



Arts & Performance Division

Film Production 120 - Camera Assistant, Digital Utility

3 Units

Section 24668 / Spring 2024

College Website: www.wlac.edu

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

Contact Information

Instructors: Jennifer Penton, Robert Ruelas (Industry Pro)

Jennifer Penton Contact & Office Hours:

pentonjk@wla.edu

<https://lacc.zoom.us/j/9327296385>

Friday, 9:00am - 12:00pm by appointment, and additional appointment times, email me through the Canvas Inbox to meet. I check my Inbox often.

Course Information Overview

Class Days / Hours: April 8, 2024 – June 3, 2024

Mon & Wed 8:55 am – 3:25 pm

Class Location: ATA 228 & Watson

Final Assessment: Final Exam

Class Meeting Type: In-Person

Course Prerequisites, Corequisites, & Advisories

- **Pre-requisites:** FLM PRD 100
- **Co-requisites:** None
- **Advisory:** ENGLISH 101 or 028

Course Description

This course introduces students to the basic skills of the Loader, Digital Utility, Media Manager and Second Camera Assistant. The course covers many topics, including the fundamentals of image capture and optics for moving pictures, an overview of the camera crew - with a focus on Loading, Utility and Media Management - as well life skills on location and in the studio. Students begin by learning all of the fundamental elements of cinematography such as camera types, lenses, and workflows as well as the importance of lighting, camera angles and processing. The course features extensive hands-on practice in digital camera technology. THIS CLASS REQUIRES OUTSTANDING MATH, WRITING AND COMMUNICATION SKILLS.

Welcome Statement

Welcome to Film Production 120!

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.

Recommended Text

All Assigned Reading in Modules

Required Materials

Small notebook and pencil

Computer and Internet

Course Objectives

These are the course objectives we will cover in class:

1. Assist the First Camera Assistant, Camera Operator, and Director of Photography (DP) in any way necessary.
2. Maintain up-to-date inventory of equipment and media as required by First Camera Assistant and DP.
3. Anticipate demand for equipment, and keeps equipment as close to working set as is feasible.
4. Label media, equipment and cases under supervision of First Assistant.
5. Order, inventory and replace expendable items such as tape, markers, canned air, etc.
6. Offload digital media and insure the integrity of the files using industry standard protocols.
7. Maintain and update camera reports, camera and logs and media logs
8. Prepare slate, slate the scene. Coordinate slate synch with script supervisor and sound dept. if “smart slate” is used.
9. Note special instructions on reports under direction of First Assistant and Director of Photography.
10. Keep batteries charged and available.
11. Keep a set of tools necessary to perform the job of Second Assistant.
12. Place marks for actors during final rehearsal. Maintains colored tape roll and colors for designated actors.
13. Be knowledgeable about filter use and always keep proper filters at hand.
14. “Build” camera for daily use, and how to “tear down” camera for wrap at the end of the work day.
15. Track in and out times of crew members and fill out time cards if asked to.
16. Prepare equipment at rental house.
17. Secure equipment for travel or shipment.

Student Learning Outcomes (SLOs)

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

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

1. Apply basic mathematics and graphic principals as used in motion picture, television and stage production.
2. Apply technological principals in the use of camera, grip, lighting and sound equipment.
3. Know the proper use of tools, equipment, safety apparel, & proper procedures for safety in and around the set.
4. Use proper work ethics for independent and collectively working with crew and management in order to maximize efficiency in the work place.
5. Search for career opportunities regularly and effectively network for work with crew on future productions.
6. Understand all aspects of the production of a film, television show or stage performance from script-to-screen: pre-production to post production.
7. Use proper set etiquette; always be punctual; maintain a positive attitude.

Grading Criteria:

Course Requirements and Grading Criteria

Participation/In-Class Activities & Communication: 20%

Canvas Homework Assignments: 20%

Quizzes: 20%

Final Exam: 40%

Grading Scale

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = 59% - 0

Participation and Communication: 20%

1. This is an in-person class that meets in ATA 228 on Mondays and Wednesdays from 8:55 am to 3:25 pm, beginning on Monday, April 8, 2024, with our final meeting on Monday, June 3, 2024. 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. Please arrive on time (15 minutes early!).

2. Sign in on the sign-in sheet to recording your time-in/out, OR check in with Jennifer Penton to ensure that she has recorded your attendance.
3. Email ***Jennifer ahead of time*** through the Canvas Inbox, if you will be late/absent/leaving early, with the subject line "Late/Absent/Leaving Early Film Prod 120".
4. **If you misrepresent your time-in/out on the sign-in sheet, or your attendance with Jennifer Penton, you will likely be disqualified from eligibility for applying to Hollywood CPR.**
5. No sleeping, personal phone use.
6. Show a regular willingness to contribute meaningfully to the team.
7. Rudeness, bullying, harassment of any kind will not be tolerated and will result in disqualification from Hollywood CPR.
8. Complete all Canvas assignments.
9. Complete in-class skills exercises: (10 points per day).
10. 3 Absences will likely result in you getting dropped from the class.

Canvas Homework Assignments: 30% of Total for Class

1. Assignments in Canvas every week

3 Quizzes: 30% of Total for Class

1. Quizzes are practice toward the written final and are given in-class on paper!

Final: 40% of Total for Class

1. Hands-on: 30% of Final
2. Written: 20% of Final

Class Policies & Student Conduct:

Communication:

1. **For issues regarding assignments and lateness/absences/leaving early, EMAIL Jennifer Penton through the Canvas Inbox with the subject line "Late/Absent/Leaving Early Film Prod 120".**
2. 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. **Contact me immediately and we can discuss the situation. Please be in touch if you need help!**
3. Students are expected to ask questions and obtain help from the instructor via email and/or during office hours.
4. In case of an academic work only emergency, you can email me **through the Canvas Inbox, which I check often.** If that is not an option, please email me at my work email account at pentonjk@wla.edu. I do not check this email as often. **Please email me to schedule a Zoom meeting during office hours or by appointment, so that I can be prepared to meet with you and give you our undivided attention.** I am here to support you!

PLEASE NOTE: Please send me a message in **Canvas** and you should receive a response promptly, at most within 48 hours seven days per week. 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 the times noted above by appointment, 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.

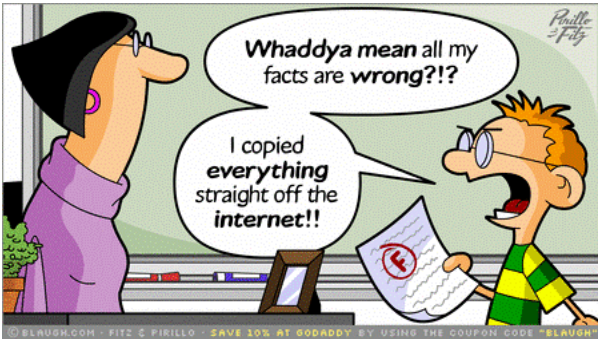
Late Work:

1. Late work is generally not accepted without communication through the Canvas Inbox.

Academic Integrity:

1. **Students who turn in plagiarized assignments will receive no credit for the assignment and cannot resubmit it.**
2. We may use the Turnitin plagiarism checker for this class.
3. Absolutely no assignment material may be copied from another student, as this is plagiarism.

IMPORTANT: PLAGIARISM & ChatGPT!!!



IMPORTANT: A NOTE ABOUT AI, ChatGPT, AND PLAGIARISM:

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. Absolutely no assignment material may be copied from another student.

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 do your work for you is also plagiarism, because you are not doing the work. 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, you will receive a 0 for this assignment, and you will be reported to our Administration. As plagiarism is a serious student misconduct issue, you may be expelled from West Los Angeles College and all other eight LACCD Community Colleges if you commit plagiarism.

I am here to help you. For help with writing, email me through the Canvas Inbox.

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.

Canvas:

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

1. Please take the Canvas Orientation if you are not familiar with Canvas.
2. If you have any trouble with Canvas, please contact Canvas' 24-hour support line at (844) 303-5590.
3. 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.
4. **"Netiquette" and "Civilogue":** 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 on Canvas 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**.

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:

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. 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, and Other Devices:

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.**

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.

Unsafe Conduct:

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

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

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.

Learning Center (LC)

Heldman Learning Resources Center (HLRC) 1st Floor | (310) 287-4404

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.

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.

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](#).

Child Development Center:

The Child Development Center (CDC) is a nurturing place for children of WLAC student/parents, staff/faculty and community parents (based on meeting State guidelines). WLAC students receive first priority in enrollment. The CDC is licensed by the Community Care Licensing and receives funding from The California Department of Education Child Development Division. The center provides free and low cost early education services.

The CDC is a safe, positive learning environment for young children ages 1-5 years. The program offers developmentally appropriate curriculum in a play based learning environment. Applications are available online (see above) and in the Counseling Center, EOP&S, the Workforce Development Office and the Child Development Center, which is located south of the flagpole.

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://www.wlac.edu/online/helpdesk.asp)
<http://www.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:

- Introduction to the course.
- Camera crew roles and responsibilities.
- Working as a Camera Assistant (marking actors, slating, filling out camera reports, building and maintaining cameras)
- Gear needed as Camera Assistant

Week 2:

- Continue: Working as a Camera Assistant
- Working as a Digital Utility including:
- On-set monitoring and signal paths. Wireless video systems. Distribution Amplifiers. Cable Management.
- Paperwork including daily timesheets and weekly timecards.
- Other digital utility responsibilities
- Gear needed as Digital Utility

Week 3:

- Working as a Loader.
- Downloading. Media Management.

- Importance of the position.
- Goals of accuracy, verifiability and efficiency.
- Gear and tools needed. Software and Hardware.
- Negotiating rates.

Week 4:

- Review Working as a Loader and Digital Utility
- Networking. Cultivating and maintaining personal and professional relationships.
- Benefits of being in a union. Navigating the union and Contract Services.
- Set Etiquette
- Wear A. C.O.A.T. (Importance of Attitude, Communication, Organization. Anticipation. Technical Aptitude.)

Week 5: (Thanksgiving week)

- More on how best to earn your living in the motion picture industry
- Personal finance
- Recap of all we have learned

Week 6:

- Focus Pulling Demonstration
- Class Shooting exercise
- Job interview prep
- Guest speaker(s)

Week 7:

- Inter-dept Shoot (tbd)
- Rental House Visit (tbd)
- Prep for Final

Week 8:

- Organize gear for return
- Final

Please note: Course content and Schedule is subject to change. Inter-Dept Shoot, Rental House visit and guest speakers are subject to availability.

Student Acknowledgement:

Student Name	Student Signature	Date
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Secret Term: Bongo Ties