# PRODUCTION ASSISTANT EMPLOYABILITY

## Course Syllabus

<table>
<thead>
<tr>
<th>Course Number:</th>
<th>RAPA-1140</th>
<th>OHLAP Credit:</th>
<th>No</th>
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<tbody>
<tr>
<td>OCAS Code:</td>
<td>None</td>
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<tr>
<td>Course Length:</td>
<td>30 Hours</td>
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<tr>
<td>Career Cluster:</td>
<td>Arts, A/V Technology &amp; Communications</td>
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<td>Career Pathway:</td>
<td>Audio &amp; Video Technology</td>
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<tr>
<td>Career Major(s):</td>
<td>Cinematography &amp; Recording Arts Production Assistant</td>
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### Pre-requisite(s):

This course provides the students with the knowledge and practical experience related to gaining a job and remaining employed in the future. Understanding the needs of the employer, the expectations of the job search, building a resume and relating to interviewers are also covered.

### Textbooks:

- *Film Directing Shot by Shot* by Steven D. Katz, Michael Wiese Productions, Focal Press (1991)

### Course Objectives:

**A. Understand the Basics of Building a Resume.**
1. Gather personal information.
2. Decide what job is desired.
3. Write descriptions and skills to fit the position.
4. Verify that all grammar and information is correct.
5. Print resume on high-grade paper.

**B. Discuss Professionalism and Dress for Interviews.**
1. List acceptable grooming examples.
2. Demonstrate acceptable attire.
3. Talk about being prepared.
4. Display proper and professional attitude.
5. Understand what it means to “be prepared.”

**C. List methods of the Job Search.**
1. List online methods of finding a job.
2. Check the Sunday paper.
3. Discuss permanent employment during Work Based Experience.
4. Demonstrate how to network.
5. Discuss continuing education in college or trade school.

**D. Building and Equipping a Project Studio.**
1. Continue to develop skills.
2. Keep up-to-date on software and hardware.
3. Grow as an engineer and musician.
4. Keep in contact with people from class and industry.
5. Sharpen skills.

All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures:
1. Students are graded on theory and shop practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.