



**WEST LOS ANGELES COLLEGE
COURSE SYLLABUS**

Division: Arts & Performance
Course Name: Film Production 385A – Directed Study
Section Number: 21280 **Semester:** Spring 2024
Units: 3

College Website: www.wlac.edu
Address: 9000 Overland Ave., Culver City, CA 90230

Contact Information

Instructor Name: Jennifer Penton
Instructor Email: pentonjk@wlaac.edu
Zoom Office Hours:
Friday, 9:00 am - 12:30 pm by appointment, and
additional appointment times, email me through the
Canvas Inbox to meet. I check my Inbox often.

Zoom ID: 932 729 6385

Course Prerequisites, Corequisites, & Advisories

- **Pre-requisites:** Film Production 100
- **Co-requisites:** None
- **Advisory:** None
- **Canvas Link:**
<https://ilearn.laccd.edu/courses/258656>

Course Description

This directed class allows a student to pursue directed study in entertainment industry crafts on a contract basis under the direction of a supervising instructor.

Required Text

*Intern Insider: Getting the Most Out of Your
Internship in the Entertainment Field 1st Edition*
by Tammy Trujillo 2016

Course Information Overview

Class Days / Hours:
Asynchronous, Online
Class Location: Asynchronous, Online
Class Meeting Type: Asynchronous, Online

Welcome Statement

Welcome to the ASYNCHRONOUS/SYNCHRONOUS ONLINE version of the Film/TV & Stagecraft Directed Study class! This class will be conducted remotely and online with no class scheduled meetings. If this is your first directed study class or you have not done any production activities yet, please do the assignments and when it asks for a project, just label it as SAMPLE so you have an opportunity to submit for review, comments and help. If you have been doing directed study and/or are close or ready to apply to Hollywood CPR, please complete the EPORTFOLIO activity.

My number-one concern is your success in this class. I am available during my office hours and by appointment to discuss any trouble you are having in class. Please email me through the Canvas Inbox to set up a Zoom appointment, or to meet with me in person.

Required Materials

- Small Notebook and Pencil

Course Objectives

These are the course objectives we will cover in class:

1. Establish communication with an industry professional in student's field
2. Develop an entertainment industry resume
3. Create a business card
4. Demonstrate job searching techniques relevant to specific industry sector.
5. Log job searches and field experience
6. Submit production paperwork related to field experience
7. Troubleshoot difficult or confusing field experiences with industry professional
8. Describe field experiences in professional journal

Student Learning Outcomes (SLOs)

Student Learning Outcomes are expectations of skills you will obtain by completing this course. They are as follows:

At the end of the course, a successful student will be able to describe their field experience in professional journals.

Grading Criteria

This course allows you to become familiar with all aspects of finding projects and how to record, organize and track your work. There are two areas that you need to be actively participating:

1. Canvas and all assignments.
2. Google Out of Class Activity Project Log.

Please check in periodically to ensure that you are on the right track.

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.

Assignment Guidelines:

Please view assignment guidelines listed in Canvas.

Participation/In-Class Activities and Communication: 50%

Journal/Project: 50%

Grading Scale:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

Class Policies:

Attendance:

It is imperative that you arrive to work sites on time. Remember the following old Hollywood adage: *"If you are early, you are on time. If you are on time, you are late. If you are late, you are fired."* Because this is a primarily independent study course, as part of your responsibilities and journal, you are required to keep a time sheet of your activities and to complete the Out of Class Activity Project log Google form. Communication, punctuality, and positive attitude are tantamount to success in the entertainment industry. Participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class, however, it is your responsibility to drop this class.

Drop Policy:

You must drop the class if you no longer want to be enrolled. While you may be dropped for non-attendance, it is not guaranteed. If you stop attending class, you may receive an F. If you are sure that you want to drop the course, please drop the course in your Student Portal. The drop dates can be found in your Student Portal. Select **Academics Menu** then **Class Schedule**. Click the "i" icon to the right of your class which will bring up a page with dates.

Communication:

I am available during the office hours listed above or by appointment. Messaging me in Canvas is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately. Students are expected to ask questions and obtain help from the instructor via email and/or during office hours. In case of an academic work only emergency, you can email me at my work email account at (pentonjk@wla.edu). **Please email me to schedule a Zoom meeting during my office hours or by appointment, so that I can be prepared to meet with you and give you my undivided attention.** My Zoom ID is 932 729 6385 and will be activated as long as we agree on an appointment time. I am here to support you! Here are some important things to consider:

- Please send me a message in **Canvas** and you should receive a response promptly, at most within 48 hours seven days per week.
- Please send all messages in Canvas which I check daily. I also check my school email daily, but receive many emails. Therefore, it is better to contact me through the Canvas inbox.

Campus Office Hours:

I am available for office hours at Zoom ID 932 729 6385 by appointment on Fridays from 9:00 am to 12:00 pm, as well as additional times. I check my Canvas Inbox daily, and can often make a Zoom appointment within a few hours of your email. If you make a Canvas appointment, I will send you a link to the appointment through the Canvas Inbox.

Late Work:

- Late work is generally not accepted without communication through the Canvas Inbox.

Student Conduct

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.

In-Class Etiquette and "Netiquette"

Personal attacks, profanity, vulgarity, and comments that are not productive to the conversation will not be allowed in class or online.

Academic Integrity:

Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, using **AI such as ChatGPT to complete assignments**, 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.

- **Students who turn in plagiarized assignments will receive no credit for the assignment and cannot resubmit it.**
- We may use the Turnitin plagiarism checker for this class.
- **All assignments that are checked by Turnitin will alert your instructor to possible plagiarism.**
- Not all assignments will be subject to Turnitin.
- While study groups are encouraged, you may not share exam preparation materials or study guides of any sort with students in your cohort or class.
- Absolutely no assignment material may be copied from another student.

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.

Please 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.

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. 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).

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:

1. Unsafe conduct in connection with a Program (e.g. Motion Picture, Dental Hygiene, etc.)
2. Failure to follow safety directions of District and/or College staff
3. Willful disregard of safety rules as adopted by the District and or College; and /or
4. Negligent behavior which creates an unsafe environment

Campus Resources

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) Room 320; (310) 287-4450; DSPS@wla.edu

The Disabled Students Program and Services (DSPS) coordinates academic accommodations for students with documented disabilities at West Los Angeles College. If you have or think you might have, a disability that impacts your educational experience in this class, please contact DSPS to determine your eligibility for accommodations. If you are already registered with DSPS, please submit your accommodation requests as soon as possible to allow adequate time to provide accommodation. All information and documentation are confidential.

Library Services

Heldman Learning Resources Center (HLRC) 2nd Floor | (310) 287-4269 & (310) 287-4408

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and DVDs the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study.

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404

All students are referred to and strongly encouraged to utilize FREE small group and individual tutoring available in our Learning Resource Center, 1st floor of the HLRC building. The LRC is transforming and expanding its services to include dedicated study group sessions with a tutor for specific courses at specific days and times (before and after class). Please let us know what classes you want tutoring for and the days and times you want it at.

Campus Sheriff's Office (Emergency Preparedness)

C3 Building, Parking Lot 5 | (310) 287-4311 & (310) 287-4314

The Sheriff's Office website includes information about drill or emergency building evacuations, Title IX resources (if you have been the victim of Sexual Harassment; Sexual Violence and/or Gender-Based Discrimination), and what to do in the event of a lock-down or active shooter situation.

Title IX

Title IX (of the 1972 Education Amendments) protects students and staff alike from discrimination based on sex, including Sexual Harassment and Sexual Assault, which are forms of Sexual Misconduct. Under Title IX, all people in the educational environment must be treated equitably, regardless of sex, sexual orientation or expression, and/or transgender identity. If you have experienced or learned of a possible violation of Title IX and/or would like to know about options, resources (including confidential services), the law, or District policy, please do not hesitate to contact a [Title IX Coordinator](#).

Child Development Center:

The Child Development Center (CDC) is a nurturing place for children of WLAC student/parents, staff/faculty and community parents (based on meeting State guidelines). WLAC students receive first priority in enrollment. The CDC is licensed by the Community Care Licensing and receives funding from The California Department of Education Child Development Division. The center provides free and low cost early education services. The CDC is a safe, positive learning environment for young children ages 1-5 years. The program offers developmentally appropriate curriculum in a play based learning environment. Applications are available online (see above) and in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole.

Additional Resources:

Online Resources

- [Canvas Login Link](https://ilearn.laccd.edu/) <https://ilearn.laccd.edu/>
- [WLAC Library online \(i.e. text, journals, etc.\)](http://www.wlac.edu/Library/index.aspx)
<http://www.wlac.edu/Library/index.aspx>
- [Campus Bookstore](http://www.wlac.edu/Bookstore/index.aspx)
<http://www.wlac.edu/Bookstore/index.aspx>
- [Student Health Center & Wellness Center](http://www.wlac.edu/Health-Center/index.aspx)
<http://www.wlac.edu/Health-Center/index.aspx>
- [Sheriff's Office](http://www.wlac.edu/sheriff/index.aspx)
<http://www.wlac.edu/sheriff/index.aspx>
- [Academic Online Counseling Appointments](http://www.wlac.edu/Counseling/Online-Counseling.aspx)
<http://www.wlac.edu/Counseling/Online-Counseling.aspx>
- [Learning Skills Center \(Tutoring\)](http://www.wlac.edu/learning-center/index.aspx)
<http://www.wlac.edu/learning-center/index.aspx>

Other Important Materials

- **Computer:** Please review the [Canvas computer specifications](https://guides.instructure.com/m/67952/l/720328).
<https://guides.instructure.com/m/67952/l/720328>
- **Internet Access:** The latest Firefox or Chrome web browser is recommended. Please review [Canvas browser requirements](https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support).
<https://guides.instructure.com/m/67952/l/720329-which-browsers-does-canvas-support>
- **Office of Disabled Student Programs**
<http://www.wlac.edu/dsps/index.aspx>
- [WLAC Online Learning Help:](http://www.wlac.edu/online/helpdesk.asp)
<http://www.wlac.edu/online/helpdesk.asp>
- **24/7 Canvas Tech Support:** 844-303-5590

Course Summary:

Please Note: This syllabus and class schedule are subject to change if circumstances warrant it (e.g. student performance, etc.). **Expect revisions and divergences.**

JENNIFER'S OFFICE HOURS			✓	+	⋮
	Jennifer's Office Hours		✓		⋮
Week 1: Introduction and Overview			✓	+	⋮
	<u>DIRECTED STUDY OVERVIEW & INSTRUCTIONS</u>	Feb 9 30 pts	✓		⋮
	<u>INTRODUCE YOURSELF</u>	Feb 9 40 pts	✓		⋮
	<u>Read Syllabus & Ask Questions</u>	Feb 9 10 pts	✓		⋮
	<u>OUT OF CLASS ACTIVITY PROJECT LOG - SUBMIT LOG EVERY WEEK</u>		✓		⋮
	<u>Student Survey P1: Student Challenges - Activity Required</u>	Feb 9 5 pts	✓		⋮
	<u>Student Survey P2: Why hire me? - Activity Required</u>	Feb 9 5 pts	✓		⋮
	<u>Student Survey P3: Hire Me! - Activity Required</u>	Feb 9 5 pts	✓		⋮
	<u>WEEK 1 LOGGING: DUE SUNDAY, FEBRUARY 11, 2024, NO EXTENSIONS!!!</u>	Feb 11 40 pts	✓		⋮
Week 2: Directed Study - How to Get Started			✓	+	⋮
	<u>Student Information Form</u>	Feb 16 50 pts	✓		⋮
	<u>DIRECTED STUDY SAMPLE LOG ENTRIES</u>	Feb 16 10 pts	✓		⋮
	<u>WEEK 2 LOGGING: DUE SUNDAY, FEBRUARY 18, 2024, NO EXTENSIONS!!!</u>	Feb 18 40 pts	✓		⋮
	<u>Directed Study Overview- FALL 22.pdf</u>		⊘		⋮
Week 3: Logging, Portfolio Project Log, and Resume			✓	+	⋮
	<u>DIRECTED STUDY PROJECT LOG - For Portfolio</u>	Feb 23 10 pts	✓		⋮
	<u>CREATE OR UPDATE YOUR RESUME</u>	Feb 23 40 pts	✓		⋮
	<u>WEEK 3 LOGGING: DUE SUNDAY, FEBRUARY 25, 2024, NO EXTENSIONS!!!</u>	Feb 25 40 pts	✓		⋮

Week 4: ePortfolio, Student Evaluations & Logging Hours			+	⋮
	<u>CREATE AN EPORTFOLIO</u> Mar 1 50 pts			⋮
	<u>DIRECTED STUDY STUDENT EVALUATION - For Portfolio</u> Mar 1 10 pts			⋮
	<u>WEEK 4 LOGGING: DUE SUNDAY, MARCH 3, 2024, NO EXTENSIONS!!!</u> Mar 3 40 pts			⋮
Week 5: Progress, Sharing Resources, Timesheet, & Logging			+	⋮
	<u>PROGRESS UPDATE</u> Mar 8 30 pts			⋮
	<u>Sharing Tips & Resources</u> Mar 8 40 pts			⋮
	<u>DIRECTED STUDY TIME SHEET - For Portfolio</u> Mar 8 10 pts			⋮
	<u>WEEK 5 LOGGING: DUE SUNDAY, MARCH 10, 2024, NO EXTENSIONS!!!</u> Mar 10 40 pts			⋮
Week 6: Revise Resume, Logging & Extra Credit :)			+	⋮
	<u>REVISE RESUME</u> Mar 15 40 pts			⋮
	<u>WEEK 6 LOGGING: DUE SUNDAY, MARCH 17, 2024, NO EXTENSIONS!!!</u> Mar 17 40 pts			⋮
	<u>EXTRA CREDIT: Go to the Academy Museum of Motion Pictures</u> Mar 28 0 pts			⋮
Week 7: Tools & Logging			+	⋮
	<u>TOOL KIT or SKILL SET</u> Mar 22 20 pts			⋮
	<u>WEEK 7 LOGGING: DUE SUNDAY, MARCH 24, 2024, NO EXTENSIONS!!!</u> Mar 24 40 pts			⋮
Week 8: ePortfolio & Final Logging DUE THURSDAY			+	⋮
	<u>EPORTFOLIO DIRECTIONS FOR YOUR CONVENIENCE</u>			⋮
	<u>SUBMIT YOUR MORE DEVELOPED EPORTFOLIO</u> Mar 28 50 pts			⋮
	<u>WEEK 8 LOGGING: DUE THURSDAY, MARCH 28, 2024, NO EXTENSIONS!!!</u> Mar 28 40 pts			⋮

Student Acknowledgement:

Student Name	Student Signature	Date
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