

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 105 • 6 UNITS • SECTION #1120 & 1123**  
**FALL 2015 SYLLABUS**

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**INSTRUCTOR:** Kevin Considine, Laura Guichard and Laura Peterson

**CLASS DAYS:** MONDAY & WEDNESDAY

**8 WEEKS:** Aug 31, 2015 to October 21, 2015 (NO CLASS MON Sept 7-Labor Day)

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

**LOCATION:** ATA 128; ATA 110, ATA 116, ATA 218; ATB HANGER; Sony Prop House; 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, editing, grip, set dressing, set lighting, set painting, 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.

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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 homework assignments, one mid-term and a final. Your grade will be weighted as follows:

Participation & In-Class Activities	Tests, Homework
50 % Absence - 10 points if we are notified in advance; -15 points for no call/no show Tardy- 2 points if we are notified in advance; -5 points for no call/no show; Leaving early – 5 points	50% Midterm 10%; Final 30%; Homework 10%

**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 and experience working on a team. 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.

	<b>FUNDAMENTALS (Weeks 1-2)</b>	
Aug 31-Sept 14	<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>
	<b>DEPARTMENTAL FOCUS (Weeks 3 - 6)</b>	
Sept 16 – Oct 5	<ul style="list-style-type: none"> <li>• Camera</li> <li>• Set Painting</li> <li>• Electric</li> <li>• Grip</li> </ul>	<ul style="list-style-type: none"> <li>• Property-Set Dressing-Sony</li> <li>• Sound</li> <li>• Editing</li> <li>• Stagecraft – Hollywood Palladium</li> </ul>
Oct 7 – Oct 14	<b>FINAL PROJECT (Week 7)</b>	
Oct 19-21	<b>FINAL EXAM &amp; WRAP OUT (Week 8)</b>	

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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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<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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**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, one of the most important concepts 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 Fall 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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