

School of Applied Technologies

COURSE SYLLABUS: Fall 2025

Course Name / Number:	FILM CREW I/INTRO TO FILM AND MEDIA/ FDMA 2120 77819	Section Number:	2120	CRN:	77819
Class Day(s):	M/T/W/Th/F	Class Time:	11:56AM		
Class Location:	PAPA Film Studio	Course Credits:	3		
Prerequisite: Corequisite:	Prerequisite: Reading & Writing Skills 1/Accuplacer				
Instructor:	Jeri Hudson	Email:	jhudson13@cnm.edu		
Web Address: [Optional]					
CNM Phone/Voice Mail:	n/a	Other:			
Office Hour(s):	11AM M		Office Location:	PAPA	

Texts & Supplies

Required text:

Supplies:

16 GB or higher flash drive
(thumb drive)
Antibacterial Wipes
SD Card for cameras 16 GB or higher
Headphones

PaperCut is an element of the sustainability effort at CNM. Its purpose is to reduce paper usage. Each student has an online account with an allotment of 150 pages of free printer pages per term. If this allotment runs out, the student may purchase additional pages. For more information, go to the PaperCut website: <https://www.cnm.edu/depts/academic-affairs/papercut>.

Course Description

An introduction to the film industry. This class teaches film production processes, film crew hierarchy, film production set-safety and etiquette and provides hands-on training in industry standard film production equipment. Students complete the semester by participating as a below-the-line crew member on a short film. Note(s): Previously FILM 1001. Introduces students to the terminology, job categories and descriptions as well as the necessary protocols/ set etiquette required to work in the film industry.

Student Learning Outcomes

Students learn the terminology, job categories and descriptions as well as the necessary protocols/ set etiquette required to work in the film industry.

Attendance/Tardy/Withdrawal/Drop Policies

Class attendance, general policies and information:

Students in online based courses, any format:

- Students who fail to login at the beginning of the course may be dropped for non-attendance or non-participation. Please refer to course syllabi for any additional details.
- Students must demonstrate a record of course participation that is based on academically related activities in order to demonstrate “attendance” in the course. The minimum academically related activity for course participation will be outlined in each course syllabus.
- Students’ academically related activities will be tracked via methods that are described by the instructor in the course syllabus. These methods are based on CNM and departmental policies.

Important dates and deadlines, the last day to drop courses and other information, can be found at, <https://www.cnm.edu/student-resources/class-schedule/important-dates-and-deadlines>.

Closure or delay due to weather: So...this is an online class, if the campus is closed then you still get to participate in class because you are in the comfort of the area that you have designated for your educational success. Now if there is an internet outage, please contact me regarding this and we will figure that out as it arises.

Grading

The following will be used to determine your grade in this course:

	%
Discussions	20
Exams	20
Homework	10
Class Participation	50
Total	100

The following scale is used to assign course grades:

Percentile Range	Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Note: A final grade of “D” or “F” is not acceptable for this course if it is required for graduation or as a prerequisite for other courses. A final grade of “D” or “F” requires repeating this course.

Late/Make-up/Re-take Policies

Excused absences, as defined in the PAPA Agenda, will entitle students to make up home-work and other assignments. Unexcused absences will result in a grade of zero for any missed work. Let me know BEFORE the day the work is due. With excused absences only. Please contact instructor.

Course Codes & Policies

Student Behavior:

As a member of this classroom, students are responsible for understanding and adhering to the CNM codes and policies that govern and prescribe acceptable student behavior and can be found at <https://www.cnm.edu/depts/dean-of-students/student-behavior> and the Student Code of Conduct can be accessed at <https://www.cnm.edu/depts/dean-of-students/student-code-of-conduct>.

If a student behaves in a manner that is disruptive to the educational process or violates any other provisions of the Code of Conduct, this behavior will (generally) first be addressed by the instructor. If the behavior continues, or escalates, this behavior will be reported to the Dean of Students for appropriate disciplinary action. If a student demonstrates behavior that is a violation of the Code of Conduct, CNM instructors may require the student to leave the classroom. Should this occur, the incident will be reported to the Dean of Students for further disciplinary action.

Academic Dishonesty: Academic dishonesty hurts everyone involved. Forms of dishonesty are collaboration during in-class exams; receiving assistance from others on take-home quizzes and exams; sharing completed assignments. The Dean of Students will be notified of any instances of academic dishonesty. The Academic Dishonesty Guide can be found at, <https://www.cnm.edu/depts/dean-of-students/faculty-resources/academic-dishonesty>.

Student Resources/AT Advisement/Graduation

Disability Resources Center: DRC 505- 224-3259

The Disability Resource Center's mission is to advocate in partnership with students who have disabilities by providing accommodations that promote an accessible educational environment at CNM. Our goal is to empower and ensure that students with disabilities have equal access to educational opportunities by minimizing barriers such as: physical, psychological and academic. We support student academic success through the use of auxiliary aids, accommodations and disability services. DRC info can be found at <https://www.cnm.edu/depts/disability-resource-center>, and the DRC service animal policies, at <https://www.cnm.edu/depts/disability-resource-center/service-animal-policies>.

AT Advising. All Advising and other office-related work is taking place remotely during the COVID-19 pandemic. Students can schedule an advising appointment from the AT webpage, using the "See an AT Advisor" link <https://www.cnm.edu/programs-of-study/applied-technologies>.

Tentative Class Schedule/electronic devices/dress code/smoke free campus

Syllabus & Class Schedule: The syllabus and class schedule are subject to change by instructor.

- **Week 1:** Film Terminology and Crew Positions, film production processes
- **Weeks 2:** Film Terminology and Crew Positions, film crew hierarchy, Film Festivals: Specifically Experiments in Cinema, Future Voices of New Mexico, Santa Fe Independent Film Festival, NM Film Prize Jr

- Weeks 3: Film Terminology and Crew Positions, film production set-safety
- Week 4: Film Terminology and Crew Positions, hands-on training in industry standard film production equipment
- Week 5: Mid-Terms
- Week 6: Short Film Production
- Week 7: Short Film Production
- Attend Santa Fe Independent Film Festival October 16th, NM Railrunner, Lunch Provided.
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- Week 8: Short Film Production
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- Week 9: Short Film Production
- Experiments in Cinema Film Deadline
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- Week 10: Short Film Production
- Begin Future Voices of New Mexico
-
- Week 11: Short Film Production
-
- Week 12: Short Film Production
-
- Week 13: Short Film Production
-
- Week 14: Short Film Production
-
- Week 15: Short Film Production
-
- Week 16: Final

AT Dress Code: Proper PPE in all lab environment required at all times. Protective equipment, including personal protective for eyes, head and extremities shall be required in lab environment in accordance with OSHA standard 1910.132 and 1926.95, AT guidelines and industry standards. Proper attire as deemed appropriate by industry and CNM code of conduct shall be observed in AT classrooms. Clothing displaying profanity, inappropriate and unprofessional language shall not be tolerated in the classroom/labs. AT faculty have the right to monitor professional and unprofessional apparel in the classroom at any time.

Smoke-free campus: In an effort to respect all students, CNM has created smoke-free zones as well as designated smoking areas at all CNM locations. The use of tobacco products, including the use of

chewing tobacco and e-cigarettes is limited to the designated smoking areas and banned from all other areas. View CNM's policy on smoking at <http://www.cnm.edu/about/smoke-free-campus>. View a map of the designated smoking areas at <http://www.cnm.edu/about/smoke-free-campus/designated-smoking-areas>.

COVID-19 Protocols for Applied Technologies Face-to-Face Classes

This term there are COVID-related mandates in place that apply to all CNM locations. In addition, your instructors and instructional technicians will provide you with guidance that applies to the specific lab you are using. It is especially important to follow all verbal and written guidelines carefully. Disregard for guidance provided by CNM faculty, staff and/or administration may result in warnings, removal from class and/or further disciplinary action.

COVID-19 Symptom Checking: You are required to submit a Health Self-Assessment Checklist online before coming to campus. You will find this online at "myCNM", details about this checklist will be communicated by your instructor or other CNM staff. This checklist is a way for you to let us know that you do not have symptoms when you come to campus. If you start to feel ill, please do not come to school. If you start to feel ill during class, please leave campus immediately.

Face Coverings: Though CNM recommends face masks, we do not require face masks to be worn indoors or outdoors at CNM locations.

Social Distancing: Social distancing from others is always preferred when applicable. It is important to remember that social distancing applies to all situations. This includes entrance and exit to labs and classrooms.

Please follow all guidance from your instructors related to your specific lab or classroom. Also, lockers may not be available for your program. Be prepared to bring what you need with you and have a way to contain it while you are attending class.

Hallways: Please be mindful of arrows on floors and doors. There may be specific doors dedicated to entering, others for exiting. Read any posted signs on doors or in walkways for information about pathways and traffic flow around buildings. Do not gather in hallways or sit on floors and other surfaces.

Cleaning and Hygiene: As our partner in lab safety, you will be responsible for keeping our work environments clean and safe. Your instructor will let you know what will be required in your lab. Please follow all guidance posted in labs and communicated to you by your instructor or instructional technicians.

Also, frequent hand washing, and sanitizing is crucial to combatting COVID-19. There may be sinks with soap dispensers in the lab where you are working. There are also hand sanitizing stations in many labs and hallways. Please utilize these resources to reduce your risk of exposure to COVID.

Student Code of Conduct: We also want you to be aware that the CNM Student Code of Conduct has been updated to reflect these new practices. You can find the safety protocols at www.cnm.edu/news/students-campus-safety-protocols

Professionalism Pledge

CNM holds its students, faculty, and staff to the highest level of ethics, honesty, integrity, and social responsibility. The following standards are established to ensure my professionalism during my time with CNM and throughout my professional career.

1. I understand that communicating and presenting myself in a professional manner and being courteous and respectful in my dealings with others including electronic, written, phone and in-person communications is critical in my career and my professional development.
2. My education is my responsibility. I will do my best in all classes, be open to new learning and work hard to ensure my own success. I am responsible for my own success both in school and in my career.
3. My safety is my responsibility. I will follow all established protocols.
4. I accept responsibility for my choices and understand that my mistakes may result in consequences. I will learn from my own mistakes and endeavor to not repeat them.
5. I understand that my actions reflect upon CNM, my fellow students, and my own character.
6. I agree to follow professionalism standards and ethical standards as set by my instructor, industry standards, the CNM student Code of Conduct and the rules of this classroom.
7. I will practice honesty and integrity throughout my entire time with CNM and throughout my career development.
8. I will strive for technical competence in my studies.
9. I will communicate and present myself in a professional manner and be courteous and respectful in all my interactions with other people including other students, faculty, administration, staff, and coworkers.
10. I respect the diversity and multiculturalism that other students bring to the classroom. I respect other opinions and celebrate the differences between all of us.
11. By signing this document, I am agreeing to demonstrate the highest level of integrity and professionalism in my time at CNM.

Acknowledgement of Risk Factors:

Print Name _____, I, _____, am enrolled in one or more school of **Applied**

Technologies Classes.

I understand that Central New Mexico Community College (CNM) does not provide insurance coverage for medical care that I may need because of my participation of courses in the school of Applied Technologies of CNM. I further understand that there are certain risks and hazards that may arise while

taking AT classes, including accidents and injuries. I hereby assume the inherent risks and hazards of the required activities.

I acknowledge that any claims for damage against CNM or its officers or employees for death, personal injury, or property damage which may occur because of my participation in the above required activities would be governed by the New Mexico tort claims act, which imposes limitation on the recovery of damages from state institutions and their public employees.

Please Note: this syllabus is a contract between the faculty and the students in this class. The instructor of this class has the right to make changes to this syllabus at any time.

Student Acknowledgment

(Please return to instructor at next regularly scheduled class meeting.)

I have read and understand the Course Syllabus. The Course Syllabus is designed to assist with my learning and enhance my opportunities for student success.

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Instructor:	Jeri Hudson	Email:	jhudson13@cnm.edu		
Web Address: [Optional]					
CNM Phone/Voice Mail:	n/a	Other:			
Office Hour(s):	11AM M		Office Location:	PAPA	

Signed (Student): _____

Dated: _____

Signed (Instructor): _____

Dated: _____

