

Glendale College

Course Outline of Record Report

Course ID 010629
Created - September 2023

FTVM45 : Film, Television and Media Arts Internship and Job Preparation

General Information

Author:	• Geraldine Ulrey
Course Code (CB01) :	FTVM45
Course Title (CB02) :	Film, Television and Media Arts Internship and Job Preparation
Department:	FTVM
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0604.00) Radio and Television*
CIP Code:	(09.0701) Radio and Television.
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000640668
Curriculum Committee Approval Date:	09/27/2023
Board of Trustees Approval Date:	11/21/2023
Last Cyclical Review Date:	09/27/2023
Course Description and Course Note:	FTVM 45 introduces principles and skills needed to prepare for a career in the Film, TV and Media Arts Industry. It offers hands-on guidance to identify, apply to, and attain an internship or entry level job in the Film, Television, and Media Arts Industry. Note: This course is a Pass/No Pass only.
Justification:	New Course
Academic Career:	• Credit

Academic Senate Discipline

Primary Discipline:	• Mass Communication
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08) Course is not a basic skills course. <input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	Course Special Class Status (CB13) Course is not a special class. Pre-Collegiate Level (CB21) Not applicable.	Grading Basis • Pass / No-Pass Only Course Support Course Status (CB26) Course is not a support course
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Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	2
Maximum Credit Units (CB06)	2
Total Course In-Class (Contact) Hours	72
Total Course Out-of-Class Hours	36
Total Student Learning Hours	108

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1	2
Laboratory Hours	3	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	18
Laboratory	54
Studio	0
Total	72
Course Out-of-Class Hours	
Lecture	36
Laboratory	0

Studio	0
Total	36

Time Commitment Notes for Students

No value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Prerequisite

FTVM132 - Introduction to Film Production

Objectives

- Demonstrate correct application of basic pre-production, production principle cinematography, and post-production skills and techniques.
- Demonstrate proficiency in different roles on a film set.
- Demonstrate a hands-on ability to perform appropriate critical thinking, problem solving, and effective communication needed for successful teamwork in a functional motion picture production team.
- Demonstrate knowledge of both the technical and aesthetic aspects of video field production.
- Define a culture of safe practices by appraising, explaining, and applying industry-standard safety protocols.
- Operate as ethical, highly disciplined professions in the film industry, testing challenges and solving problems both during pre-production and on set.
- Correctly operate field and video equipment.

Entry Standards

Entry Standards

No value

Specifications

Methods of Instruction

Methods of Instruction Demonstrations

Methods of Instruction Discussion

Methods of Instruction Field Activities (Trips)

Methods of Instruction	Guest Speakers			
Methods of Instruction	Lecture			
Methods of Instruction	Laboratory			
Methods of Instruction	Multimedia			
Methods of Instruction	Presentations			
Methods of Instruction	Collaborative Learning			
Out of Class Assignments				
<ul style="list-style-type: none"> • Attend GCC Career Development Resume, Cover letter and Interview Skills Workshops and/or Resume Follow Up one-on-ones • Research possible career paths in the industry including earning power, skills/training required, education level required, etc. • Research and identify possible internships or entry level job openings in local market • Create a polished resume • Create a sample cover letter • Create a sample work portfolio or film reel • Apply and submit finished resume to 3-5 internships or entry level positions 				
Methods of Evaluation	Rationale			
Activity (answering journal prompt, group activity)	Journaling to explore specific interests and skills as they relate to career pathways			
Writing Assignment	Create a resume or cover letter			
Presentation (group or individual)	Present to the class various opportunities found during an internship, company or job search			
Project/Portfolio	Create a reel of work for submitting to a job opportunity			
Report	Evaluate written assignment of a peer			
Evaluation	Self review of skills and strengths applicable to an entry level position or internship			
Textbook Rationale				
No Value				
Textbooks				
Author	Title	Publisher	Date	ISBN

No Value	No Value	No Value	No Value	No Value
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Other Instructional Materials (i.e. OER, handouts)

Description	Website: Glendale Community College Career Center Website
Author	Glendale Community College
Citation	No value
Online Resource(s)	https://www .glendale.edu/students /student-services/career-center

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Evaluate the appropriateness of career choice and relate the positive and negative aspects of the Film, TV and Media Arts Industry at an introductory level.

Attain skills needed for Production Assistant work in the office or on set including but not limited to Microsoft Office, Walkie Talkies, answering phones, using a C-stand.

Apply introductory-level film, tv and media arts practices and techniques to simulated on-the-job workshops and labs to be evaluated by the instructor.

Define and explain short-term and long-range Film, TV and Media Arts career objectives and the appropriate goals necessary to achieve these objectives.

Prepare or update employment documents, including resume, cover letter, creative portfolio and/or professional reel as appropriate to career goal.

Apply to 3-5 internship or job opportunities.

SLOs

Identify best fit Film, TV and Media Arts careers that correlate with skills, preferences, and interests. Expected Outcome Performance: 70.0

Investigate the Career Center resources, Department of Film, TV and Media Arts, and personal network available for career research and opportunities. Expected Outcome Performance: 70.0

Create a comprehensive job search plan and the required appropriate materials the correlates with their career path of choice.

Expected Outcome Performance: 70.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Pathways Into the Film, TV and Media Arts Industry (2 hours)

- Department Occupational Career Paths Identified
 - Identify areas of content creation
 - Corporate vs Production Jobs
 - Identify Careers in Development, Pre-Production, Production, Post , and Distribution
 - Roles and Responsibilities of jobs within different Film/TV departments reviewed
- Research Career and jobs data
 - State websites/resources introduced
 - College websites/resources introduced
- Steps and pathways to attaining employment opportunities in different departments reviewed

Identify Companies and Production Companies that offer career opportunities in the Film, TV and Media Arts Industry (2 hours)

- Industry and FTVM Department specific websites/resources introduced
- College websites/resources introduced

Pre-internship and entry level job preparedness (6 hours)

- Resumes
- Cover Letters
- LinkedIn
- Creative Portfolios for Film/TV industry
- Professional Reels and Samples for Film/TV industry
- Professional Websites for Film/TV industry
- Interviewing with the Film, TV and Media Arts Industry
- The mock interview

Networking (2 hours)

- Breaking into "the industry"

- Making, cultivating and maintaining “connections”
 - The power of your colleagues, connections, community
 - The “cold call”
- Apprenticeship Culture of the Film Industry
- Film, TV and Creative Media Arts Etiquette and Culture

The Internship or Entry Level Job (1 hour)

- Researching potential Internships and/or entry level jobs
 - Industry and FTVM specific websites/resources introduced
 - Cold Calling
 - Other resources to find job openings
 - Making contact and applying to possible internship opportunities

What to expect at an internship or entry level job in the industry (2 hours)

- Corporate vs Production
- Etiquette/culture on and off set
- Hours
- Role and responsibilities
- Finding mentors – the apprenticeship culture

Office PA Hard and Soft Skills Introduced and Practiced (1 hour)

- Hard Skills Include but are not limited to:
 - Microsoft Office
 - Answering phones
 - Scheduling
 - Basics elements of Coverage defined
- Office PA Soft Skills reviewed
 - The Office Team
 - Working with “The Client”

Post Production PA Hard and Soft Skills Introduced and Practiced (1 hour)

- Hard Skills Include but are not limited to:
 - Basics of Post Production Software
 - Role of a “runner”
- Office PA Soft Skills reviewed
 - The Post Production Team
 - Working with “The Client”

Set PA Hard and Soft Skills Introduced and Practiced (1 hour)

- Hard Skills Include but are not limited to:
 - Walkies Talkies
 - C-Stand set up and use
 - Basic G & E gear defined
 - Loading and Unloading the Grip Truck, The Art Department Truck
 - Reading a Call Sheet
- Set PA Soft Skills reviewed
 - Working with “The Production Team”
 - Working with “The Cast”

Total: 18 Hours**Laboratory/Studio Content****Pathways Into the Film, TV and Media Arts Industry (4 hours)**

- Department Occupational Career Paths Identified
 - Identify areas of content creation

- Corporate vs Production Jobs
- Identify Careers in Development, Pre-Production, Production, Post , and Distribution
- Roles and Responsibilities of jobs within different Film/TV departments reviewed
- Research Career and jobs data
 - State websites/resources introduced
 - College websites/resources introduced
- Steps and pathways to attaining employment opportunities in different departments reviewed

Identify Companies and Production Companies that offer career opportunities in the Film, TV and Media Arts Industry (8 hours)

- Industry and FTVM Department specific websites/resources introduced
- College websites/resources introduced

Pre-internship and entry level job preparedness (10 hours)

- Resumes
- Cover Letters
- LinkedIn
- Creative Portfolios for Film/TV industry
- Professional Reels and Samples for Film/TV industry
- Professional Websites for Film/TV industry
- Interviewing with the Film, TV and Media Arts Industry
- The mock interview

The Internship or Entry Level Job (5 hours)

- Researching potential Internships and/or entry level jobs
 - Industry and FTVM specific websites/resources introduced
 - Cold Calling
 - Other resources to find job openings
 - Making contact and applying to possible internship opportunities

Office PA Hard and Soft Skills Introduced and Practiced (8 hours)

- Hard Skills Include but are not limited to:
 - Microsoft Office
 - Answering phones
 - Scheduling
 - Basics elements of Coverage defined
- Office PA Soft Skills reviewed
 - The Office Team
 - Working with "The Client"

Post Production PA Hard and Soft Skills Introduced and Practiced (5 hours)

- Hard Skills Include but are not limited to:
 - Basics of Post Production Software
 - Role of a "runner"
- Office PA Soft Skills reviewed
 - The Post Production Team
 - Working with "The Client"

Set PA Hard and Soft Skills Introduced and Practiced (14 hours)

- Hard Skills Include but are not limited to:
 - Walkies Talkies
 - C-Stand set up and use
 - Basic G & E gear defined
 - Loading and Unloading the Grip Truck, The Art Department Truck
 - Reading a Call Sheet
- Set PA Soft Skills reviewed

- Working with "The Production Team"
- Working with "The Cast"

Total: 54 Hours