

Course Syllabus

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WEST LOS ANGELES COLLEGE

COURSE SYLLABUS

Division: Arts & Performance

Course name: Film Production 285: Directed Study

Course Number: 14626

Semester: Fall 2024, August 26, 2024 - October 20, 2024

Units: 3

Instructor Name: Jennifer Penton

School Website: www.wlac.edu  (<http://www.wlac.edu>)

Class Day(s): Asynchronous

Address: 9000 Overland Ave., Culver City, CA 90230

Class Hours: Asynchronous

Class Dates: 8/26/2024 - 10/20/2024

Class Locations: Online (Remote) asynchronous (no required class meetings)

Office Hours: I am available to meet by appointment. Please email me through the Canvas Inbox to schedule a time. My most available meeting times are on Fridays from 1:00 pm to 4:00 pm, but I am also available at additional times if Friday mornings do not work for you. Once we have made an appointment, I will send you a Zoom link. This way, you will not have to wait in my Zoom waiting room while I help other students.

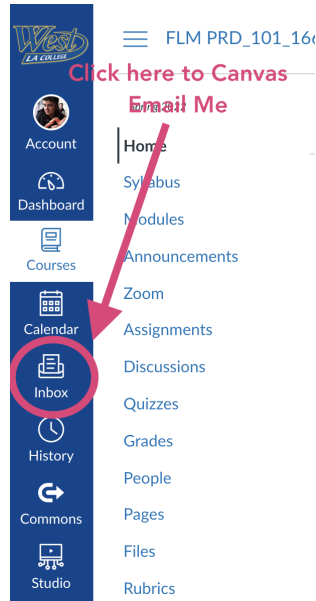
Instructor E-mail: Canvas Inbox Preferred, but other email is pentonjk@wla.edu

Office Location: Online

Pre-requisites: Film Production 100

Co-requisites: None

Advisory: None



Welcome:

Welcome! 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. 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 Description:

This Directed Study class allows a student to pursue directed study in film, television, stagecraft, and new media production crafts areas on a contract basis under the direction of a supervising instructor.

Required Texts

N/A

Required Material

Small notebook and pencil

*Computer

*Internet connection

CONTACTING ME:

The Canvas Inbox is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately and we can discuss the situation.

An online class can require more self discipline than a face-to-face one. If you are struggling with the format, you are not alone. Please be in touch if you need help!

Course Objectives

Establish communication with an industry professionals in student's field

Develop an entertainment industry resume

Create a business card

Demonstrate job searching techniques relevant to specific industry sector.

Log job searches and field experience

Submit production paperwork related to field experience

Troubleshoot difficult or confusing field experiences with industry professional

Describe field experiences in professional journal

Student Learning Outcomes (SLO)

1. Describe field experiences in professional journal



Course Requirements

Participation

This class is primarily **asynchronous**. That means that there are no required Zoom meetings. However, I am available by Zoom. Please make an appointment to meet with me. Because this class is asynchronous, it requires more discipline on your side. In addition, this class involves you finding ways to build your career and recording those efforts in a Google Doc. **There will be a weekly requirement that you record and turn in your field work in the [OUT OF CLASS ACTIVITY PROJECT LOG](#)**

(https://docs.google.com/forms/d/e/1FAIpQLScbTuDo2s7qfQxTGtYNNUKFa_Xg5eDYazzWthTBGJxMd1X93w/viewform) by Sunday at 11:59 pm. This will serve as a **big portion of your participation grade** and requires that you do work to build your career each week.

In addition, communication, punctuality and a positive attitude are tantamount to success in the entertainment industry. As such, a portion of your grade will be based on your active participation in class discussions and activities. *In the remote version of the class, that will include professionalism in zoom meetings and engagement and participation in Canvas discussions.

Examples of regular participation may include:

- submitting assignments
- logging your work **weekly** on the [OUT OF CLASS ACTIVITY PROJECT LOG](https://docs.google.com/forms/d/e/1FAIpQLScbTuDo2s7qfQxTGtYNNUKFa_Xg5eDYazzWthTBGJxMd1X93w/viewform)
- participating in discussions
- responding to emails
- logging into Canvas, responding to messages

An online class can require more self discipline than a face-to-face one. If you are struggling with the format, you are not alone. Please be in touch if you need help.



“Netiquette” and “Civilogue”: This semester, you will post to the discussions. 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 the class. Ultimately, it boils down to treating each other with respect. You may not agree with the views and opinions expressed by your peers, 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 be deleted and you will not receive credit for the assignment.

Other assignments, as listed below, will occur in class and serve to reinforce learning:

- Regular weekly **Assignments** in Canvas.

Grading Breakdown

Participation and Communication: 50%

Assignments: 50%

Grading Scale:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

Class Policies:

Attendance

Students are expected to attend and participate in all classes for which they are registered. Online presence is counted as attendance/participation, so logging in weekly is critical. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class.

You are expected to read the assigned readings and links to articles/videos, do the assignments and actively participate in class discussions. How well you participate and contribute to the class will be taken into consideration towards your final grade.

Submission of the Out of Class Activity Log and completing assignments will count towards your participation.

Missing OR late assignments

In this program we are helping you prepare for the entertainment industry which is notoriously unforgiving about absences and lateness. However, we understand that bad things happen. **In those cases, please Canvas email me AHEAD OF TIME (if possible) explaining your late assignment submission.** Being a good communicator is also an important skill in this industry. **You will not be marked late if you email me AHEAD OF TIME!**

PLEASE NOTE: Starting in Week 2, the Out of Class Activity Log for recording weekly work will be due each week on Sunday at 11:59 am. Out of Class Activity Log due dates CANNOT be extended.

My Equity Statement

This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

West LA College: Land Acknowledgement

I acknowledge that I reside on the unceded territory of the Gabrielino/Tongva peoples, who are the traditional land caretakers of Tovaangar (the Los Angeles basin and Southern Channel Islands). I pay respect to the Honuukyetam (Ancestors), 'Ahihirom (Elders), and 'Eyoohiinkem (our relatives/relations) past, present, and emerging.

Student Conduct: LACCD 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:

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

Academic Integrity LACCD Board Rule 9803.28 – Academic Dishonesty

Violations of academic integrity include, but are not limited to, the following: 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.

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).

For more information, please paste the attached link into your web browser:

<https://www.wlac.edu/sites/wlac.edu/files/2023-08/catalog.pdf><https://ilearn.laccd.edu/courses/294984/assignments/syllabus>

Campus Resources:



• <https://www.wlac.edu/student-services/spr/basic-needs>

Basic Needs [↗](https://www.wlac.edu/student-services/spr/basic-needs) <https://www.wlac.edu/student-services/spr/basic-needs>

CE 105A & CE 103 | (310) 287-4487 | [wla.edu](mailto:wlac-basicneeds@wla.edu) <mailto:wla.edu>

The Basic Needs Program has free food and clothing right on campus, and supports students by connecting them to on & off-campus resources and community referrals. Basic Needs encompasses those very necessities to survive: Food and Shelter. They work with students holistically, through a case management model to identify needs, whether it be food, shelter, health & wellness, a stable income or other needs. Then, they link students to available resources to keep students going, having a better chance of focusing and continuing school.



<https://www.wlac.edu/financial-aid>

Financial Aid [↗](https://www.wlac.edu/financial-aid) <https://www.wlac.edu/financial-aid>

Student Services Building (SSB) 210 2nd Floor | (310) 287-4532 | financialaid@wla.edu
<mailto:financialaid@wla.edu>

Please complete either the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application to determine your financial aid eligibility. This assistance makes it possible for students to continue their education beyond high school if they cannot meet the full cost of the college they choose to attend. These applications open October 1st every year. In order to receive priority awarding for the state issued Cal Grant funds during the subsequent Fall semester, students must complete their application by March 2nd. Please see the [Financial Aid Webpage](https://www.wlac.edu/financial-aid) [↗](https://www.wlac.edu/financial-aid) <https://www.wlac.edu/financial-aid> for more details.

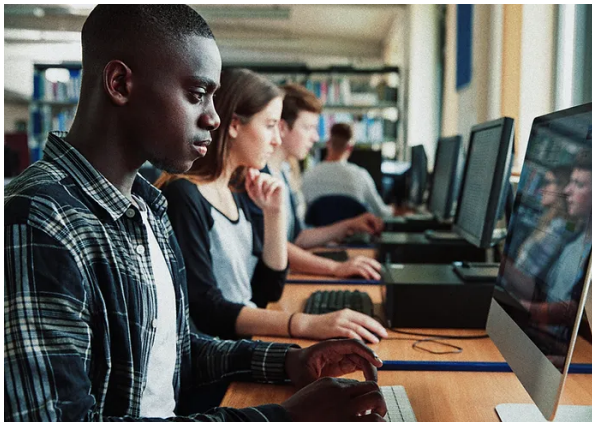


<https://www.wlac.edu/student-services/spr/dsps>

Office of Disabled Student Programs and Services (DSP&S) [➞ https://www.wlac.edu/student-services/spr/dsps](https://www.wlac.edu/student-services/spr/dsps)

Student Services Building (SSB) Room 320 | (310) 287-4450 | DSPS@wla.edu (<mailto:DSPS@wla.edu>)

The Disabled Students Program and Services (DSPS) coordinates academic accommodations for students with 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.



<https://www.wlac.edu/academic-services/library>

Library Services [➞ https://www.wlac.edu/academic-services/library](https://www.wlac.edu/academic-services/library)

Heldman Learning Resources Center (HLRC) 2nd Floor | Reference: (310) 287-4269 & Circulation: (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. The library also has a large computer lab, ideal for reading your textbook and submitting Canvas reading assignments and discussions, as well as working in Avid Media Composer, Adobe Photoshop, After Effects, and Premiere, on computers 67-78.



<https://www.wlac.edu/academic-services/learning-center>

Learning Center (LC) ➞ <https://www.wlac.edu/academic-services/learning-center>

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404 or (310) 287-4546

The learning center offers many services, including the following:

- Reading and Writing for College Readiness
- College & Scholastic Assessment Preparation
- Foundational Study Skills
- **[FREE Small Group and Individual Tutoring in Many Subjects!](https://www.wlac.edu/academic-services/tutoring)** ➞ <https://www.wlac.edu/academic-services/tutoring>
- Printing Services
- GED Preparation Services

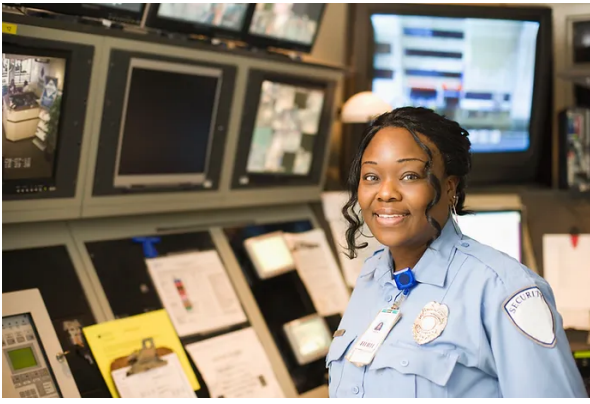


<https://www.wlac.edu/student-services/spr/cdc>

Child Development Center (CDC) ➞ <https://www.wlac.edu/student-services/spr/cdc>

(310) 287-4357

The Child Development Center (CDC) is a nurturing place for children of WLAC student/parents, staff/faculty and community parents, designed for young children ages 1-4 years. WLAC students receive first priority in enrollment. The CDC is fully licensed and provides free and low cost early education services, in a safe, supportive, diverse, positive environment. They offer a play-based learning approach tailored to each child's developmental stage, fostering creativity and curiosity. They strive to provide enriched learning experiences based on the latest research and the best practices to meet the needs of children, families, staff and college students. They also provide free, nutritious breakfast, lunch, and snacks daily to all children enrolled.



<https://www.wlac.edu/campus-life/campus-safety>

Campus Sheriff's Office: Campus Safety [↗\(https://www.wlac.edu/campus-life/campus-safety\)](https://www.wlac.edu/campus-life/campus-safety)

TLC First Floor, Near Parking Lot 5 | (310) 287-4314 & (310) 287-4315

During a WLAC campus emergency, please do not call 911. Instead call the Campus Sheriff's office, as they know the campus best. Please save their number above in your phone for easy access. The Sheriff's Office website includes information about the following:

- LA County Fire, Ambulance, and Paramedics
- Drill or Emergency Building Evacuations
- Lock-down or Active Shooter Situations
- Title IX Situations



<https://www.wlac.edu/campus-life/campus-safety/title-ix>

Title IX [↗\(https://www.wlac.edu/campus-life/campus-safety/title-ix\)](https://www.wlac.edu/campus-life/campus-safety/title-ix)

Title IX is a prohibition against sex-based discrimination in education. It addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence, including attempted or completed rape or sexual assault, as well as sexual harassment, stalking, voyeurism, exhibitionism, verbal or physical sexuality-based threats or abuse, and intimate partner violence.

Title IX does not apply to female students only. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

Course Summary:

Date	Details	Due
Thu Aug 29, 2024	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655147&include_contexts=course_294984)	10am to 12:30pm
	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655148&include_contexts=course_294984)	10am to 12:30pm
Fri Aug 30, 2024	 INTRODUCE YOURSELF (https://ilearn.laccd.edu/courses/294984/assignments/7343830)	due by 11:59pm
	 DIRECTED STUDY OVERVIEW & INSTRUCTIONS (https://ilearn.laccd.edu/courses/294984/assignments/7343837)	due by 11:59pm
	 Read Syllabus & Ask Questions (https://ilearn.laccd.edu/courses/294984/assignments/7343846)	due by 11:59pm
	 Student Survey P1: Student Challenges - Activity Required (https://ilearn.laccd.edu/courses/294984/assignments/7343849)	due by 11:59pm
	 Student Survey P2: Why hire me? - Activity Required (https://ilearn.laccd.edu/courses/294984/assignments/7343850)	due by 11:59pm
Thu Sep 5, 2024	 Student Survey P3: Hire Me! - Activity Required (https://ilearn.laccd.edu/courses/294984/assignments/7343851)	due by 11:59pm
	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655149&include_contexts=course_294984)	10am to 12:30pm
	 Student Information Form (https://ilearn.laccd.edu/courses/294984/assignments/7343848)	due by 11:59pm
Sun Sep 8, 2024	 WEEK 2 LOGGING (https://ilearn.laccd.edu/courses/294984/assignments/7343853)	due by 11:59pm
Mon Sep 9, 2024	 DIRECTED STUDY SAMPLE LOG ENTRIES (https://ilearn.laccd.edu/courses/294984/assignments/7343839)	due by 11:59pm
Thu Sep 12, 2024	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655146&include_contexts=course_294984)	10am to 12:30pm

Date	Details	Due
Fri Sep 13, 2024	 CREATE OR UPDATE YOUR RESUME (https://ilearn.laccd.edu/courses/294984/assignments/7343836)	due by 11:59pm
	 DIRECTED STUDY PROJECT LOG - For Portfolio (https://ilearn.laccd.edu/courses/294984/assignments/7343838)	due by 11:59pm
	 PROGRESS UPDATE (https://ilearn.laccd.edu/courses/294984/assignments/7343844)	due by 11:59pm
	 TOOL KIT or SKILL SET (https://ilearn.laccd.edu/courses/294984/assignments/7343852)	due by 11:59pm
Sun Sep 15, 2024	 WEEK 3 LOGGING (https://ilearn.laccd.edu/courses/294984/assignments/7343854)	due by 11:59pm
Thu Sep 19, 2024	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655152&include_contexts=course_294984)	10am to 12:30pm
Fri Sep 20, 2024	 Sharing Tips & Resources (https://ilearn.laccd.edu/courses/294984/assignments/7343833)	due by 11:59pm
Sun Sep 22, 2024	 WEEK 4: LOGGING (https://ilearn.laccd.edu/courses/294984/assignments/7343855)	due by 11:59pm
Fri Sep 27, 2024	 CREATE AN EPORTFOLIO (https://ilearn.laccd.edu/courses/294984/assignments/7343835)	due by 11:59pm
	 DIRECTED STUDY STUDENT EVALUATION - For Portfolio (https://ilearn.laccd.edu/courses/294984/assignments/7343840)	due by 11:59pm
Sun Sep 29, 2024	 WEEK 5 LOGGING (https://ilearn.laccd.edu/courses/294984/assignments/7343856)	due by 11:59pm
Thu Oct 3, 2024	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655150&include_contexts=course_294984)	10am to 12:30pm
Sun Oct 6, 2024	 WEEK 6 LOGGING (https://ilearn.laccd.edu/courses/294984/assignments/7343857)	due by 11:59pm
Thu Oct 10, 2024	 FLM PRD 385A : Dir Stdy - Flm/TV A - Penton J. - SPRING 2023 - SECTION# 26206 (https://ilearn.laccd.edu/calendar?event_id=2655151&include_contexts=course_294984)	10am to 12:30pm

Date	Details	Due
Fri Oct 11, 2024	 <u>DIRECTED STUDY TIME SHEET - For Portfolio</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343841)</u>	due by 11:59pm
Sun Oct 13, 2024	 <u>WEEK 7 LOGGING</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343858)</u>	due by 11:59pm
Sun Oct 20, 2024	 <u>EXTRA CREDIT: Go to the Academy Museum of Motion Pictures</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343842)</u>	due by 11:59pm
	 <u>REVISE RESUME</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343845)</u>	due by 11:59pm
	 <u>SUBMIT YOUR MORE DEVELOPED EPORTFOLIO</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343847)</u>	due by 11:59pm
	 <u>WEEK 8 LOGGING</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343859)</u>	due by 11:59pm
	 <u>Directed Study Reflection</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343829)</u>	
	 <u>FOR EDITING ONLY: Stranger Things Editing Team Discussion</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343831)</u>	
	 <u>ICEBREAKER</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343832)</u>	
	 <u>INVOICE</u> <u>(https://ilearn.laccd.edu/courses/294984/assignments/7343843)</u>	