

**WEST LOS ANGELES COLLEGE**  
**FILM/TV PRODUCTION CRAFTS 115 SECTION #1125**  
**FALL 2013 SYLLABUS**

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**INSTRUCTOR:** Kevin Considine

**CLASS DAYS:** TUESDAY AND THURSDAY

**8 WEEKS** Oct 22, 2013 TO Dec 12, 2013

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

**LOCATION:** ATB 209 - overview of the day's activities; Throughout the semester locations will be ATA 116, ATA 110, ATB Hanger and outdoor sets throughout campus

**Office Hours:** Wednesday 1:00pm -3:00pm 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 Grip 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 a grip. In addition, the class will teach you the basic skills, terminology, safety protocols and work habits common to grips.

**GOALS:** This course will introduce you to the job responsibilities of the following different types of grips: 1. key grip or grip boss—the foreman of the grip department; 2. best boy grip or second company grip, who assists the key grip in logistical issues, such as scheduling crew and equipment rental ; 3. third grip, company grip or gang grip, who work the set and take direction from the key ; 4. construction grip, who constructs and dismantles the set and who are also responsible for building, moving, and adjusting major set pieces (e.g. walls, ceiling flats) when something needs to be moved to get a camera or lights into position; 5. dolly grip, who operates the dollies; and 6. crane operator, who operates the camera crane.

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

**REQUIRED TEXTS:**

The Grip Book by Michael Uva

**STUDENT OBJECTIVES:**

Demonstrate the ability to assist in the following types of grip roles:

Key Grip (on production) as he or she serves as Dept. Head for Company Grips/Directs Grip work  
 --Background in all aspects of Grip work  
 --Works with all departments, but primarily with the Director (Talent), D.P. (Camera Dept.), and Gaffer (Electric Dept.), as well as the Sound, Construction, Effects and stunt Depts. etc.  
 --Attends location scouts/Production meetings

Best Boy (On production)  
 --Attends location scouts/Production meetings  
 --Provide liaison to the production company in providing logistical information to meet the Grip Dept. requirements i.e. crew size, necessary equipment, etc.  
 --Manages and processes paperwork: Employment, time cards, equipment list, schedules, scripts, maps, blue prints and any other production company requirements.  
 --Hires and lays off crew  
 --Maintains and manages Grip equipment

Production Company Grip/Hammer (On production)  
 --Handles and maintains Grip equipment  
 --Modifies set lighting: Diffusion, reflectors, color correction, etc.  
 --Handles set pieces and walls  
 --Handles tarps, tents, backdrops, green screens etc.  
 --Performs all Grip duties

Dolly Grip (On production)  
 --Placement and movement of the camera during photography  
 --Special camera mounts  
 --Operates camera dollies, cranes, special devices and/or vehicles

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- Lays dolly and crane track/Dance floor
- Familiarity with motion photography camera and accessories

**Rigging Grip (Off production)**

- Works around shooting schedule (Preparation and tear down)
- Occasionally falls in with production unit
- Mechanical inclination
- Regularly works at heights
- Erecting and dismantling of lighting, camera, scenic and weatherproofing rigs, etc.
- Performs all Grip duties

**Construction Grip (Off production)**

- Generally has a comparable low amount of hours, but scheduling can still be demanding i.e. 12:06 a.m. call times, 12hr days, 8hr turnaround, laborious jobs
- Wood working skills
- Regularly works at heights
- Construct and strike sets as well as load and secure for travel: Fold and hold/Scene dock
- Platform and deck construction
- Erecting and dismantling of lighting, camera, scenic and weatherproofing rigs, etc.
- Needs at least a nominal understanding of the motion picture process

**Canvas room Grip/Stitch Grip (Off production)**

- Comparable low amount of hours
- Manufacture, repair and store various types of backings, tarps, tents, framed and unframed diffusion, slings, shot bags and other Grip, Set Lighting or Camera equipment that requires sewing

**Studio Grip Dept. Administrators (Off production)**

- Studio Lot Grip Depts. service motion picture productions needs or other lot requirements that involve Grip work
- Dept. Head; Managerial
- Grip Dock Stewart; Grip equipment rentals
- Canvas/Diffusion Room Stewart; Canvas rental/manufacturing
- Construction Foreman, Sub-foreman; Bids job, hire crews
- Gang Boss; directly oversees work
- Gang/Production Grips; Performs the work

## **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.

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

**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

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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. 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\\_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) 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.

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**Student Acknowledgment**

(Please return this sheet to the instructor)

"I \_\_\_\_\_, have completely read Film Production 115 FALL 2013 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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