



Arts & Performance Division

Film Production 285A – Directed Study, 3 Units
Section 16063 Fall 2023

College Website: www.wlac.edu

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

Contact Information

Instructor Name: Jennifer Penton

Instructor Email: pentonjk@wla.edu

Zoom Office Hours:

Friday, 9:00 am - 12:00 pm by appointment, and additional appointment times, email me through the Canvas Inbox to meet. I check my Inbox often.

Zoom ID:

841 1878 9910

Course Prerequisites, Corequisites, & Advisories

- **Pre-requisites:** Film Production 100
- **Co-requisites:** None
- **Advisory:** None

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 class 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 841 1878 9910 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 841 1878 9910 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

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.

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 LACCD Board Rule 9803.28:

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 use 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.

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).

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:

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, refer to: http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

College Policies

- **Academic Policies**
https://wlac.edu//academics/pdf/WLAC_Catalog_Academic.pdf
- **Student Conduct Code**
http://www.wlac.edu/academics/pdf/2012/WLAC_12-14Catalog_Policies.pdf
- **Academic Calendar**
[Sharepoint Link to Academic Calendar](#)

Accommodations and Services

Students with disabilities must register with Disabled Students Programs & Services (DSPS) in order to receive accommodations. If you feel that you qualify for the services provided by DSPS contact them at (310) 287-4450, by email at dsps@wlac.edu, or stop by the office located in the Student Services Building (SSB 320).

Faculty cannot provide assistance to students seeking disability accommodations unless they have disability documentation and are registered with DSPS. Any student who feels that they may need an accommodation based on the impact of a disability should contact me privately to discuss your specific needs.

Disabled Students Programs & Services (DSPS)

<http://www.wlac.edu/dsps/index.aspx>

Campus Resources

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

Student Services Building (SSB) Room 320; (310) 287-4450; DSPS@wlaac.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 | wlaac-learningcenter@laccd.edu All students are strongly encouraged to utilize FREE small group and individual tutoring available in our Learning Resource Center. The HLRC 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.

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).

For more information, refer to the link below:

<http://www.wlaac.edu/learning-center/index.aspx>

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.

For more information, refer to the link below:

<http://www.wlaac.edu/sheriff/index.aspx>

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.

For more information, refer to the link below:

www.wlaac.edu/Title-IX/Index.aspx

Title IX Coordinator for WLAC:

Dr. Genice Sarcedo-Magruder | (213) 891-2315 | sarcedg@piercecollege.edu

District Title IX Office:

Office for Diversity, Equity and Inclusion | (213) 891-2315 | TitleIX@email.laccd.edu

The Lactation Room is in: HLRC 3rd Floor Rm 327A

Childcare information can be found at:

<http://www.wlac.edu/child-care/index.aspx>

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	✓	+	⋮
⋮	 <u>Jennifer's Office Hours</u>	✓		⋮
⋮	▼ Week 1: Introduction and Overview	✓	+	⋮
⋮	 <u>DIRECTED STUDY OVERVIEW & INSTRUCTIONS</u> Oct 27 30 pts	✓		⋮
⋮	 <u>INTRODUCE YOURSELF</u> Oct 27 40 pts	✓		⋮
⋮	 <u>Read Syllabus & Ask Questions</u> Oct 27 10 pts	✓		⋮
⋮	 <u>OUT OF CLASS ACTIVITY PROJECT LOG - SUBMIT LOG EVERY WEEK</u>	✓		⋮
⋮	 <u>Student Survey P1: Student Challenges - Activity Required</u> Oct 27 5 pts	✓		⋮
⋮	 <u>Student Survey P2: Why hire me? - Activity Required</u> Oct 27 5 pts	✓		⋮
⋮	 <u>Student Survey P3: Hire Me! - Activity Required</u> Oct 27 5 pts	✓		⋮
⋮	▼ Week 2: Directed Study - How to Get Started	✓	+	⋮
⋮	 <u>Student Information Form</u> Nov 3 50 pts	✓		⋮
⋮	 <u>DIRECTED STUDY SAMPLE LOG ENTRIES</u> Nov 3 10 pts	✓		⋮
⋮	 <u>WEEK 2 LOGGING</u> Nov 5 40 pts	✓		⋮
⋮	▼ Week 3: Logging, Portfolio Paperwork, and Resumes	✓	+	⋮
⋮	 <u>CREATE OR UPDATE YOUR RESUME</u> Nov 10 40 pts	✓		⋮
⋮	 <u>TOOL KIT or SKILL SET</u> Nov 10 20 pts	✓		⋮
⋮	 <u>PROGRESS UPDATE</u> Nov 10 30 pts	✓		⋮
⋮	 <u>DIRECTED STUDY PROJECT LOG - For Portfolio</u> Nov 10 10 pts	✓		⋮
⋮	 <u>WEEK 3 LOGGING</u> Nov 12 40 pts	✓		⋮

Week 4: Logging Hours & Student Evaluations			✓	+	⋮
⋮	 Sharing Tips & Resources	Nov 17 40 pts	✓	⋮	
⋮	 DIRECTED STUDY STUDENT EVALUATION - For Portfolio	Nov 17 10 pts	✓	⋮	
⋮	 WEEK 4: LOGGING	Nov 19 40 pts	✓	⋮	
Week 5: Logging & ePortfolio			✓	+	⋮
⋮	 CREATE AN EPORTFOLIO	Nov 24 50 pts	✓	⋮	
⋮	 WEEK 5 LOGGING	Nov 26 40 pts	✓	⋮	
⋮	 EXTRA CREDIT: Go to the Academy Museum of Motion Pictures	Nov 26 0 pts	✓	⋮	
Week 6: Logging & ePortfolio Continued			✓	+	⋮
⋮	 WEEK 6 LOGGING	Dec 3 40 pts	✓	⋮	
⋮	 EPORTFOLIO DIRECTIONS FOR YOUR CONVENIENCE		✓	⋮	
Week 7: Logging, Timesheet, & Tools			✓	+	⋮
⋮	 DIRECTED STUDY TIME SHEET - For Portfolio	Dec 8 10 pts	✓	⋮	
⋮	 WEEK 7 LOGGING	Dec 10 40 pts	✓	⋮	
Week 8: Final Logging and ePortfolio			✓	+	⋮
⋮	 REVISE RESUME	Dec 15 40 pts	✓	⋮	
⋮	 SUBMIT YOUR MORE DEVELOPED EPORTFOLIO	Dec 17 50 pts	✓	⋮	
⋮	 WEEK 8 LOGGING	Dec 17 40 pts	✓	⋮	

Student Acknowledgement:

Student Name	Student Signature	Date
--------------	-------------------	------