

**F/TV65: Current Practices in the Film/Video Profession**, 4 Units, Spring Quarter 2025, ONLINE, asynchronous delivery mode

**IMPORTANT DATES:**

- April 7 - First day of spring quarter
- April 20 – Last day to add classes
- April 20 - Last day to drop classes without a W
- **May 24-26 – Memorial Day Holiday, no classes, offices closed**
- May 30 - Last day to drop classes with a W
- **June 19 – Juneteenth Holiday, no classes, offices closed**
- June 23-27 - Final exams
- To Request a "Pass/No Pass" (Links to an external site.)
- To Apply for degree or certificate (Links to an external site.)
- College-wide listing available at <http://www.deanza.edu/calendar/>

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**Online Office hours via Zoom:** Thursdays 4pm-5pm, link posted in Canvas and here: <https://fhda-edu.zoom.us/j/86419835786?pwd=waaUOVxCZ-GEBlwvG3ydOZc4klVrgA4.1>

Creative Arts Division: <http://www.deanza.edu/creativearts/>

Film/TV Department: <http://www.deanza.edu/ftv/>

Film/TV Degrees and Certificates: <https://www.deanza.edu/ftv/degrees-certificates.html>

**Requisite/Advisory:** English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

**Course Objectives**

Current creative, technical, economic and employment conditions in film and video from the perspective of film and television working professionals.

This course will teach students using Q&A personal meetings with film/video professionals and film excerpts, handouts, and lectures, how to analyze the film and video industries practices and operations. The students will become comfortable analyzing first-hand testimony from working professionals on the various creative, management and craft roles and skills.

**Student Learning Outcomes:**

- Analyze the film and video industries practices and operations
- Identify and apply the major phases of the media production enterprise
- Analyze first-hand testimony from working professionals
- Analyze probable future conditions

This is an online lecture only class. The lectures do not have scheduled meetings and can be completed independently each week on the student's own time. Students must have access to a computer, the internet and an individual email address. De Anza recommends a laptop or desktop computer to successfully complete the course; a tablet or phone may not be adequate for all assignments and tests.

Information about Canvas and Online Education Orientation can be found in Canvas on the Student Resources page: <https://deanza.instructure.com/courses/3382>. The Student Online Resources hub with extensive information and tips can be found at [deanza.edu/online-ed/students/remoteteaching](https://deanza.edu/online-ed/students/remoteteaching).

**Food, Housing, Transportation and Emergency Resources:** [www.deanza.edu/resources](http://www.deanza.edu/resources)

**Student Success Center:** Need help? Student Success Center peer tutors can relate and are ready to help!

Go to the [SSC homepage](#) and click on the yellow links for schedules and Zoom links.

- **Individual Weekly or Drop-in Tutoring:** Come with assignments or questions, or just drop by to see how tutoring works.
- **Workshops, group tutoring and group study:** Most people learn better with others...give it a try!
- **Support for online learning:** Speak with a friendly peer tutor or SSC staff member about motivation and organization strategies for online classes. We get it and are going through the same things, so let's support each other!
- **Need after-hours or weekend tutoring?** See the [Online Tutoring](#) page for information about **NetTutor** (via Canvas) or **Smarthinking** (via MyPortal).

Questions, comments, or suggestions? Contact Co-Directors Melissa Aguilar [aguilar-melissa@fhda.edu](mailto:aguilar-melissa@fhda.edu) or Diana Alves de Lima [alvesdelimadiana@fhda.edu](mailto:alvesdelimadiana@fhda.edu) the appropriate [SSC contact](#).

### **Academic Accommodations for Students with Verified Disabilities:**

Students who have been found to be eligible for accommodations by Disability Support Services (DSS), please follow up to ensure that your accommodations have been authorized for the current quarter. If you are not registered with DSS and need accommodations, please go to the DSS office in the Registration & Student Services Building (RSS) – Room 141 for information on eligibility and how to receive support services. You can also go online to <https://www.deanza.edu/dsps/> ([Links to an external site.](#)) for additional information.

### **Veterans Services:**

Students who are veterans or are survivors of veterans, can get help applying for educational and VA benefits through the variety of resources on campus. Please, visit the following web page for more information: <https://www.deanza.edu/veterans/>

### *Your Guide to the Quarter:*

Visit this website for important information on the Quarter:  
<https://www.deanza.edu/quarter-guide/> (Links to an external site.)

### *Resources*

- Looking for tips and assistance with online learning?  
Visit [deanza.edu/online-ed/students/remoteteaching](https://www.deanza.edu/online-ed/students/remoteteaching) (Links to an external site.)
- Want to save money on books and materials?  
Visit [deanza.edu/save-on-books](https://www.deanza.edu/save-on-books) (Links to an external site.)
- Want help paying for college?  
Visit [deanza.edu/financialaid/apply](https://www.deanza.edu/financialaid/apply) (Links to an external site.)
- Need assistance with food or financial emergencies?  
Visit [deanza.edu/resources](https://www.deanza.edu/resources) (Links to an external site.)
- Check out our Video Help Series for quick tips on completing assessment, getting priority enrollment, preparing for transfer and other important tasks.  
Visit [deanza.edu/vhs-guide/](https://www.deanza.edu/vhs-guide/) (Links to an external site.)

**Class Assignments:** Each student will be expected to demonstrate his/her competence in an area by completing the assignments. **Late assignments** will be automatically downgraded one letter grade for each week late. The instructor might accept assignments more than one week late under special circumstances, therefore you must discuss your situation with her ahead of the due date and follow the detailed instructions provided for you on Canvas.

### **How to View Instructor Feedback in Canvas:**

Excerpted from: <https://community.canvaslms.com/t5/Student-Guide/How-do-I-view-annotation-feedback-comments-from-my-instructor/ta-p/523>

1. Open Grades
2. In Course Navigation, click the Grades link.

View Assignment Details:

3. Click the title of an assignment.

View Feedback:

4. Click the View Feedback link. The View Feedback link displays an indicator if annotated comments have been added to a supported assignment.

Notes:

- If the assignment attachment displays a Preview button, your file is not DocViewer compatible.

The above directions are also posted in your Canvas shell under the Syllabus module. It is important that you view the feedback from your instructor as this will help you succeed in the course.

**Online Discussions:** The rule of thumb is that you cannot contribute beyond their due date because of the need for the discussions to be interactive. You can still submit the other assignments on Canvas for **up to one week after their due date for late credit**, which is usually half of all points possible for that assignment, **but not the online discussions**. This is also described in the grading rubric for each assignment

**Class Attendance:** This course is held asynchronously to provide you with maximum flexibility in your schedule. During the course of the quarter, I will hold office hours on campus in addition to those posted via Zoom, and you are more than welcome to visit me then in person. In addition, if there are particular circumstances that the instructor should know about, please let me know in my office hours or via email through Canvas. I want to reassure you that I am here for you, my goal is to make you successful in this course. Online participation is where attendance is checked, and the next paragraph discusses those guidelines.

**Class Online Participation:** Active participation in class is crucial to the student's success. Without participation, knowledge, if retained, is acquired passively, and my hope as an instructor is to encourage such participation as much as possible through regular weekly online discussions, online submission of assignments, and group work where applicable.

**IMPORTANT:** I reserve the **right to drop students** from the class if I see on Canvas that a student **has not submitted assignments for three (3) weeks in a row** or that there is **no activity demonstrated** by the student. It is important that you reach out to me to let me know of any special circumstances you might be encountering.

**Written Examinations:** There will be two exam assessments: one mid-term, and one final. The format of the exams may vary but the tests are designed to help students solidify the knowledge they acquire throughout the quarter.

Class Introductions	05
First Week of Class Quiz	05
Weekly assignments	90
Professional Resume	20
Website	20
Reflection Essay	10
TOTAL	150

End-of-Quarter Survey Extra credit 05

**Grading Scale:**

A: 135-150: A

B: 120-134:	B
C: 100-119:	C
D: 80-99:	D
F: 0-79:	F

**WHAT CONSTITUTES AN “A” GRADE:**

“A” grades are reserved for student work which has followed all the requirements and is submitted on time with outstanding content and technical execution.

**WHAT CONSTITUTES A “B” GRADE:**

“B” grades are given to outstanding student work which is one week late or which only partially follows the requirements. The content is still well chosen and the technical execution is very good.

**WHAT CONSTITUTES A “C” GRADE:**

“C” grades are for student work which somewhat meets the requirements given by the instructor and/or is submitted more than two weeks late from the due date. Such student projects usually show a noticeable struggle with the content and have an average to poor technical execution.

**WHAT CONSTITUTES A “D” GRADE:**

“D” grades are generally for very late work that does not reflect the standards of the assignments in this course. Such coursework may need to be repeated in a future quarter.

**WHAT CONSTITUTES AN “F” GRADE:**

“F” grades are given to students who come to class but do not accomplish the work assigned. Students who stop attending class after the first two weeks or so CANNOT expect to continue to be enrolled in the course in order to be given an “F” at the end of the quarter. If students don’t attend class regularly, they will be dropped by the instructor by the “W” deadline at the latest.

**“I” GRADE or “INCOMPLETE”:**

“I” grades or Incompletes are reserved for students who have already accomplished at least 75% of the work in the course but who encounter an unforeseeable emergency, such as a death in the family, hospitalization, etc. This personal emergency needs to be well documented and the documents presented to Admissions & Records, in order for the instructor to agree to file for an incomplete. The student then has up to one year to complete the coursework or be given the grade that they would have earned by the time they filed for an Incomplete. The Incomplete involves agreement by and signature of the instructor.

**Make Up Exams:** Students are expected to take exams on scheduled exam dates. Make up exams are only given in the case of a valid and documented emergency. Do not schedule vacations, routine appointments and/or errands on exam and assignment due dates. It is each student’s responsibility to arrange a make-up with the instructor.

**Plagiarism:** De Anza College defines plagiarism as “presenting the work of others without crediting them.” Plagiarism, cheating or academic dishonesty will result in an “F” on the assignment or exam. **I do not accept the use of ChatGPT or other generative AI tools to complete assignments in this class. All work must be original and produced by the student during the current quarter and for this course.**

**Dropping the Course:** It is the responsibility of the student to withdraw according to the guidelines in the De Anza College Schedule of Classes. Refer to De Anza’s website: <https://www.deanza.edu/registration/add-drop.html> The instructor always recommends that the student talk to her before withdrawal. **Students cannot expect to enroll in the course, not attend, and be given a failing grade instead; they will be dropped** by the “W” deadline at the latest. If the student needs a certain number of units, it is their responsibility to consult with their counselor or advisor; if enrolled in a course, however, the student needs to attend in order to not be dropped. If the student attends class until the “W” deadline but stops attending thereafter, s/he will be given the “FW” grade.

The student is responsible for knowing and upholding the College Rules and Regulations. Please see the Student Handbook.

**The instructor may drop students from the class for several reasons, including:**

- Not logging into Canvas to view the modules for 3 weeks, regardless of the reason and when the student has failed to communicate with the instructor
- Not logging into Canvas by the end of the first week of the quarter (Sunday of Week #1 of the quarter at 11:59pm)
- Not submitting up to 3 assignments, regardless of the reason
- Disruptive behavior and failure to adhere to proper netiquette

**Netiquette:**

Netiquette stands for the etiquette used when expressing oneself on the Internet. Netiquette may be common sense to most of us, but nonetheless, here is a reminder of some of the guidelines for proper behavior when engaging in online behavior and online class discussions:

- Always be courteous, inclusive, and polite in your remarks to others.
- When critiquing other students’ posts and assignments, always begin with the positives and explain why the answer works as objectively as possible by avoiding qualifying words, such as “I like it/love it. Or, I dislike it/hate it.”
- After providing positive feedback, please proceed with suggestions on how the assignment or comment(s) can be improved. Be specific as general statements are not helpful.
- Always be professional in your comments; disrespectful or hurtful language will not be tolerated and you may be dropped from the course.

- Profanity, aggressive personal criticism, insults, verbal abuse or attacks will not be tolerated.
- Refrain from using CAPITAL LETTERS as they are equated with shouting in the real world and in the physical classroom.
- Respect and help nurture the positive learning environment for everyone in the class. Thank you in advance!

For more information, please refer to the Student Rights and Responsibilities page at:  
<https://www.deanza.edu/student-complaints/rights-responsibilities.html>

**Recommended Book:**

*Hollywood Drive* by Eve Light Honthaner, Focal Press, Routledge, 2018

**HOW TO REACH ME BEST:**

- Email or Zoom during my office hours (see page 1)
- E-mail me and I will get back to you usually on the same day if before 5pm and within 24-48 hours (see page 1)

**\*\*IMPORTANT: The syllabus is subject to change at any time based on the guest speakers' availability.\*\***

## **F/TV 65 WEEKLY SCHEDULE**

Week #1: April 7-13

### **Introduction to the Course, Syllabus, and Canvas**

TO DO: Purchase the optional book  
Review all materials and handouts posted on Canvas  
Introduce yourself to the class  
Complete the required syllabus quiz

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Week #2: April 14-20

### **Guest Speaker Todd A. Marks The Role of the Computer Playback Supervisor**

Q&A with Todd Marks, [www.imagesonscreen.com](http://www.imagesonscreen.com),  
<https://www.imdb.com/name/nm0548977/>

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #3: April 21-27

### **Guest Speaker Jeanette B. Milio, Producer Financing and Producing Big-Budget Hollywood Movies**

Q&A with Jeanette Milio, award-winning Hollywood producer/financier,  
<https://www.jeanettebmilio.com/>, <https://www.imdb.com/name/nm0119287/>

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #4: April 28-May 4

### **Guest Speaker Ian D. Thomas The Craft of Location Sound, Foley, SFX, and Sound Mixing**

Q&A with Ian D. Thomas, audio post-production specialist, [www.iandthomas.com](http://www.iandthomas.com)

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #5: May 5-11

### **Guest Speaker Shane Ruggieri, CSI The World of the Colorist and Working with DaVinci Resolve**



Q&A with Shane Ruggieri, Advanced Imaging Systems Creative Lead, SMPTE San Francisco Section Chair, <https://www.linkedin.com/in/shanemarioruggieri/>

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #6: May 12-18

**Milena's Take on the Industry and  
How to Build a Targeted Resume  
Generative AI and Its Impact on Hollywood**

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas; work on your resume due next week

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Week #7: May 19-25

**\*Resumes due**

**Guest Speaker Julie Rubio  
Tamara de Lempicka: Crafting the Documentary as a Director/Producer**

Q&A with Julie Rubio, award-winning director/producer and President of *Women In Film San Francisco Bay Area*, <https://www.tamaradoc.com/>, <https://www.julierubiofilms.com/>, <https://www.imdb.com/name/nm2178299/>

TO DO: Submit your resume for review and feedback; engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #8: May 26-June 1

**Guest Speaker Jason Knutzen**

Q&A with Jason Knutzen, a cinematographer, DIT and color specialist, and an educator, <https://www.jasonknutzen.com/>, <https://www.imdb.com/name/nm3345848/>

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Week #9: June 2-8

**Guest Speaker Dan Mirvish, Director, Festival Co-Founder**

Q&A with Dan Mirvish, co-founder of Slamdance, feature film director, screenwriter, producer, <https://www.danmirvish.com/>, <https://www.imdb.com/name/nm0592573/>, [https://en.wikipedia.org/wiki/Dan\\_Mirvish](https://en.wikipedia.org/wiki/Dan_Mirvish)

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Week #10: June 9-15

**Guest Speaker Cody Smart**

Q&A with Cody Smart, a script analyst, script doctor, a screenwriter, and an educator, <https://www.stage32.com/profile/1065644/about>, <https://www.uclaextension.edu/instructors/cody-smart>

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Week #11: June 16-22

**\*Websites are due**

**Guest Speaker Augie Max Vargas, Producer**

Q&A with Augie Vargas, Emmy award-winning producer: <https://augiemax.com/>, <https://www.imdb.com/name/nm1362230/>

TO DO: Engage with other students in the online discussion forums; complete other necessary assignments in Canvas

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Week #12: June 23-27

**\*Reflections are due**

**FINAL EXAM – Create Your Website**

\*Grades will be posted as soon as possible

**\*PLEASE NOTE:** Guest Speakers names and order are to be finalized and re-confirmed as time approaches. Some changes may be necessary due to the industry professionals' dynamic work schedule.