



**Division:** Film/TV Production Crafts  
**Course name:** TUTOR 001T Supervised Learning Assistance  
**Semester:** Fall 2015 / **Sections:** 8974

**Instructor Name:** Laura Peterson  
**Class Hours:** TBA

**School Website:** [www.wlac.edu](http://www.wlac.edu)  
**Address:** 9000 Overland Ave., Culver City, CA 90230  
**Location:** ATA 228

**Office Hours:** Friday 10:00-11:00

**Instructor E-mail:** [petersl@wla.edu](mailto:petersl@wla.edu)

## Welcome

The skills you learn here will help you succeed on sets in the entertainment industry. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. YOU CAN DO IT and I'm here to help. 😊

## Course Description:

No-cost help in career pathways. Students work one-on-one or in small groups with mentors. All tutoring/learning assistance/coaching is FREE to West students.

## Required Texts

Required to have textbook, syllabus, homework or other required material for class student wishes to receive tutoring in.

## Required Materials

- Paper
- Small notebook that can fit in pocket
- #2 pencils, blue or black pens, and highlighters

## Course Objectives:

### Objectives will vary by craft

- The tutee will identify and demonstrate individualized goals in the designated subject area
- The tutee will practice skills in his/her designated subject matter to improve critical/creative thinking skills
- The tutee will learn and practice getting production jobs
- The tutee will demonstrate progress in his/her ability to work independently and achieve an improved functional level of independent performance in the designated subject area
- The tutee will demonstrate progress in his/her ability to work collaboratively with the goal of improved performance in the designated subject area

**Information Competency:**

The tutee will develop skills to use information effectively to accomplish a specific purpose, assess the needed information effectively and efficiently, read for comprehension in order to evaluate material, and incorporate selected information into his or her knowledge base.

**Student Learning Outcomes (SLO)**

- **Students being tutored will demonstrate improved performance in tutored subject**

**Course Requirements and assignment guidelines**

Content, frequency, and duration of tutoring sessions will depend on individual tutee's needs

Groups of students will be tutored together whenever schedules permit. Tutoring will take place during the entire semester. However, individual students will receive tutoring as their needs dictate

Tutoring will focus on interpretation, practice, and comprehension of material

**Grading**

**No grade or credit will be received for this course**

**Class Policies****Cell Phones, iPods, etc.**

Turn them off and put them away! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the production and will not be tolerated. **You will be asked to leave if this occurs.**

**“Netiquette” and “Civilogue”**

Much of the communication in the industry is through email and text. There are also many blogs and websites that cater to the crew. As part of your participation in this class and program you need to maintain proper “netiquette” and “civilogue”. The term “netiquette” is a combination of the words internet and etiquette. The term “civilogue” is a combination of the words civil and dialogue. Both terms, as well as the words used to create them, are essential to communication in this industry. You may not agree with the views and opinions expressed, but you don’t have the right to be disrespectful. Personal attacks, profanity, vulgarity and comments that are not productive additions to the conversation will not be tolerated and you may be dropped from the class.

**College Policies:****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 term 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**

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. And the entertainment industry prohibits cell phone use of any kind on a set. 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).

## **Campus Resources**

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me 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.

Please detach here

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### **Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production TUTOR 001T Supervised Learning Assistance 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: