARNING OUTCOMES:**

- **Communication:** Communicate effectively both verbally and in writing with a variety of crew members using entertainment industry terminology, records and forms.
- **Technical Competence:** Apply technological principals in researching intern opportunities. Apply basic mathematics and graphic principals as used in motion picture, television and stage production. The proper use of tools, equipment, safety apparel. The proper procedures for safety in and around the set.
- **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- **Self-awareness/Interpersonal Skills:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.

**GRADING:** You will be graded on your class participation, weekly communication with your progress, your evaluations from the on-the-job experiences and your journal. Your grade will be weighted as follows:

Participation, In-Class Activities & Communication	Journal.
50%	50%

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### **Class Policies**

#### **Attendance**

Because this is a primarily independent study course, as part of your responsibilities and journal you are required to keep a time log of your activities and get it signed by an instructor/mentor. Communication, punctuality and positive attitude are tantamount to success in the entertainment industry. As such participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class.

#### **Preparedness**

You are expected to research each intern opportunity, including people on the crew and their previous projects (use IMDB), map the location, and arrive on time.

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

Turn them off and put them away when on set! Talking and texting on cell phones not only distracts you, but they are a distraction for crew. In addition they are absolutely forbidden on a stage or set in the film and television industry.

#### **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.

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#### **Academic Integrity (Plagiarism)**

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**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 and the internship rules, policies, procedures and guidelines. These include fundamental aspects of professionalism such as showing up on time, maintaining proper decorum and observing all 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.

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**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. The Motion Picture, Stage and Television industry strictly prohibits any recording on any set. 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).

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**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 PRINT NAME & return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 385 Spring 2015 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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