

[The body of the document contains several paragraphs of text that are almost entirely illegible due to severe digital corruption and noise. Only faint fragments of text are visible.]

Is there at least one MGA faculty member credentialed to teach this course?

If yes, provide the name of at least one such credentialed faculty member:

Are any existing courses rescheduled within this course?

Yes  No

If yes, explain the rescheduling needs.

Justification for new

rescheduling.

Additional comments/updates in this module include the course number, and true course description. Student learning

**GEORGIA FILM ACADEMY  
FILM & TELEVISION PRODUCTION INTERNSHIP  
COURSE SYLLABUS**

FILM XXXX – Film & Television Production Internship  
XXXX Department  
Credits: 6

Georgia Film Academy

XXXXX Institution

Fall 2017

Instuctor: YYYYYYYY

Classroom: Pinewood Studios, Classroom #

Office Hours: M/W 0-10 and 4-5, and by appointment

Phone:

e-mail: xxxxxx@gmail.com

Texts: None

Materials/Tools Required: TRA

## GFA Film & Television Production Internship Course

full term of the project and must follow the professional standards. Students who cannot meet those standards will not be permitted to continue on the project.

### Course Objectives

- 1) Describe and Explain specific on-set film crafts, functions and inter-relationships.
- 2) Summarize and give examples of actual on-set jobs performed.
- 3) Evaluate and compare capabilities relative to skills as evidenced on-set.
- 4) Describe pathways to a specific film industry career.
- 5) Demonstrate film industry standard professional work habits.
- 6) Evaluate and compare the Production Internship Experience.
- 7) Explain and demonstrate film industry standard procedures and protocols.
- 8) Identify and list skill sets used in specific on-set craft jobs.
- 9) Appraise the potential for working in a specific film craft area or job.
- 10) Apply program course knowledge and skills sets to actual on-set jobs.
- 11) Explain job/site safety and precautions for job/site hazards.
- 12) List the uses of personal protective equipment (PPE).
- 13) Identify the safety equipment and procedures related to safe work practices and environment.
- 14) Identify fire prevention and protection techniques
- 15) Explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS)

### Course Requirements

1. Internship Experience. You will be scheduled for 20 consecutive 8.5 - hour days (typically Monday-Friday); minimum

on the set or in the production office of a professional working project. Projects will include

GFA Film & Television Production Internship Course

6. Self-Evaluations. You will be responsible for compiling and submitting two Self-Evaluations: one at the mid-point of your Internship Experience and one at the conclusion. Requirements for these evaluations will be sent to you by your instructor.

<u>Evaluation and Grading</u>		<u>Points</u>
1) STUDENT ON-SET JOURNAL		100
2) ON-SET ATTENDANCE		200
3) SELF-EVALUATION		100
	Mid-Point	50
	Final	50

5) OSHA TRAINING		100
6) PRESENTER SESSIONS (5 @ 20 points/ea)		100
7) FINAL INSTRUCTOR EVALUATION		200
	<b>TOTAL POINTS</b>	<b>1,000</b>

\*Instructor Evaluation of Students will be based on the list of criteria found in "Professional Production Practices for Students" available from your instructor.

Grading Scale:

900-1000 points	A
800-900 Points	B
700-800 Points	C

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after 10 days on-set before reporting for 11<sup>th</sup> day

Final; complete info; needs to have narrative analysis of 50  
one paragraph minimum; must be submitted in a timely  
manner (i.e. no later than one week before the end of  
the term).

SUPERVISOR FEEDBACK 200

Using a 1-5 scale. With 1 as the worst and 5 as the best,  
@ 40 pts/each

GUEST PRESENTERS 100

Answer 4 questions (accessed online) per presenter thoroughly

@ 5 pts/each question; 5 Presenters must be viewed

over the course of the term

OSHA 10

Using % scores from the training providers 100

GFA staff will calculate and report to instructors

FINAL INSTRUCTOR EVALUATION 200

Submitted all materials orderly and timely; on a scale of 100

Participation/communication; on a scale of 100

Interaction in class meetings

Feedback from Workforce Office

**TOTAL POINTS**

**Student Internship Experience Journal**

A requirement for the successful completion of the GFA Film & Television Production Internship Course of the Georgia Film Academy Certification Program, and indeed of the program itself is the compilation

and submission of a Student Internship Experience Journal which documents the Internship Experience.

Because student assignments and production environments will vary widely on a set, in a production



## GFA Film & Television Production Internship Course

Students must submit completed Daily Journals to their Instructor. Submissions must be made by 11:59

PM the Sunday before the Monday of the next on-set work week. If the internship starts on a different day, then the Daily Journal posting must be made by 11:59 PM on the eve prior to your 6<sup>th</sup> day on-set.

### MID-POINT SELF-EVALUATION

Submit Mid-Term Self-Assessment when you have reached the mid-point of your Internship Experience –  
after the 10<sup>th</sup> day.

### FINAL DOCUMENTS

When you have completed your internship experience, submit your last Daily Journals, a Journal Summary Cover Sheet and a Final Self-Assessment by 11:59 PM on the last day of your internship.

GFA Film & Television Production Internship Course

Student Name: \_\_\_\_\_ Term: \_\_\_\_\_ Date: \_\_\_\_\_

1. DAILY LOG

Page #

Student Name	Term	Date
Home School		
Name of Production		
Department		
Supervisor	Job	
Start Time	End Time	Total Hours Today

2. SLUG LINE

3. DAILY PRODUCTION REPORT

A. Activities

B. Skills used





Student Self Assessment [FINAL]

To be submitted at the conclusion of your Internship Experience.

On a scale of 1-5. 1 being the lowest or least and 5 being the highest or most, rate yourself on the following criteria:

Was I on-time	1	2	3	4	5
Was I prepared to work	1	2	3	4	5
Did I understand instructions that were given to me	1	2	3	4	5

Did I feel I was working in a safe environment	1	2	3	4	5
Did I get along well with other crew members	1	2	3	4	5
I can see how this experience will help me with my career goals	1	2	3	4	5
I felt comfortable on this work environment	1	2	3	4	5
Overall how would you rate this experience	1	2	3	4	5

By \_\_\_\_\_ describe the areas in which you would like to improve your skills in the future.

**GUEST SPEAKERS**

crafts in the film/TV industry throughout the semester. There is also a library of videos of speakers from past semesters.

The sessions will take place at IATSE Headquarters and some on the campuses of GFA Collaborative

The Georgia Film Academy Internship program provides professional workforce training for film production. Film production has high expectations for both professional preparedness and set code of

### Professional Practices

When being considered for an internship:

- Show up on time for the interview
- Take internship opportunities; do not pass on every option if they do not fit your expectations

## GFA Film & Television Production Internship Course

- Never allow personality conflicts to get out of control: There will be people who you will find difficult to get along with, but you will only be working together for a short period of time
- Withhold critical opinions of other people's work unless you are the Director, DP or Executive Producer
- Be patient: All departments have the right to finish their work without hostility from other workers
- Be efficient: The worst thing you can do is to hold up the set – TIME IS MONEY
- Don't quit your internship without first talking to the GFA Workforce Director – Kate McArdle 404-962-3099 office.
- "I need time off for..." is not a valid excuse to miss a day of your internship

### Production Set Code of Conduct

- Respect the actor's space: Stay out of their eye-line whenever possible and work quietly around them

- Follow the chain of command: Suggestions & complaints should be made through your direct supervisor





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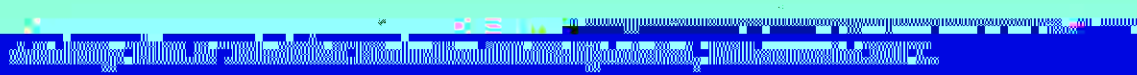
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