

WEST LOS ANGELES COLLEGE
COURSE SYLLABUS



Division: Arts & Performance

Course name: Film Production 285: Directed Study

Course Number: 16127/ **Semester:** FALL 2022

Units: 1

Instructor Name: Jennifer Penton

School Website: www.wlac.edu

Class Day(s): TBA

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

Class Hours: TBA (2 hrs 15 mins/wk)

Class Dates: 8/29/2022 - 10/23/2022

Class Location: ONLINE

Office Hours: Fridays 9:30 am - 12:30 pm or by appt.

Instructor E-mail: pentonjk@laccd.edu

Office Location: ONLINE ZOOM

Pre-requisites: Film Production 100

Co-requisites: N/A

Advisory: N/A

Welcome:

Welcome to the ASYNCHRONOUS/SYNCHRONOUS ONLINE version of the Film/TV & Stagecraft Directed Study class! Due to COVID 19 pandemic, this class will be conducted remotely and online with no total class scheduled meetings.

Due to the sudden nature to move this class online, there will be changes to some parts of the class. We are actively and regularly evaluating how to provide the important directed study activities for you to complete the program.

In preparation for when you will be able to do production activities, we want to be sure you have all the "tools" you need which is why we are offering this class. 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.

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 Texts

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

Required Materials

Small Notebook and pencil

Course Objectives

Establish communication with an industry professional 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)

Describe field experiences in professional journal

Course Requirements and 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 the assignments; 2) Google Out of Class Activity Project Log.

Once the student and the faculty member have agreed on what you are going to do, they will work out procedures for reporting back periodically. Regular meetings will keep the student working at a steady pace. As the directed study project progresses, modifications may be necessary, and the student will need faculty permission. An established regular meeting schedule will facilitate this.

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.

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

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 get it signed by an instructor/mentor 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. As such participation is mandatory. If you cannot provide adequate time logs documenting your internships, you may be dropped from the class.

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.

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.

Contacting Us: E-mail is the best and quickest way to contact us- 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.**

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:

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

For more information, see attached link:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Academic Integrity LACCD Board Rule 9803.28

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.

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. 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

Campus Resources:

Office of Disabled Student Programs and Services (DSP&S) Required by LACCD Board Rule 6703.10

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language

interpreters and assistive technology (WLAC College Catalog). During COVID <http://wlac.edu/dsps/index.aspx> (Links to an external site.)

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog). During COVID <http://www.wlac.edu/learning-center/index.aspx>

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

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 videos 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 (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Campus Sheriff's Office (Emergency Preparedness)

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

For more information, see attached link:

<http://www.wlac.edu/Sheriff/Index.aspx>

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 do to in the event of a lock-down or active shooter situation.

Course Outline (Please Note: Subject to Change at the Instructor's discretion):

▼ DIRECTED STUDY			✓	+	⋮
⋮	 <u>INTRODUCE YOURSELF</u> Sep 2 30 pts	✓	⋮		
⋮	 <u>DIRECTED STUDY OVERVIEW & INSTRUCTIONS</u> Sep 2 30 pts	✓	⋮		
⋮	 <u>TOOL KIT or SKILL SET</u> Sep 2 20 pts	✓	⋮		
⋮	 <u>RESUME</u> Sep 9 20 pts	✓	⋮		
⋮	 <u>DIRECTED STUDY PROJECT LOG</u> Sep 23 10 pts	✓	⋮		
⋮	 <u>DIRECTED STUDY TIME SHEET</u> Sep 30 10 pts	✓	⋮		
⋮	 <u>DIRECTED STUDY STUDENT EVALUATION</u> 0 pts	✓	⋮		
⋮	 <u>CREATE AN EPORTFOLIO</u> Sep 30 100 pts	✓	⋮		
⋮	 <u>DIRECTED STUDY SAMPLE LOG ENTRIES</u> Sep 11 10 pts	✓	⋮		
⋮	 <u>PROGRESS UPDATE</u> Oct 14 30 pts	✓	⋮		
⋮	 <u>SUBMIT YOUR MORE DEVELOPED EPORTFOLIO</u> Oct 23 100 pts	✓	⋮		