



**WEST LOS ANGELES COLLEGE
COURSE SYLLABUS**

Division: Arts & Performance
Course name: Film Production 200
Section Number: 11114 **Semester:** Winter 2024
Units: 3

Instructor Name: Jennifer Penton

School Website: www.wlac.edu

Class Day(s): Asynchronous

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

Class Hours: Asynchronous

Class Location: Remote

Office Hours:

Instructor E-mail: pentonjk@laccd.edu

Fridays 9:00 – noon by Appointment

Office Location: Zoom ID 932 729 6385

Pre-requisites: None

Co-requisites: None

Advisory: None

Canvas Link: <https://ilearn.laccd.edu/courses/258658>

Welcome:

Welcome to Film Production 200. In this class we will explore Photoshop for Film Crafts.

Course Description:

This lab course will allow students to practice their collaborative skills via postproduction exercises and projects.

Required Texts:

None

Required Material:

None

Course Objectives:

Upon successful completion of this course, the student will be able to:

- Define postproduction workflows for a range of project types.
- Practice use of software interface, tools, menu bars and hot keys.
- Identify common specifications and export requirements from other postproduction departments.
- Carry out instructions from department head.
- Collaborate with other departments and within a department to complete projects or exercises.

Student Learning Outcomes (SLO):

1. Effectively communicate both verbally and in writing with a variety of crewmembers using entertainment industry terminology, records, and forms.
2. Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production to postproduction.
3. Apply technological principals in the use of camera, grip, lighting, and sound equipment.
4. Apply basic math and graphic principals as used in motion picture, television, and stage production.
5. Learn proper use of tools, equipment, safety apparel and proper procedures for set safety.
6. Proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the workplace.
7. Search for career opportunities regularly and effectively network for future production work with crew.
8. Use proper set etiquette; always be punctual; maintain a positive attitude.

Virtual Office Hours: I am available by email or phone. If you would like to discuss class related topics with me, please email your phone number to me and I will call you back within one business day.

Instructor Response Time: I will respond to all canvas emails or discussion questions daily.

Assessment Policy: All students will be able to see their grades in a timely manner. Quiz grades will show in the canvas grade book instantly, while discussion and essay grades will appear within five business days of submission. If you have any inquiries regarding your grade, please contact me by email and I will respond within two business days.

Expectations: Although some expectations of online courses are different than face-to-face courses, many are the same. For example, it is your responsibility to communicate with the instructor regarding your understanding of the course materials. You are also responsible for keeping up with the assignments and participating in class discussions, as participation is an important aspect of your grade. Should illness or personal problems affect your course work, please contact me as soon as possible at pentonjk@wla.edu.

Rules of Conduct: 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 or project to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Also, if you have not already done so, please now familiarize yourself with [Online Etiquette](#).

Coursework: As you work through the Modules, you will explore the history of Motion Pictures in an exciting way. Please ensure that you complete all assignments, essays / projects, and quizzes so that you may advance through the modules. Ensure that you do not miss deadlines, so that you will gain as much of an understanding of the history of motion pictures as possible, and so that you will excel in the course.

Work Plan: The course work plan consists of the following elements:

1. Reading and/or viewing assignments.
2. Class discussions.
3. Projects.
4. Quizzes.

Course Requirements and Grading Criteria

Evaluation: Grading in this course is based on a cumulative number of 1000 points earned from quizzes, projects, the midterm, and the final exam. Grades are assigned on a percentage basis. Up to 3 Extra Credit assignments may be used to boost your points if you are falling behind.

900 – 1000 points:	90% – 100% = A
800 – 899 points:	80% – 89% = B
700 – 799 points:	70% – 79% = C
600 – 699 points:	60% – 69% = D
< 600 points:	< 60% = F

Grading Will Cover:

1. 2 Photoshop quizzes: *Worth 50 points each, starting at a designated time and ending at a designated time. All students must take quiz within this time.*
2. 1 Midterm on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. No make-up tests will be given. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
3. 1 Final Examination on Photoshop terms, keyboard shortcuts, and workflow: *Worth 100 points. No make-up tests will be given. The exam will start at a designated time and end at a designated time. All students must take the exam within this time.*
4. 5 projects: *Worth 100 points each.*
5. Class participation: *Worth a total of 200 points.*
6. Periodic Extra Credit assignments: *Worth 30 points each.*

Class Policies:

Attendance

Because class discussions and group work are an integral part of this course, asynchronous attendance is mandatory. Students are expected to login, to read all pages, to watch video tutorials, and to complete all assignments, discussions, and quizzes.

Cell Phones, iPods, etc.

Turn them off and put them away during optional Zoom meetings. Talking and texting on cell phones not only distracts you, but it is offensive to other students and the instructor.

Contacting Us: E-mail is the best and quickest way to contact me, through the Canvas Inbox or at pentonjk@laccd.edu. **If you have a problem, do not let it snowball. Contact me immediately.** Students are expected to ask questions and obtain help from instructors via email and/or during office hours.

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:

- a. Unsafe conduct in connection with a Program (e.g. Motion Picture, Dental Hygiene, etc.)
- b. Failure to follow safety directions of District and/or College staff
- c. Willful disregard of safety rules as adopted by the District and or College; and /or
- d. 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/2022-08/WLAC_Catalog_Academic.pdf

Campus Resources:

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

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to students with disabilities. The Disabled Students Programs and Services (DSP&S) department has been established to provide support services for all qualified students with disabilities pursuing an education at West Los Angeles College. DSP&S with approved testing accommodations will take exam according to establish procedure. Please follow the outlined test accommodation procedure as stated by DSP&S for every quiz and exam. DSP&S is located in the Student Services Building (SSB) 320; (310) 287-4450.

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4408

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).

Library Services

Heldman Learning Resources Center (HLRC) | (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 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).

Learning Resource Center

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 or 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 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 Content and Schedule

Week 1: Photoshop Basics and Compositing

- Review syllabus regulations/schedule/requirements
- How to sign in and launch Photoshop
- How to turn in assignments
- Photoshop use for Film Production
- Document Presets
- Introduction to the Photoshop User Interface
- The Move tool
- Tools and the Options Bar
- Resolution and Image Size
- How to copy images from the internet and open them in Photoshop
- How to open photos from your phone in Photoshop
- Saving your work
- Undo and History

- Photoshop tools
- Introduction to layers
- Using the Layers Panel
- Selecting layers in the Layers Panel
- Rearranging layers
- Opacity, Fill, and Transparency
- Transforming a layer or layers and hitting Return
- Scaling, rotating, flipping
- Transforming from center
- Marching ants
- Selecting part of a layer using the Marquee tool, Lasso tool, and Magic Wand tool
- **Project 1, Potato Head**

Week 2: Painting

- The Hand tool
- The Color Picker
- The Zoom tool
- The Pen tool
- Selection tools
- Making a selection of a layer from the layers panel using Command
- Moving a selection
- Applying a gradient to a layer
- Merging layers
- The Clone Stamp tool and the Healing Brush tool
- Blend Modes
- Paint Brush
- Paint Brush Settings
- The Smudge tool
- Blend Modes for Painting
- Command J and pasting a selection into a new layer
- The Quick Selection tool
- Selecting hair and fur
- Select and Mask
- Layer Blend Modes
- The Crop tool
- **Project 2, Painting a Black and White Drawing**

Week 3: Text, Color, Image Adjustments, Advanced Filters

- **Quiz 1**
- The Type Tool
- Point Type vs Paragraph Type
- The Character Panel
- The Paragraph Panel
- Font styles and sizes
- Layer styles for text layers

- Typing in a selection
- Typing along a path
- Warped Text
- 3D Text
- The Shape tool
- **Project 3, Product Displacement**

Week 4: Movie Poster

- **Midterm**
- The Liquify tool
- Billing blocks and Universal Accreditation Font
- Dodge and Burn
- Brightness/Contrast
- Levels, Curves, and Vibrance
- Hue/Saturation
- Color Lookup / LUTS
- Match Color and other image adjustments
- The Filter Gallery
- How to apply more than one filter in the Filter Gallery
- Other Filters
- **Project 4, Movie Poster**

Week 5: Contact Sheet and Scenic Design

- **Quiz 2**
- Actions
- Color Modes
- How to make a contact sheet
- Photoshop Paths
- Lab Color
- Photoshop Channels
- File Formats, psd vs pdf
- Jpeg vs png vs gif
- Settings for printing stills
- Paper stock
- Create Frame Animation
- How to use layers when creating an animated gif
- How to save an animated gif
- **Project 5, Scenic Design, Contact Sheet**

****Disclaimer:** Syllabus/schedule subject to change

Student Acknowledgment
(Please return this sheet to the instructor)

"I _____, have completely read this **Film Production 291B** syllabus and understand and agree to the course requirements."

Date: _____ Student Signature: _____

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:
