



Arts & Performance Division

Film Production 385A – Directed Study

3 Units

Section 26206 Spring 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:

Thursdays, 10:00 am - 12:30 pm and by appointment, email me through the Canvas Inbox to meet.

Zoom ID:

<https://laccd.zoom.us/j/81524157347>

Course Prerequisites, Corequisites, & Advisories

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

Course Description

This intermediate level Directed Study 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

None

Course Objectives

These are the course objectives we will cover in class:

1. Establish communication with industry professionals 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.

Course Information Overview

Class Days / Hours:

Online Asynchronous

Class Location: NA

Class Meeting Type: Online Asynchronous, Canvas Assignments

Welcome Statement

Welcome! This class will help you in your journey to gain work experience for Hollywood CPR.

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
- Computer
- Internet connection

6. Submit production paperwork related to field experience.
7. Troubleshoot difficult or confusing field experiences with industry professionals.
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:

1. Establish communication with industry professionals 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 professionals.
8. Describe field experiences in professional journal.

Grading Criteria:

Course Requirements and Grading Criteria	Grading Scale
Your grade will be weighted as follows:	A = 100% - 90%
Participation/Discussions & Communication: 20%	B = 89% - 80%
Quizzes: 20%	C = 79% - 70%
Homework & Activities: 40%	D = 69% - 60%
Final: 20%	F = 59% - 0%

Course Requirements

Assignments:

Please be careful to note assignment due dates. **Generally, there are no assignment extensions, however, if you are having trouble completing an assignment, please contact me by Canvas email to make arrangements so that I can accept your assignment late.** All assignments may have the requirements and scoring rubrics of the assignment detailed in Canvas. Please refer to the assignment in Canvas for additional requirements.

Class Policies:

For more information, refer to the link below:

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

Communication and Campus Office Hours:

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@wlaac.edu). **As explained above, my office hours are Thursdays from 10:00 am to 12:30 pm at Zoom ID: <https://laccd.zoom.us/j/81524157347>.**

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.

Late Work:

- Students are expected to complete every assignment on time.
- Late work is generally not accepted without communication through the Canvas Inbox.

Academic Integrity:

- **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.
- 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.

Turnitin:

Some of your assignments may be subject to a third-party plagiarism verification program called Turnitin.

- **All assignments that are checked by Turnitin will alert your instructor to possible plagiarism.**
- Not all assignments will be subject to Turnitin.

Homework will consist of the following:

- Regular weekly assignments in Canvas.
- **Attendance**

Students are expected to attend and participate in all classes for which they are registered. Since this is an asynchronous online 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.

Students may be dropped from class if they fail to attend, however, it is your responsibility to drop this class to avoid receiving an F.

Submission of the Google Doc and completing assignments will count as your attendance.

Participation

This class is primarily **asynchronous**. That means that there are no required Zoom meetings. However, there will be office hours over Zoom so that you can ask questions. I highly recommend you attend, if you can.

I am also available to meet for office hours over Zoom. Please Canvas email me to set up a meeting time.

The Google Doc

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. **Starting in Week 2, there will be a weekly requirement that you record and turn in your field work in the Google Doc 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 Google Doc
- 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.

Preparedness:

You are expected to introduce yourself to the other students in the first week, participate in class discussions, complete the assignments by the deadlines, and be active on all other assignments.

Computers & Canvas:

We will be utilizing Canvas to complete assignments. Please familiarize yourself with Canvas as soon as possible.

- Please take the Canvas Orientation in our classroom if you are not familiar with Canvas.
- If you have any trouble with Canvas, please contact Canvas' 24-hour support line at (844) 303-5590. Alternatively, you may contact Distance Learning at (310) 387-4305 Monday – Thursday from 8:30 to 6:00 pm and Fridays from 9:00 – 1:00 pm.
- There are general guidelines for the work you will do in the class listed in this syllabus but a more detailed description of what is expected for each assignment can be found in Canvas.

"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.

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.

Student Conduct

Academic Integrity

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

Disruption of classes or College activities is prohibited and will not be tolerated. Refer to the College 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.

For more information, refer to the link below:

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):

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.

For more information, refer to the link below:

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

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404 | wla-learningcenter@laccd.edu 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.

For more information, refer to the link below:

<http://www.wlac.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 do to in the event of a lock-down or active shooter situation.

For more information, refer to the link below:

<http://www.wlac.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.wlac.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>

- [WLAC Online Learning Help:](http://www.wlac.edu/online/helpdesk.asp)
<http://www.wlac.edu/online/helpdesk.asp>
- **24/7 Canvas Tech Support Number:** 844-303-5590

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>

Course Content and Schedule

Please see below for our class schedule.

Week 1

Introductions & Overview

Week 2

Directed Study – How to Get Started

Week 3

Logging & More Portfolio Paperwork

Week 4

Logging Hours & Revising Resumes

Week 5

Logging and ePortfolio

Week 6

Logging and ePortfolio Continued

Week 7 & 8

Logging and Final Resume

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

Student Acknowledgement:

Student Name

Student Signature

Date