



Arts & Performance Division

Film Production 100 - Intro to Motion Picture and TV Production Crafts

3 Units

Section 25874 / Fall 2023

College Website: www.wlac.edu

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

Contact Information

Instructor Names: Jennifer Penton

Instructor Emails:

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:** None
- **Co-requisites:** None
- **Advisory:** None

Course Description

This course provides a broad overview of the process of creating content for motion pictures, television, new media and live venues. The course includes a historical overview of the entertainment industry and focuses on storytelling principals, aesthetics and techniques used in these audio-visual performance media. It also examines the variety of opportunities available in the entertainment industry's specialized trades sectors such as stagecraft, set dressing, carpentry/fabricating, grip, editing cinematography/camera, costume manufacturing, make-up, studio electrical lighting, set painting, and scenic artists. Participants will gain a deeper appreciation of narrative and visual design in audio-visual performance media, as well a thorough understanding of the key terminology, protocols, personnel, equipment, duties, responsibilities and physical demands required of the entertainment industry crafts.

Recommended Text

All Assigned Reading in Modules

Course Information Overview

Class Days / Hours: August 28, 2023 – October 22, 2023

Tues & Thurs 5:50 pm – 8:00 pm

via Zoom & Asynchronous Online

Class Location: Online

Final Assessment: Final Exam

Class Meeting Type: Synchronous & Asynchronous Online

Welcome Statement

Welcome to the ASYNCHRONOUS/SYNCHRONOUS ONLINE version of Film Production 100!

Our number-one concern is your success in this class. We are available during office hours and by appointment to discuss any trouble you are having in class. Please email us through the Canvas Inbox to set up a Zoom appointment, or to meet with us in person.

Required Materials

Small notebook and pencil

Course Objectives

These are the course objectives we will cover in class:

1. Give a brief history of the Motion Picture and Television industry.
2. Give a brief history of the IATSE.
3. Name the key phases common to most productions.
4. Describe the key personnel and departments common to most film and television productions.
5. Describe the job duties for employees in the motion picture and television production industry's specialized trades sectors—such as stagecraft, set dressing, carpentry/fabricating, grip, cinematography/camera truck, costume manufacturing, make-up, studio electrical lighting, set painting, and scenic artists.
6. Demonstrate an ability to collaborate in breaking down a scene or script from a variety of departmental viewpoints.
7. Read and interpret a variety of commonly used production paperwork and forms.
8. Distinguish between the basic shot sizes and coverage patterns.
9. Understand and utilize specialized terminology common to the entertainment industry crafts.
10. Demonstrate an understanding of the importance of key life skills such as punctuality, dependableness and professionalism.
11. Explain basic safety procedures in key jobs.

Student Learning Outcomes (SLOs)

SLOs are expectations of skills you will obtain by completing this course. This course has the following SLO:

1. Describe the key phases, techniques and processes common to most motion-picture, television and new media.
2. Describe the key personnel and departments common to most film and television productions.

Grading Criteria:**Course Requirements and Grading Criteria**

Your grade will be weighted as follows:

Participation/In-Class Activities & Communication: 40%

Homework Assignments & Quizzes: 30%

Final: 30%

Grading Scale

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0

Course Requirements**Logging In and Out of Class**

Before you arrive to class, make sure you have used the restroom, eaten breakfast, checked your messages and engaged in any other necessary activities that could distract from class participation. Logging in and out is rude and disruptive. If you need to leave early or have some other problem, you need to notify us in advance. **Any student who makes a habit of logging in and out of class may be asked to leave.**

Preparedness

You are expected to login to Zoom on time - which is 15 minutes EARLY! You will come to each class session prepared. You will have your notebook, pens/pencils, any work that is due, and you will be prepared to discuss all readings/assignments. An online class can require more self-discipline than a face-to-face one. You need to complete the assigned readings and read the links to articles/videos before class lectures. **You are responsible for finding the uninterrupted time to complete assignments, lectures, quizzes and the final.**

During the week, students will complete assignments, quizzes, post and respond to discussions, complete assigned reading. It is your responsibility to take the initiative to keep up with your work when enrolled in our online class. It can be easy to let things slide and miss due dates because of the wiggle room and flexibility that comes with our online course. Do not breeze through class lessons. Putting a little extra effort into your assignments, and discussion posts and studying for your quizzes/exams will mean the difference between full and partial credit. And if you are having issues of any kind, reach out to us via the Canvas Inbox. We are here to 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. You may not agree with the views and opinions expressed by your peers, but you do not have the right to be disrespectful. Personal attacks, profanity, vulgarity and comments that are not productive additions to the conversation will be deleted, you will not receive credit for the assignment, and this **may affect your eligibility to apply to Hollywood CPR.**

Assignments, Attendance and Participation:

Communication, punctuality and positive attitude are **tantamount to success in the entertainment industry.** Therefore, in this class, your retention of concepts depends upon your participation and a portion of your grade will be based upon your active participation in class discussions and activities. You cannot participate if you are late or absent, so repeated tardiness or absenteeism will count against you. **You will be required to sign-in and out of the chat every day of the Zoom meetings.** How well you participate and contribute will be taken into consideration towards your final grade.

Examples of regular participation may include:

- Video/Camera on during Zoom: You may use BLUR feature for privacy
- Submitting assignments on time
- Participating in discussions
- Responding to emails
- Attending scheduled lectures
- Adherence to scheduled events in the syllabus
- Logging into the virtual classroom, responding to messages

Class Policies:

For more information, refer to the link below:

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

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 us at our work email accounts at pentonjk@wla.edu. **Please email me to schedule a Zoom meeting during office hours or by appointment, so that we can be prepared to meet with you and give you our 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.

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.
- 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.

Canvas:

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

- Please take the Canvas Orientation 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.

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.

No-Show Policy: Students in an online class are required to engage in an activity to provide proof of attendance during the first day of class or may be dropped as a "No Show". Merely logging into an online course on the first day does NOT constitute attendance. In order to avoid being dropped as a "No Show", you must complete the INTRODUCE YOURSELF discussion assignment. Anyone who does not complete can be dropped from the class under the "No Show" policy. In fairness, this allows us to make room for those who wish to add the class.

Exclusions/Dropping the course: Engagement in the academic activities of an online course constitutes "attendance" in an online course. According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. Withdrawal from class can impact eligibility for federal financial aid. A grade (A, B, C, D, F) will be assigned to students who are enrolled past the final drop date even if they stop attending class. Incompletes will not be given except in cases with extenuating circumstances and after consultation with appropriate faculty.

Syllabus Change Policy: This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester. It is up to you to stay current.

Cell Phones, iPods, etc.

Turn them off and put them away when class begins unless you are using your phone for Zoom. You may not record the Zoom meetings without prior written permission (See recordings below) You need to be attentive to all around you – cell phones are a distraction for instructors and your peers. Distractions interrupt/disrupt the class. **You will be asked to leave/log out if this occurs.**

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@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.

For more information, refer to the link below:

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

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404 | wlaac-learningcenter@lacc.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.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 do to 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>
- [WLAC Online Learning Help:](http://wlac.edu/online/helpdesk.asp)
<http://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 Summary: Subject to change

WEEK 1: GETTING STARTED

- SYLLABUS
- WATCH: Week 1 Videos
- CREATE PROFESSIONAL EMAIL
- Student Information Form
- READ: Locals, Unions, Guilds
- DISCUSSION: Introduce Yourself
- Quiz: Week 1

WEEK 2: THE BASICS

- READ: The Basics
- WATCH: Week 2 Videos
- READ: Chain of Command

- **DISCUSSION: Week 2**
- Quiz Week 2

WEEKS 3 & 4: DEVELOPMENT & PRE-PRODUCTION

- **READ: Development Phase**
- **READ: Pre-Production Phase**
- **READ: Pre-Production Crew**
- **WATCH: Weeks 3 & 4 Videos**
- **DISCUSSION: Weeks 3 & 4**
- Quiz: Weeks 3 & 4

WEEKS 5 & 6: PRODUCTION

- **READ: Production**
- **READ: The Crew**
- **WATCH: Weeks 5 & 6 Videos**
- **REFERENCE: Camera Shot Types**
- **DISCUSSION: Weeks 5 & 6**
- Quiz Weeks 5 & 6

WEEKS 7 & 8: POST PRODUCTION

- **READ: Post-Production**
- **WATCH: Weeks 7 & 8 Videos**
- **EXTRA CREDIT DISCUSSION: Resources for Your Classmates**
- **Film Production 100 Final Exam**

Student Acknowledgement:

Student Name

Student Signature

Date