

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

**Syracuse City School District
Career and Technical Education Program
Scope and Sequence
Film Production Assistant**



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
<p>Week 1</p> <p>Film Production Assistant: Overview of Roles and Responsibilities</p> <p>Basics of Film Production: Safety Protocols</p>	<ul style="list-style-type: none"> • What are the roles and responsibilities of a Production Assistant (PA)? • What are the essentials of production life? • What are the roles and responsibilities of other film production personnel on a film set? • What are the basic safety protocols on a working film set? 	<ul style="list-style-type: none"> • Explain the roles and responsibilities of a Production Assistant (PA) including the essentials of production life. • Explain the roles and responsibilities of other film production personnel, their positions and the typical hierarchy of responsibility on a film set. • Explain and demonstrate basic safety protocols on a film set including: <ul style="list-style-type: none"> • Awareness of physical safety issues to insure self-health. • Boom, pull and forklift safety. • Location safety. • Proper use of Personal Protective Equipment (PPE). • Safety Code of Conduct. • Electrical and fire safety. • Equipment handling and lifting safely. • General medical protocols for injuries. • General dietary restrictions and allergies. • Obtain OSHA 10 General Safety Certification. 	<p>Written</p> <ul style="list-style-type: none"> • Assignment • Research Project • Quiz • Self-Assessment <p>Performance</p> <ul style="list-style-type: none"> • Class Presentation • Teacher Observation Checklist • OSHA 10 Certification 	<p>Career Ready Practices CRP 1,2,3,4,7,8,11</p> <p>Cluster Standards AR 1,2,3</p> <p>Pathway Standards AR-AV 1</p>	<p>ELA 11-12R 1,2,4,7,8 11-12W 2,5,6,7 11-12SL 1,2,3,4,5,6 11-12L 1,2,3,4,5,6</p> <p>Literacy RST 1,2,4,7,8,9 WHST 2,5,6,7</p>
<p>Week 2</p> <p>Basics of Film Production: Communication</p> <p>Career Coaching</p>	<ul style="list-style-type: none"> • How do film professionals communicate efficiently and effectively? • What can be learned from professionals working in the film industry? 	<ul style="list-style-type: none"> • Explain how clear and effective oral and written communication is necessary for film production. • Explain and demonstrate etiquette about cell phones and social media use on set. • Demonstrate use of appropriate and industry specific vocabulary, e.g. rolling, points, walkie talkie communication. • Explain and demonstrate the use of various forms of written communication on set, including spread sheets, call sheets, and email communication. • Explain and demonstrate non-verbal/sign communication commonly used on set. 	<p>Written</p> <ul style="list-style-type: none"> • Assignment • Research Project • Quiz • Self-Assessment <p>Performance</p> <ul style="list-style-type: none"> • Class Presentation • Teacher Observation Checklist 	<p>Career Ready Practices CRP 1,2,4,6,7,8,10,11</p> <p>Cluster Standards AR 1,3,4,5,6</p> <p>Pathway Standards AR-AV 1</p>	<p>ELA 11-12R 1,2,4,7,8 11-12W 2,5,6,7 11-12SL 1,2,3,4,5,6 11-12L 1,2,3,4,5,6</p> <p>Literacy RST 1,2,4,7,8,9 WHST 2,5,6,7</p>

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		<ul style="list-style-type: none"> Participate in Career Coaching event with film professionals. Explain and demonstrate how to create a resume and how to tailor it to obtain a specific job. Explain and demonstrate appropriate and effective interview behavior. 			
Week 3 Basics of Film Production: Professionalism	<ul style="list-style-type: none"> How do film production assistants demonstrate professionalism? 	<ul style="list-style-type: none"> Explain and demonstrate film set professionalism including dependability, positive attitude and work ethic, physical and mental resilience. Explain the importance of critical thinking and problem-solving on a film set. Define and explain the importance of the personal qualities of empathy, leadership and emotional intelligence when working on a film set. Explain the importance of an awareness of cultural diversity and respect for differences on a film set. 	Written <ul style="list-style-type: none"> Assignment Research Project Quiz Self-Assessment Performance <ul style="list-style-type: none"> Class Presentation Teacher Observation Checklist 	Career Ready Practices CRP 1,2,4,7,8,9,11 Cluster Standards AR 4 Pathway Standards AR-AV 1	ELA 11-12R 1,2,4,7,8 11-12W 2,5,6,7 11-12SL 1,2,3,4,5,6 11-12L 1,2,3,4,5,6 Literacy RST 1,2,4,7,8,9 WHST 2,5,6,7
Weeks 4-8 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) 	<ul style="list-style-type: none"> What are the different departments found on a film set and what are their functions? What knowledge and skills are required to work each department? What specific safety protocols are required to work in each department? What specific techniques of communication are needed to work in each department? How does a production assistant demonstrate professional behavior in each department? 	<ul style="list-style-type: none"> Explain the general equipment, tasks and functions of the Art department. Explain specific safety protocols, communication techniques and professional behavior needed to work in the Art department. Explain basic camera operation including: <ul style="list-style-type: none"> the use of different cameras and lenses. awareness of where camera is on set. the use of video and still imaging. the use of basic of camera shots and the impact on personal responsibilities. Explain specific safety protocols, communication techniques and professional behavior needed to work in the Camera department. Explain the general equipment, tasks and functions of the Craft Services department. Explain specific safety protocols, communication techniques and 	Written <ul style="list-style-type: none"> Assignment Research Project Self-Assessment Performance <ul style="list-style-type: none"> Class Presentation Teacher Observation Checklist 	Career Ready Practices CRP 1,2,4,6,7,8,11 Cluster Standards AR 1,2,3,6 Pathway Standards AR-AV 1,2,3	ELA 11-12R 1,2,4,7,8 11-12W 2,5,6,7 11-12SL 1,2,3,4,5,6 11-12L 1,2,3,4,5,6 Literacy RST 1,2,4,7,8,9 WHST 2,5,6,7

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		<p>professional behavior needed to work in the Craft Services department.</p> <ul style="list-style-type: none"> • Explain the general equipment, tasks and functions of the Electric department, including lighting. • Explain specific safety protocols, communication techniques and professional behavior needed to work in the Electric department. • Explain the general equipment, tasks and functions of the Grip department. • Explain specific safety protocols, communication techniques and professional behavior needed to work in the Grip department. • Explain the general equipment, tasks and functions of the Production Office, including office and organizational skills, Pre-Production tasks, booking travel, Personnel, production hierarchies, and call sheets. • Explain specific safety protocols, communication techniques and professional behavior needed to work in the Production Office. • Explain the general equipment, tasks and functions of the Sound department, including operation of microphones and mixers, pick-up patterns, connectors and cables. • Explain specific safety protocols, communication techniques and professional behavior needed to work in the Sound department. • Explain the general equipment, tasks and functions of the Locations department, including parking, tents, and signs. • Explain specific safety protocols, communication techniques and professional behavior needed to work in the Location department. • Explain the general equipment, tasks and functions of other departments chosen as areas of interest. • Explain specific safety protocols, communication techniques and professional behavior needed to work in other departments. 			

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 9-10 Production Assistant Lifestyle Live Film Set Training Final Project	<ul style="list-style-type: none"> • What is the impact of work as a production assistant on one's personal and professional life? • What are the financial considerations for work as a production assistant? • What is work as a production assistant on a film set like? 	<ul style="list-style-type: none"> • Explain how work as a production assistant can impact one's personal and professional life. • Explain the financial considerations of working as a production assistant including pay scale, gig work, insurance and union membership. • Explain the purpose and demonstrate how to fill out employment paperwork including job applications, W-2s, I-9s, and contracts and explain potential problems. • Participate in work on a live film set, demonstrating learned knowledge and skills. • Research and create a final project based on interests, knowledge, skills and experiences of being a film production assistant. 	Written <ul style="list-style-type: none"> • Final Project • Self-Assessment Performance <ul style="list-style-type: none"> • Class Presentation • Teacher Observation Checklist • Self-Assessment of On-set Training 	Career Ready Practices CRP 1,2,3,4,6,7,8,10,11,12 <hr/> Cluster Standards AR 1,2,3,4,5,6 <hr/> Pathway Standards AR-AV 1,2,3,4	ELA 11-12R 1,2,4,7,8 11-12W 2,5,6,7 11-12SL 1,2,3,4,5,6 11-12L 1,2,3,4,5,6 <hr/> Literacy RST 1,2,4,7,8,9 WHST 2,5,6,7