

Course Syllabus
West Los Angeles College
WA58 - Arts & Performance
FLM PRD101
Spring 2025

Course Catalog Description

The purpose of this class is to provide you with a hands-on overview of the responsibilities of an entry-level crew member in the major craft and technician departments in the motion picture, television and stage industry including camera, grip, set dressing, costume, set lighting, set painting, sound, editing and stagecraft. The class will introduce you the basic skills, tools, terminology, safety protocols and work habits specific to each department. This knowledge will allow you to make an informed decision as to whether you would like to pursue further studies in a particular craft. Participants must be able to lift a minimum of 50 lbs.

Section Information

Section Name: 22132

Course Units and Hours

Units: 3

Hours per Week

	In Class	Out of Class
Lecture (1:2) Hours	1	2
Lab/Activity/Work Experience (3:0) Hours	3	0
Lab/Activity (2:1) Hours	2	1

Transferability

Course General Education Status (CB25)

Not Applicable

Transferability (CB05)

Transferable to CSU only

Transferability Status

Pending

Course Prerequisites and Corequisites

Prerequisite: FLM PRD100

: NONE

Course Student Learning Outcomes (CSLOs)

At the end of the course, a successful student will be able to describe the history of below-the-line crafts in the entertainment industry. At the end of the course, a successful student will be able to define the roles and responsibilities of each craft department.

At the end of the course, a successful student will be able to:

Apply technological principals in the use of camera, grip, lighting and sound equipment.
Effectively communicate both verbally and in writing with a variety of crew-members using entertainment industry terminology
Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production
Search for career opportunities regularly and effectively network for work with crew on future productions.

Instructor Contact Information

Instructor Name: Jennifer Penton

Instructor Email: pentonjk@laccd.edu

Office Hours: 10:00 am - 2:00 pm

Office Hours Location: ATA 212 or TLC 405, Call 310-853-2043 to Confirm Location | Zoom ID 932 729 6385

Office Hours Modality: In Person, Zoom, or Phone

Office Location: ATA 212 or TLC 405

Office Extension: 310-853-2043

Additional Information

PLEASE NOTE: I may be able to make zoom appointments on weekends, as well. Once you have emailed me through the Canvas Inbox, I will reach out to you to schedule an appointment and send you a Zoom link. If you have complex or detailed questions, please let me know ahead of time, so that I can be better prepared for our Zoom meeting.

Instructor Name: Laura Guichard

Instructor Email: guichalw@wlaac.edu

Office Hours: After Class on Monday, Tuesday 11:45 am - 12:45 pm over Zoom

Office Hours Location: Zoom

Office Hours Modality: Zoom

Office Location: Zoom

College Contact Information

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

- **Campus Website:** <https://www.wlaac.edu>

West Los Angeles College Welcome Center

- **Location:** Technology Learning Center (TLC) Building, 1st Floor (Free Parking in Lot #5)
- **Hours:** Mon to Thurs: 9:00 AM - 5:00 PM | Fri: 9:00 AM - 1:00 PM
- **Email:** WelcomeCenter@wlaac.edu | Phone: (310) 287-7251
- **Website:** <https://www.wlaac.edu/student-services/welcome-center>

Course Objectives

- Describe the history of below-the-line crafts in the entertainment industry
- Define the roles and responsibilities of each craft department
- Describe the general considerations for breaking down a script in each craft department

- Explain the basic shot sizes, the concept of coverage, and how to prepare a shot list
- Identify basic concepts in stagecraft, set dressing, grip, camera, sound, editing, costume, set lighting, and set painting
- Define walkie talkie terminology and etiquette, as practiced in the entertainment industry
- Describe proper work ethic for working with crew and management in order to maximize safety and efficiency in the workplace
- Identify basic set safety protocols
- Demonstrate visual concepts used in film and tv production, including shot sizes, continuity, framing, composition, and editing
- Define basic concepts in digital editing
- Identify the basic tools and terminology of the grip department
- Demonstrate basic operation of a lift gate, proper c-stand setup, basic knot tying, and basic protocols for set work
- Identify the basic tools and terminology of the set lighting department.
- Demonstrate a basic 3 point lighting setup, the basics of cable wrangling protocols, and light meter operation.
- Identify the basic tools and terminology of the sound department, including microphone types
- Demonstrate proper boom stance and technique
- Identify the basic tools and terminology of camera department, including media management, lens types and camera operation.
- Demonstrate media management, proper slate protocol, tripod set up and slate operation.
- Identify the basic tools and terminology of the set dressing department and roles and responsibilities of all departments
- Demonstrate pulling an order from a prop house for a basic scene including set dressing, props, signage, artwork, and set painting
- Identify the basic tools and terminology of the stagecraft department
- Demonstrate the key department responsibilities including lighting, audio, props and rigging.
- Identify the basic tools and terminology of the set painting department
- Demonstrate the basics of surface preparation and painting
- Define walkie talkie terminology and etiquette, as practiced in the entertainment industry
- Demonstrate a basic understanding of safety protocols on a film set

Lecture/Lab Information

1:00 pm - 2:05 pm Monday & Wednesday Lecture

We will meet Mondays and Wednesdays. During this time, an Industry Professional will often lecture. Please see the sign-in sheet and pay attention to announcements regarding where to meet each day.

Please note that attending class is very important and counts towards your participation.

2:15 pm - 4:20 pm Monday & Wednesday Lab Time

An industry professional will lead you through a hands-on activity or demonstration.

Link to Canvas Page

<https://ilearn.laccd.edu/courses/311117>

Required Course Materials

Notebook, Pencil, Pen, Canvas access

Important Course Dates

[Please see this link for important Course Dates](#)

Methods of Evaluation

ASSIGNMENTS

All assignments should be submitted through Canvas.

DISCUSSIONS

Discussions are a great way to get to know your classmates. For full credit, you must first post an your own response to a prompt, and then respond to at least two classmates' posts. Complete discussion forum entries consist of at least four thoughtful sentences that pertain to the discussion topic.

It is critical in the entertainment industry that you treat others with respect. 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 not be tolerated.

QUIZZES

Some visiting industry professionals have prepared quizzes on material from their section. These will be delivered in Canvas, and will be timed with a strict due date/time.

MIDTERM/FINAL

You will have a multiple choice Midterm and Final in this class. Both will be open-note, timed, and will have a strict due date of 11:59 pm on their due date/time. The goal of these exams is for you to keep up with the class material because it builds on itself. They are a learning tool!

LATE WORK

In this program we are helping you prepare for the entertainment industry which is notoriously unforgiving about absences and late work. However, we understand that bad things happen. In those cases, **please email us through the Canvas inbox AHEAD OF TIME if possible or afterwards if necessary**, explaining your circumstances. Being a good communicator is an extremely important skill in this industry. **You can submit late assignments AS LONG AS YOU EMAIL US AHEAD OF TIME.**

PLEASE NOTE

This class is not eligible to be taken Pass / No Pass. Please see page 315 of the [2024 - 2025 WLAC College](#) Catalog for more information.

Grading Scheme

Letter Grade	Percentage
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% or below

Grading Criteria

GRADING BREAKDOWN:

Participation and Communication: 30%

Assignments & Quizzes: 30%

Midterm: 20%

Final: 20 %

Instructor Expectations or Recommendations for Success

PARTICIPATION

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 professionalism, engagement, and participation in face-to-face class discussions, zoom meetings and Canvas discussions.

Examples of regular participation may include:

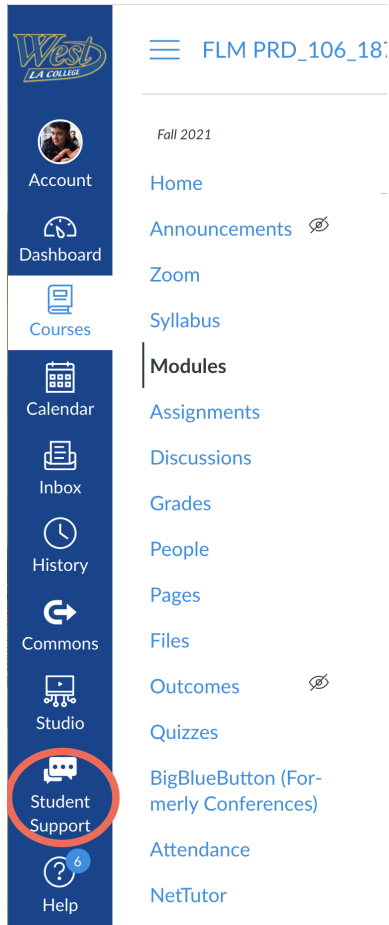
- If you do not attend the first day of class or do not log into Canvas the first week of class, you will be dropped from the course.
- Logging into Canvas and completing assignments and quizzes.
- Active participation in Discussions.
- **Attending lectures ON TIME. You must sign in when you arrive and sign out when you leave. If you are late, you must write the exact time you arrived. Falsifying arrival or departure time will result in disciplinary action and possible disqualification from Hollywood CPR.**
- **You must email both Laura AND Jennifer, through the Canvas Inbox before class if you will be late or absent from class.**

CONTACT US

Please email us through the Canvas inbox. If you have a problem, do not let it snowball. Contact us immediately so that we can support you. Students are expected to ask questions and obtain help from instructors in class, via email, and/or during office hours.

STUDENT SUPPORTS

Please check out the button to the left called **"Student Support"**. This is a **one stop shop** for many of the supports that are available through West LA College, including enrollment, financial aid, tutoring, counseling, health services, disabled student services, and other services.



Diversity Statement

Diversity Statement

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, Ethnic Group Identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition (cancer-related), sexual

orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status. All programs and activities of the LACCD shall be operated in a manner which is free of discrimination. Employees, students, or other persons acting on behalf of the District who engage in any form of discrimination as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract.

If you feel that you have been subjected to discrimination and/or harassment, you may report the incident to the District office by [clicking on this LACCD Non-Discrimination Policy](#) link where you can find out about how to file a discrimination and/or harassment complaint at the District website for the Office for Diversity, Equity & Inclusion.

DSPS Accommodation Statement - LACCD Board Policy 5140

West is dedicated to providing equal educational opportunities for all students, including those with disabilities. The Office of Disabled Students Programs and Services (DSP&S) is here to support you as you work toward your educational goals.

DSP&S students may qualify for extra time to complete assignments and take exams, registration assistance, sign language interpreters, and assistive technology.

Email dsps@wla.edu, call 310-287-4450, or visit [DSP&S](#). The DSP&S is located at the Student Services Building, room 320

Our goal is to ensure you have the resources and support needed for a successful college experience. If you have an approved accommodation, let's discuss ASAP how to implement it to support your learning.

Please Note:

FLM PRD 101 recorded video tutorials and Zoom sessions are closed captioned.

DSPS Contact Information

The DSP&S is located at the Student Services Building (SSB), room 320.

To contact DSP&S for an accommodation request or for more information about their services, visit the [DSP&S webpage](#), email dsps@wla.edu, or call 310-287-4450.

Student Code of Conduct - LACCD Board Policy 5500

Students at West are expected to follow local, state, and federal laws and adhere to the College's policies outlined in the Student Code of Conduct contained in LACCD Board Policy 5500. Students are encouraged to share your opinions, ideas, or concerns through the appropriate channels. As members of the college community, students should act responsibly and respectfully, maintaining behavior that supports the West educational mission. Note that violations of the Student Code of Conduct, including cheating and academic dishonesty, may be referred to the Dean of Student Services for discipline.

STUDENT CONDUCT

The Motion Picture & Television Production Crafts program is designed to give you hands-on training from Entertainment Industry professionals. We have developed these guidelines, rules, policies and procedures to insure your safety, and to promote the attitudes and behaviors necessary to becoming a successful entry-level worker in the entertainment industry. Consider this a baseline of behavior. Many of these policies are matters of common sense, general decorum and basic professionalism; others are more specific to the entertainment industry. We may amend this list in the future as we see fit, and the industry professionals may add other considerations specific to their crafts.

Please Note: If you plan on applying for the Hollywood CPR Certificate these rules must be followed. If you violate one of the below rules, you will receive a participation deduction from your instructor.

BE PUNCTUAL:

- Participation can be up to 50% of your grade.
- You can't participate if you don't show up.
- EARLY = ON TIME.
- For in-person classes, this means being in the classroom, signed in, and ready to go 15 MINUTES BEFORE the class begins.
- For online classes, your participation is recorded in Canvas every time you login. IF YOU DO NOT LOGIN YOU ARE ABSENT. If you falsify your time you may be excluded from eligibility to apply to Hollywood CPR.
- If you are going to be late or absent YOU MUST EMAIL your instructor BEFORE class through the Canvas Inbox.

LISTEN CAREFULLY & COMMUNICATE:

- Pay attention. Take notes.

- If you do not understand something, ask for clarification.
- Do not leave your class without asking permission from your instructor.
- Check your email and Canvas portal daily. This is our primary communication with you.
- Respond to communication immediately.
- Be sure to check your Canvas portal for assignments or quizzes - there may be required readings, discussions, and homework, that is not mentioned during the in-person portion of your class.

BE PROFESSIONAL & CONSIDERATE:

- NO Talking or interrupting while someone else is talking.
- Remember this is an entry-level education and training program. Be courteous to your fellow classmates.
- NO Radios, iPods, iPads or headphones.
- NO Swearing or any derogatory language of any kind. BE RESPECTFUL.
- NO Eating, drinking or chewing gum in class. Bottled water WITH CAP is ok.
- NO Fighting or bullying of any kind, verbal or physical.
- NO Talking back to instructors or staff.
- NO Smoking, vaping, alcohol, drugs, or mind altering substances.

SAFETY:

- We promote and expect safe practices at all times. If something appears or is unsafe you will hear industry professionals shout FREEZE or STOP or other commands to make sure work stops.
- Whenever you hear these commands STOP IMMEDIATELY.
- Always pay attention to your surroundings and work safely.
- If there is an emergency, let the instructor know; use call boxes located in ATA courtyard; call the Campus Sheriff at 310-287-4311; First Aid Kit ATA 110; Emergency procedure located in every classroom.

- DO NOT CALL 911 – the sheriffs have direct lines to police and fire and it is faster to call them first.

Canvas Etiquette:

If you have not already done so, please now familiarize yourself with [Online Etiquette \(Netiquette\)](#).

IMPORTANT: A NOTE ABOUT AI, ChatGPT, AND PLAGIARISM: Please no plagiarism, no AI plagiarism. This means *no using human generated content and claiming it as your own*. You may quote sources from other people, but you must [cite your sources](#). Also, please note that using an AI generator such as ChatGPT to write an essay for you or do your homework is also plagiarism, because you are not doing the work to write your own essay or learn. You are not learning, you are not gaining critical thinking skills and this is a form of fraud. If you commit any form of plagiarism, our plagiarism and AI generator detector will catch you and you will be reported to our Administration. As plagiarism is a serious student misconduct issue, you may be expelled from the LACCD Community Colleges if you commit any form of plagiarism. We are here to help you. Please contact us through the Canvas Inbox for additional support. Please see the link to the [LACCD Board Policy 5500 – Standards of Student Conduct](#) for more information.

Attendance Policy and Drop Dates

Attendance and participation in this course is essential for you to stay enrolled and succeed. If you haven't attended or participated in the course by the end of the first week of classes, you may be dropped from the course per LACCD Administrative Procedure 5070. Additionally, you are expected to attend or participate in class regularly throughout the semester. If you don't, and you haven't talked to your instructor, you may be dropped from the class.

If you're facing challenges attending and participating in this course, please reach out to me to discuss options — I'm here to help.

Drop dates for each semester vary. Be sure to check out the [Academic Calendar](#) to learn these dates.

Incomplete Grading Policy

If unforeseen emergencies or justifiable reasons prevent you from completing coursework by the end of the term, you may be eligible for an "Incomplete" ("I") grade. This allows extra time—up to one year

—to complete the required work as outlined by your instructor.

The conditions for completing the work will be documented in an Incomplete Grade Record. You will receive a copy of this report and another copy will be filed in the Admissions Office. Once the conditions for this course are completed, a final grade will replace the "I" on your transcript.

For more details or assistance, contact your instructor or the [Admissions Office](#).

Statement of Use of Cameras for Online and Hybrid Modality Courses

Students may need to use live video to share their images with their instructor or classmates to meet specific course objectives or outcomes outlined in the course syllabus. Live video interaction will only be required when no equally effective asynchronous alternative is available to demonstrate the same objective or outcome. Your instructor will clearly communicate when such requirements are necessary.

Drop Policy

We understand that dropping a course is never an easy decision, and it's not one that is made lightly. If you're considering withdrawing from a course, we strongly encourage you to [connect with a counselor](#) first—our counselors are here to provide you with guidance and support as you make your decision.

To officially withdraw from a course, you will need to drop your classes through the online [Student Information System \(SIS\)](#). Withdrawal deadlines vary depending on the semester, so be sure to check these dates for your classes on the SIS to stay informed. Keep in mind that failing to complete the withdrawal process could result in you receiving a failing grade for your course.

If you have any questions or need help, don't hesitate to reach out—we're here to help you navigate this process!

Statement on Use of Video Recording of the Class

As per [Education Code Section 78907](#), the use by any person, including a student, of any electronic listening or recording device in any classroom without the prior consent of the instructor is prohibited, except as necessary to provide reasonable auxiliary aids and academic adjustments to students with disabilities. Student requests to use a recording device should be made to the instructor in writing. Requests by students with disabilities will be approved on an individual basis, in collaboration with the instructor as appropriate, and must be discussed with a DSP&S Counselor. For more information on the rights of students approved for Audio Recording Lectures, please see the Office for Civil Rights - A & A Regarding Audio Recording.

Campus Resources & Services

Basic Needs

CE 105A | (310) 287-4487

If you are struggling with food or housing insecurity or feel unsafe due to a domestic violence situation, please contact Basic Needs. The Basic Needs Program supports students by connecting them to on & off-campus resources and community referrals. Basic Needs encompasses those very necessities to survive: Food and Shelter. They work with you holistically, through a case management model to identify your needs, whether they are for shelter, health and wellness or a stable income, then they link you to available resources to keep you going so that you can focus and continue school.

Student Physical and Mental Health

The Health Center will continue to address the medical and mental health concerns of students via Telehealth (telephone, email, and zoom) and scheduled in-person appointments.

For a medical or mental health appointments, please call [\(323\) 268-9191](tel:3232689191). Be sure to say you are a WLAC student.

For Virtual Mental Health services only use [Timely Care](#), a virtual health and well-being platform available 24/7 that is free for WLAC students. Students can go to timelycare.com/westlacollege or directly download the TimelyCare app from the app store to register with their WLAC.edu email address. Students can then start visits from any web-enabled device – smartphone, tablet, laptop, or desktop – anywhere in the United States.

Library

Heldman Learning Resources Center (HLRC)

(310) 287-4408 Circulation, (310) 287-4269 Reference

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 and meeting rooms are available in HLRC. The upper floors provide a beautiful view ideal for study.

Learning Center, Please see Website for Current Hours and more Information

Heldman Learning Resources Center (HLRC)

(310) 287-4404 or (310) 287-4546

The Learning Center can help you with:

- Answering general questions about the college & about noncredit classes and programs
- Resetting your Student Portal (SIS) password
- The GED Test
- Printing

- **Computer and Study Room Reservations:**

A limited number of Learning Center computers are available for student use. Computers are equipped with Microsoft Office, Adobe Photoshop, After Effects, and Premiere, AVID Media Composer, and some Computer Science software. Students may use the Learning Center computers to complete course assignments and join their Zoom classes. Additionally, a limited number of Study Room spaces are also available for student use. Students can use the study rooms to join their Zoom classes, work in a quiet space, or meet with their classmates for small study groups. Finally, the Learning Center also has study tables and small study areas available for student use.

- [Learning Center Tutoring](#)

West Los Angeles College students are provided free learning support resources and tutoring services through the Learning Center. The Learning Center offers tutoring assistance to all West students in a variety of different subjects, including, but not limited to, writing, math, science, Spanish, and computer science. Tutors are happy to assist students at any stage of their learning and/or assignment process, and tutors are trained provide student-centered tutoring. This means tutors provide a comfortable and encouraging environment for students to learn. Our tutors believe in students' abilities, building their confidence, respecting their experiences, and placing students in an active role in the learning process. Students are encouraged to visit the Learning Center early and often throughout the semester to help build a strong foundation for success in their courses. [Please see link for more information.](#)

[Campus Sheriff's Office and Safety](#)

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.

Technical Support Information

- Need help with Canvas? Chat with [Canvas Support](#)
- Need help with financial aid applications, student portal password resets, enrolling in classes? Contact the [Welcome Center](#)
- Need help with your computer? Email [West IT support](#)

Accessibility Statement

West instructors are committed to making their course accessible for everyone, including those with disabilities. While our learning platform and materials aim to meet high accessibility standards, some external resources may not yet fully comply. If you encounter any issues with materials or resources or need assistance, please reach out—I'm here to help and will work with you to find an alternative solution.

Our Communication Commitment

We want to make sure that you receive the support and information you need in a timely fashion so you can be successful in this class. Therefore, we will make the following communication commitment:

If you email us through the Canvas inbox, we will make every effort to respond within 48 hours.

COURSE CONTENT & SCHEDULE, SUBJECT TO CHANGE BASED UPON INDUSTRY PROFESSIONAL AVAILABILITY:

Week 1

- Review syllabus regulations/schedule/requirements
- Set Dressing
- Set Lighting

Week 2

- Presidents' Day
- Set Painting
- Set Dressing

Week 3

- Camera
- Visual Basics
- Grip

Week 4

- Grip
- Work Experience
- Camera
- Midterm

Week 5

- Set Lighting
- Set Painting
- Union History

Week 6

- Virtual Production
- Hollywood CPR
- Field Trip

Week 7

- Virtual Production
- Hollywood CPR
- Visual Basics 2 / Editing

Week 8

- Cesar Chavez Day
- Final Exam

Statement on Reserving the Right to Make Changes to the Syllabus

This syllabus is intended to provide a general outline of the course and its expectations. However, I may have to make adjustments to the syllabus as necessary. These could include changes to the schedule, assignments, grading criteria, or course policies. If I do adjust the syllabus, I will let you know either through email, Canvas, or as an in-class announcement. Make sure you stay up to date about any changes I make to the syllabus.