

**Syracuse City School District
Career and Technical Education Program
Mini-Course Syllabus
Film Production Assistant**



Program and Course Description

The 10-week Film Production Assistant mini-course will be offered through the Media Communications Level 400 Course. In this mini-course, students will learn the basic protocols of a professional film set, including safety, professionalism, terminology, and personnel hierarchy. They will also learn how to be a productive and valuable working crewmember, first as a general production assistant and then as a member of a specific department of their choosing. They will end the course by participating on a working film set to experience real-world application of their classroom lessons and learn how all the departments function together as an ecosystem. Finally, students will be connected with working film professionals, unions, and/or film productions for direct job training, work-based learning, apprenticeship opportunities, and real-world experience.

Work-Based Learning

- Students will be connected with working film professionals through Career Coaching which could lead to further opportunities for direct job training and real-world experience.
- Students will apply their learning by participating on a working film set to experience how all the departments function and communicate.

Pre-Requisites

Student must be part of an approved CTE Level 400 course in the Syracuse City School District.

Course Objectives

Students will know and be able to:

1. Explain the roles and responsibilities of a Production Assistant (PA) including the essentials of production life.
2. Explain the roles and responsibilities of other film production personnel, their positions and the typical hierarchy of responsibility on a film set.
3. Demonstrate knowledge of basic film industry standards including safety protocols, film set communication and professionalism.
4. Compare and contrast various film departments and the roles and responsibilities of production assistants in those departments, including basic camera operation, grip, electric, production office, sound, locations, craft services, and other departments as indicated by individual student interest.
5. Apply their knowledge and skills by participating on a live working film set.

Integrated Academics

N/A

Equipment and Supplies

- **School will provide:** All necessary instructional materials.
- **Student will provide:** Appropriate clothing for work on a film production.

Textbook

NA

Grading

Students enter the classroom each day with a 100% (A) grade. To maintain that grade point average, it is expected that all assignments will be done each day with the highest level of professionalism, showing a positive attitude, and to the student's best effort. Students will be given a grade at the midpoint and end of the marking period. Students can check the computer-based class grade book (E-School) regularly to check grades. If students miss points on an assignment, they will be able to see where they missed points, and make up those points during the next class. It is the student's responsibility to check their grades in order to make up points.

5%	Participation
25%	Class work
15%	Worksheets
40%	Projects
15%	Quizzes and Tests

Additional Course Policies

When students enter the Media Lab, they have entered a professional working environment. When in the lab, it is expected that everyone will act in the manner found in all professional media companies.

Course Calendar

Weeks	Units of Study
1-3	<ul style="list-style-type: none">• Film Production Assistant: Overview of Roles and Responsibilities• Basics of Film Production:<ul style="list-style-type: none">• Safety• Communication• Professionalism
4-8	<ul style="list-style-type: none">• Function, Equipment, Knowledge and Skills of Film Production Departments:<ul style="list-style-type: none">• Art• Camera and Basic Camera Operation• Craft Services• Electric• Grip• Location• Production Office• Sound• Other Departments (as indicated by individual student interest)
9-10	<ul style="list-style-type: none">• Production Assistant Lifestyle• Live Film Set Training• Final Project