

Course Syllabus
West Los Angeles College
WA58 - Arts & Performance
FLM PRD901
Fall 2025

Course Catalog Description

Students are required to obtain a minimum of 27 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.

Section Information

Section Name: 25699

Course Units and Hours

Units: 0.5

Hours per Week

Classes listed as “OnlineTBA” require students to work online independently each week for the amount of TBA time shown in addition to completing assigned homework. There is no set class time. This type of online class is asynchronous.

Hours per Week

Hours per Week		
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Hours per Week		
	In Class	Out of Class
Lecture (1:2) Hours	0	0
Lab/Activity/Work Experience (3:0) Hours	1.5	0
Lab/Activity (2:1) Hours	0	0

Transferability

Course General Education Status (CB25)

Not Applicable

Transferability (CB05)

Transferable to CSU only

Transferability Status

Pending

Course Prerequisites and Corequisites

Prerequisite: FLM PRD300 Corequisite: FLM PRD300

Course Student Learning Outcomes (CSLOs)

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.

ISLOs

ISLOs

ISLOs	
Core ISLOs	Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

ISLOs	
	• Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
<i>Film Production</i> Certificate of Achievement in Film/TV Production Crafts	Demonstrate proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place. Effectively communicate both verbally and in writing with a variety of crew-members using entertainment industry terminology, records and forms.

Instructor Contact Information

Instructor Name: Jennifer Penton

Instructor Email: pentonjk@laccd.edu

Office Hours: Mo & We: 5:00 pm - 6:30 pm Zoom | Tu & Th: 3:45 pm - 5:15 pm In Person

Office Hours Location: Zoom ID 932 729 6385 | TLC 405

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. The best way to schedule these extra appointments is to email 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.

College Contact Information

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

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

West Los Angeles College Welcome Center

- **Location:** Technology Learning Center (TLC) Building, 1st Floor (Free Parking in Lot #5)
- **Hours:** Mon to Thurs: 8:30 AM - 5:00 PM | Fri: 8:30 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 requirements of the Work Experience Education program.

Plan, write and evaluate on-the-job student learning objectives that enhance employment skills for a job opportunity in the entertainment industry.

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.

Demonstrate realistic work experience that is meaningfully related to the Film/TV Production Crafts program

Demonstrate knowledge and acquire skills and attitudes essential for successful employment in the entertainment industry.

Develop the Work Experience exit paperwork

Develop/enhance the student's portfolio, resume, personal statement, and other job documents.

Lecture/Lab Information

Classes listed as "OnlineTBA" require students to work online independently each week for the amount of TBA time shown in addition to completing assigned homework. There is no set class time. This type of online class is an asynchronous online work experience education class. As such, no in-person meetings are required, however, the instructor is available in office hours and beyond for zoom and in-person meetings. Please see "Office Hours" for more details.

Link to Canvas Page

<https://ilearn.laccd.edu/courses/333150>

Required Course Materials

Internet, tools for jobs.

Important Course Dates

<https://www.wlac.edu/academics/academic-calendar>

The calendar below is for classes that meet 4 days per week. If your class is not scheduled for 4 days per week, check with the instructor for the deadline dates.

Fall 2025: 8 Week

Session #1

Session Period	Sept 1 - Oct 26
Applications Accepted	Now
Last Day To...	Find date in your Student Portal

Fall 2025: 8 Week

Session #1

Recency Petitions	3 weeks before the sessions starts
Third Course Repeat Petitions	N/A
Prerequisite Clearance/Challenge	Check with Counseling
Add Classes with permission number	Find date in your Student Portal
Audit Classes	Sept TBA
Drop classes w/o a W Drop classes w/a W	Find date in your Student Portal How to video (2:45 min)
CAMPUS CLOSED	Labor Day: Sept 1

****Third Course/Fourth Attempt Repeat Petitions Filing Period** will only be accepted for spring/fall semesters.

- Spring semester filing period: Oct 1 – Dec 21 (*same period each year*)
- Fall semester filing period: April 1 – Jun 21 (*same period each year*)

Methods of Evaluation

Students will be evaluated based upon how many hours they work. Students who work a minimum of 27 hours verified by their Site Supervisors during this class will pass the class.

Students who work less than 27 hours verified by their Site Supervisors during this class will fail the class.

LATE WORK

In this program I am helping you prepare for the entertainment industry which is notoriously unforgiving about absences and late work. However, I understand that bad things happen. In those cases, **please email me 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 me AHEAD OF TIME.**

PLEASE NOTE

This class is not eligible to be taken Pass / No Pass. Please see page 310 of the [2025 - 2026 WLAC College Catalog](#) for more information.

Grading Scheme

Grading Scheme

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

Grading Criteria

Students will be evaluated based upon how many hours they work. Students who work a minimum of 27 hours verified by their Site Supervisors during this class will pass the class. Students who work less than 27 hours verified by their Site Supervisors during this class will fail the class.

Students are also required to complete Canvas Assignments and will be evaluated based upon how well they complete these Canvas Assignments. Examples of these assignments can be but

are not limited to:

1. Submitting weekly timesheets.
2. Engaging in supportive networking class discussions.
3. Meeting with the Film Production Counselor and reporting on that meeting.

Instructor Expectations or Recommendations for Success

Communication, punctuality and a positive attitude are tantamount to success in the entertainment industry. Please ensure that you:

1. Arrive early to your job site.
2. Work hard, always offer to help.
3. Have a good attitude.
4. Complete all paperwork properly with the WEE team, Faculty, and your Site Supervisors.

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.

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.

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](#)

FA104A | (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 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.

[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 division, specifically our noncredit classes and programs
 - Assistance with applying and enrolling at West/LACCD
 - Noncredit counseling appointments
 - General computer access (including fee-based printing) and study/collaboration spaces (including study rooms)
 - Checking in for your official GED Testing
 - Tutoring assistance
 - Rising Scholars program and intake
 - Fresh Success program information
- **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 tutoring link for more information.](#)

Campus Sheriff's Office and Safety

TLC 1st Floor, Parking Lot 5 | (310) 287-4314 & (310) 287-4315

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 to do 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.

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.