

FILM/TV PRODUCTION 100 – SECTION #1121  
Introduction to Motion Picture, Television and Stage Crafts  
FALL 2014 SYLLABUS

**INSTRUCTOR:** Laura Peterson;

**CLASS DAYS:** TUESDAY ONLY

**CLASS DATES:** SEP 2 – DEC 16, 2014 -- NO CLASS NOV 11 – VETERAN'S DAY

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

**LOCATION:** ATA 128

**Office Hours:** Thursday 3:00pm -5:00pm 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, a final and an evaluation of your participation. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests and Homework
50%	50% Midterm 15%, Final 15%, Homework/Quizzes 5% Evaluation 15%

**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 – SEP 2**

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 – SEP 9**

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

**UNIT 3 – SEP 16**

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.

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Distribute film or television scripts  
Instruct 'script' format -1/8ths of pages, etc.  
Life skills/Lexicon/Home work

**UNIT 4 – SEP 23**

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 – SEP 30**

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 – OCT 7**

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 – OCT 14**

Review Unit 6 lecture, home work

Complete PRE-PRODUCTION phase

Group activity review - midterm questions

Review test taking techniques

Life Skills/Lexicon

**UNIT 8 – OCT 21**

Midterm

Life Skills/Home work

**UNIT 9 – OCT 28**

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

**UNIT 10 – NOV 4**

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

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**UNIT 11 – NOV 18**

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 – NOV 25**

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 – DEC 2**

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 – DEC 9**

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 – DEC 16**

FINAL

**Class Policies**

**Attendance**

Because class discussions and group work are an integral part of this course, attendance is mandatory. There are only 16 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

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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)

**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 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

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protocols as outlined in the MPTP code of conduct. Failure to observe these codes may result in immediate exclusion from class activities and possible suspension &/or expulsion from the course and – in the case of serious infractions - from the college itself. Please refer to the Motion Picture, Television and Stage Production Crafts Policies and Procedures for details specific to this class.

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

### **Recording Devices**

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

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

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

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**Student Acknowledgment**

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

"I \_\_\_\_\_, have completely read Film Production 100  
Fall 2014 Course Syllabus and understand and agree to the course requirements."

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

Special needs or circumstances:

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