



**WEST LOS ANGELES COLLEGE
COURSE SYLLABUS**

Division: Arts & Performance | **Course name:** Film Production 911
Section Number: 27267 | **Semester:** Spring 2025 | **Units:** 1 | **Hours:** 54

Instructor Name: Jennifer Penton

Instructor E-mail: pentonjk@wlaac.edu

Class Days & Hours: Asynchronous Online

Office Location: Zoom ID 932 729 6385 | ATA 212

Office Phone Number: 310-853-2043

Website & Phone: www.wlaac.edu | 310-287-4200

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

Class Location: Online

Office Hours:

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 405.
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.

Pre-requisites, Co-requisites: FLM PRD 300

Advisory: None

Canvas Link: <https://ilearn.laccd.edu/courses/316453>

Welcome:

Welcome! To be successful in the Motion Picture, Television and Stagecraft industry students need opportunities to intern and work in the field. This course will provide you with the opportunity to learn on-the-job. Through your Work Experience class you will be experiencing the real working environment of a film, commercial, video, webisode, web series, stage production, concert, event and television show. By the end of this class, you should be thoroughly familiar with the basic responsibilities, skills, tools and practices required of a crew member in your craft. You should be able to fill out reports, maintain inventories, track and fill out crew time cards, understand and practice proper set/stage etiquette and have a full understanding of how to navigate industry resources, unions, guilds, libraries, web sites and publications relevant to the industry and/or employment in the industry.

District Schedule Description:

Students are required to obtain a minimum of 54 hours of verified work experience within the Film Production Crafts fields during the term. This course provides students with credit for employment on a part-time or full-time basis in various jobs within the Film Production Crafts field. It offers the student the chance to gain realistic work experience that is meaningfully related to the Film Production Crafts field. Furthermore, it helps the student acquire knowledge, skills and attitudes essential for successful employment.

Required Texts

None

Required Material

Small notebook and pencil

Computer

Internet connection

Business Cards

Resume

ePortfolio

CONTACTING ME:

The Canvas Inbox is the best and quickest way to contact me. If you have a problem, do not let it snowball. Contact me immediately and we can discuss the situation.

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!

Course Objectives

1. Describe the requirements of the Work Experience Education program.
2. Plan, write and evaluate on-the-job student learning objectives that enhance employment skills for a job opportunity in the entertainment industry.
3. Obtain on-the-job training that will benefit both the student and the employer and that will make the student a more efficient and valuable employee.
4. Demonstrate realistic work experience that is meaningfully related to the Film/TV Production Crafts program
5. Demonstrate knowledge and acquire skills and attitudes essential for successful employment in the entertainment industry.
6. Develop the Work Experience exit paperwork
7. Develop/enhance the student's portfolio, resume, personal statement, and other job documents.

Student Learning Outcomes (SLO)

1. At the end of the course, students and faculty will evaluate the student's progress towards accomplishing the learning objectives to be achieved on the job.

IMPORTANT: Online Course Information, Canvas, and Welcome Center support:

This course uses the Canvas Learning Management System. For Canvas support, please contact the [WLAC Help Desk](#). For the [WLAC Welcome Center](#) and to reset passwords, please call (310)287-7251 or go to this [WLAC Welcome Center link](#).

Instructor Response Time: I will respond to all canvas emails or discussion questions within two business days.

Assessment Policy: All students will be able to see their grades in a timely manner. For example, quiz grades will show in the canvas grade book instantly, while discussion and essay grades will appear within five business days of submission. If you have any inquiries regarding your grade, please contact me by email and I will respond within two business days.

Expectations: It is your responsibility to communicate with the instructor regarding your understanding of the course materials. You are also responsible for keeping up with the assignments. Should illness or personal problems affect your course work, please contact me as soon as possible through the Canvas Inbox or at pentonjk@wla.edu.

Coursework & Late Policy: Late work will not be accepted without consent from the instructor and may be subject to late penalties. If you must submit an assignment late, please contact me through the Canvas Inbox as soon as possible.

Course Requirements

1. This class is primarily **asynchronous**. That means that there are no required Zoom meetings. However, I am available by Zoom. Please make an appointment to meet with me.
2. ***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.***

Grading Breakdown

To pass this class, you must gain work experience for a minimum of 54 hours with a verified employer. Any additional follow-up and self-evaluations will contribute to your grade.

Evaluation: Grades are assigned on a percentage basis.

90% – 100%	= A
80% – 89%	= B
70% – 79%	= C
60% – 69%	= D
< 60%	= F

Course Schedule:

	Assignment	Submission	Due Date
1	Workplace Learning Objectives Agreement	Via Symplicity as part of WEE Application	ASAP
2	Timesheet – Hours Completed	Student submits via Symplicity	ASAP
3	Supervisor End of Term Evaluation Form	Employer submits on Symplicity	04/01/2025
4	Student Self-Evaluation	Student submits via Symplicity	04/05/2025

My Equity Statement

This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

Attendance and Exclusion: Because class discussions and group work are an integral part of this course, attendance is mandatory. Students are expected to attend class and to login, to read all pages, to watch video tutorials, and to complete all assignments, discussions, and quizzes. If you do not meet these requirements, the instructor may exclude you, therefore dropping you from the course. However, **it is your responsibility to ensure that you withdraw from the course to avoid receiving a D or F, rather than assuming that you will be dropped.**

Withdrawing from a Class: The "W" symbol may be used to denote withdrawal in accordance with the requirements of Title 5 Section 55024. Withdrawal from a class shall be authorized through the last day of the fourteenth week of instruction or 75% of the time the class is scheduled to meet whichever is less. No notation ("W" or other) shall be made on the record of a student who withdraws before the census date of the course. Withdrawal between the end of the fourth week (or 30% of the time the class is scheduled to meet, whichever is less) and the last day of the fourteenth week of instruction (or 75% of the time the class is scheduled to meet, whichever is less) shall be authorized after informing the appropriate faculty. A student who remains in class beyond the fourteenth week or 75% of the time the class is scheduled shall be given a grade other than a "W", except in cases of extenuating circumstances. Please see page 313 of the [2024 – 2025 WLAC College Catalog](#) for more information.

PLEASE NOTE: To find the correct date in your student portal, please select Manage Classes then Browse Course Catalog. Find the course, click on it and then go to the Enrollment Information tab to view important dates.

Important College Dates for Spring, 2025:

Session Period	February 10, 2025 – June 9, 2025
Application Accepted Beginning	Currently
Finals	Last Day of Class
Campus Closed	Presidents' Weekend: February 14 -17, 2025 Cesar Chavez Day: March 31, 2025 Spring Break: April 7 – April 13, 2025 Genocide Remembrance: April 24, 2025 Memorial Day: May 26
Last Day to Drop Classes with a Refund/No Fee	Find Date in your Student Portal
Last Day to Drop Classes without a W or with a W	In your Student Portal, select Manage Classes then Browse Course Catalog. Find the course, click on it and then go to the Enrollment Information tab to view important dates.
Graduation Petition Accepted	Throughout the year - However to be in the Spring graduation program, file by April 18, 2025.

Class Policies:

Cell Phones, iPods, etc.

Turn them off and put them away during optional Zoom Meetings. Talking and texting on cell phones not only distracts you, but it is offensive.

Contacting me: E-mail is the best and quickest way to contact me, through the Canvas Inbox or at pentonjk@wlaac.edu. **If you have a problem, do not let it snowball. Contact me immediately.** Students are expected to ask questions and obtain help from instructors via email and/or during office hours.

Student Conduct: **LACCD Board Policy 5500 & AP 4221 – Standards of Student Conduct**

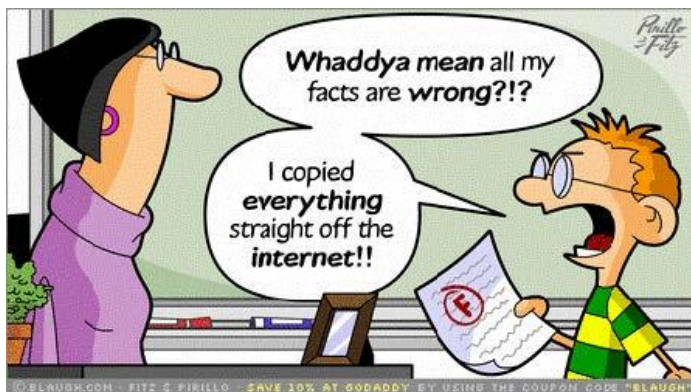
Conduct in all of the Los Angeles Community Colleges must conform to District and college rules and regulations. Violations of such rules and regulations may result in disciplinary action depending on the individual's status as student, faculty, staff or visitor. Violations of such rules and regulations include, but are not limited to, the following:

Conduct which poses a threat of harm to the individual and/or to others. This includes, but is not limited to, the following types of conduct:

- a. Unsafe conduct in connection with a Program (e.g. Motion Picture, Dental Hygiene, etc.)
- b. Failure to follow safety directions of District and/or College staff.
- c. Willful disregard of safety rules as adopted by the District and or College.
- d. Negligent behavior which creates an unsafe environment.

Violations of academic integrity include, but are not limited to, the following: 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.

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 Photoshop. 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. I am here to help you. Please contact me through the Canvas Inbox or at pentonjk@wla.edu for additional support. Please see the link to the [LACCD Board Policy 5500 – Standards of Student Conduct](#) for more information.



Recording Devices

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 DSPS Counselor. Please see page 325 of the [2024 – 2025 WLAC College Catalog](#) for more information.

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.

Campus Resources:

Basic Needs

CE 105A | (310) 287-4487

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 food, 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](#). 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.

Office of Disabled Student Programs and Services (DSP&S) per Administrative Policy 4221

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

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to students with disabilities. The Disabled Students Programs and Services (DSP&S) department has been established to provide support services for all qualified students with disabilities pursuing an education at West Los Angeles College. DSP&S with approved testing accommodations will take exam according to establish procedure. Please follow the outlined test accommodation procedure as stated by DSP&S for every quiz and exam.

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.

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

Student Acknowledgment
(Please return this sheet to the instructor)

"I _____, have completely read this **Film Production 291B** syllabus and understand and agree to the course requirements."

Date: _____ Student Signature: _____

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive in class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:
