

WEST LOS ANGELES COLLEGE

COURSE SYLLABUS

Division: Arts & Performance

Course name: Film Production 101: Production Skills

Section: 22118 and 22119 **Semester:** Spring 2025 - SESSION A

Units: 3

Instructor Names: Jennifer Penton & Imhotep Coleman

School Website: www.wlac.edu

Class Dates: February 10, 2025 - April 6, 2025

Class Hours: Monday & Wednesday, 8:45 am – 12:15 pm

Class Locations: TLC 301 and Watson Soundstage as directed by your instructors

Office Hours:

Jennifer Penton:

If you would like to meet with me, please do one the following:

1. Email me through the Canvas Inbox to make an appointment at Zoom ID 932 729 6385
2. Come see me before or after class in TLC 301
3. Come see me in ATA 212 or TLC 405 on Tuesdays from 10:00 am to 2:00 pm (Call me ahead of time at 310-853-2043 to confirm)
4. Call me at 310-853-2043 any time between 9:00 am and 5:00 pm to talk on the phone.

Imhotep Coleman: Mondays and Wednesdays, 1:00 pm to 3:00 pm via Zoom, or by Appointment in ATA 207. **Zoom** at: **913 984 1684**

Instructor E-mail:

Imhotep Coleman - colemaip@wla.edu

Jennifer Penton - Canvas Inbox highly preferred, but other email is pentonjk@wla.edu.

Pre-requisites: Film Production 100

Co-requisites: None

Advisory: None

WELCOME:

Welcome to Film/TV & Stagecraft Production Skills class!

The purpose of this class is to provide you with an 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, editing and stagecraft. The class will introduce you to 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.

Notable Dates:

[Please see this link for Drop Deadlines.](#)[Links to an external site.](#)

GRADING BREAKDOWN:

Participation and Communication: 30%

Assignments & Quizzes: 30%

Midterm: 20%

Final: 20 %

GRADING SCALE:

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0%

REQUIRED MATERIAL:

Notebook, Pencil, Pen, Canvas access

CLASS STRUCTURE:

8:45 am - 9:50 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.***

10:00 am - 12:15 pm Monday & Wednesday Lab Time

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

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.

COURSE REQUIREMENTS:

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 Jennifer AND Imhotep, through the Canvas Inbox before class if you will be late or absent from class.**

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.**

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.

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.

CELL PHONES AND CAMERAS:

NO CELL PHONE, TEXTING, Apple Watch OR CAMERA USE OF ANY KIND DURING CLASS.

This includes pictures, video and recording.

The Entertainment Industry has banned cell phone use of any kind on a stage, set or location for the protection of its intellectual property.

If you use your phone or camera at any time during class without permission, you will be asked to leave and subject to disciplinary action.

You will need permission from your instructor BEFORE taking any photos or videos.

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.

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.

BASIC NEEDS

If you are struggling with food or housing insecurity or feel unsafe due to a domestic violence situation, please contact [West Los Angeles College's Basic NeedsLinks to an external site.](#) They are a great resource.

[OFFICE OF DISABLED STUDENT PROGRAMS AND SERVICES \(DSPS\)Links to an external site.](#)

Student Services Building (SSB) 320| (310) 287-4450.

Many of us are neurodivergent. Understanding how you learn is to the first step to success. If you know or *think* that you have any learning or physical disabilities, please contact the Disabled Student Programs and Services Office at (310) 287-4450 or use the link above. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, note taker, etc. Do not be embarrassed to seek help. Your use of DSPS is kept confidential.

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

Student Learning Outcomes

1. Describe the history of below-the-line crafts in the entertainment industry
2. Define the roles and responsibilities of each craft department

Course Objectives

1. Describe the history of below-the-line crafts in the entertainment industry
2. Define the roles and responsibilities of each craft department
3. Describe the general considerations for breaking down a script in each craft department
4. Explain the basic shot sizes, the concept of coverage, and how to prepare a shot list
5. Identify basic concepts in stagecraft, set dressing, grip, camera, sound, editing, costume, set lighting, and set painting.
6. Define walkie talkie terminology and etiquette, as practiced in the entertainment industry
7. Describe proper work ethic for working with crew and management in order to maximize safety and efficiency in the work place.
8. Identify basic set safety protocols
9. Demonstrate visual concepts used in film and tv production, including shot sizes, continuity, framing, composition, and coverage.
10. Define basic concepts in digital editing
11. Identify the basic tools and terminology of the grip department
12. Demonstrate basic operation of a lift gate, proper c-stand setup, basic knot tying, and basic protocols for set wall carrying and handling.
13. Identify the basic tools and terminology of the set lighting department
14. Demonstrate a basic 3 point lighting setup, the basics of cable wrangling protocols, and light meter operation.
15. Identify the basic tools and terminology of the sound department, including microphone types
16. Demonstrate proper boom stance and technique
17. Identify the basic tools and terminology of camera department, including media management, lens types and common frame rates.
18. Demonstrate media management, proper slate protocol, tripod set up and slate operation.
19. Identify the basic tools and terminology of the set dressing department and roles and responsibilities of all departments
20. Demonstrate pulling an order from a prop house for a basic scene including set dressing, props, signage, artwork, etc.
21. Identify the basic tools and terminology of the stagecraft department
22. Demonstrate the key department responsibilities including lighting, audio, props and rigging.
23. Identify the basic tools and terminology of the set painting department
24. Demonstrate the basics of surface preparation and painting
25. Define walkie talkie terminology and etiquette, as practiced in the entertainment industry
26. Demonstrate a basic understanding of safety protocols on a film set