

WEST LOS ANGELES COLLEGE
FILM/TV PRODUCTION CRAFTS 385 SECTION #1143
FALL 2014 SYLLABUS

INSTRUCTOR: Laura Peterson

CLASS DAYS: 8 WEEKS October 27 TO December 15, 2014

CLASS TIME: Monday Oct 27th 2 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 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, Production Skills and craft class

REQUIRED TEXT AND MATERIALS: Phone and/or computer with internet access

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:

- Get experience looking for work and getting work
- Learn material not covered in an existing course.
- Utilize research techniques in novel ways.
- Work closely with a faculty member/mentor 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 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

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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%

Class Policies

Attendance

Because this is a primarily independent study course, as part of your responsibilities and

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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 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

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

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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_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.

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 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:
