

CTPR 502 (18606D) COLLABORATION & CREATIVITY (1 unit)

Spring 2024

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Office HOURS: ZOOM (by appt)

SA:

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CLASS: Mondays, January 8- April 22, 2024

(13 sessions) 11:30am-1:20pm

SCI 108 (No Class MLK Day, Jan 15; Spring Break, March 11)

The goals of this class are:

- To work collaboratively with different members of the cohort
- To practice current collaborative methods used in the industry
- To share case studies in collaborative challenges among professionals
- To become a “better collaborator” – whenever & wherever you begin
- To find, nurture & enjoy the collaborative spirit
- To gain skills on how to navigate uncomfortable collaborative situations
- To prepare you for the collaborative 507 E3, E4, & CTPR508

Class Overview:

Chapter 1 – Weeks 1-4: IDENTITY STORIES - RELATIONSHIP BUILDING

Chapter 2 – Weeks 6-9: COLLABORATIVE & CREATIVE EXERCISE - GIVING/GETTING FEEDBACK

Chapter 3 – Weeks 10-11: PROFESSIONAL ADVICE & MENTORSHIP

Chapter 4 – Weeks 12-14: COLLABORATIVE CHALLENGES

Chapter 5 – Week 15: CULTIVATING SUCCESSFUL COLLABORATION

Collaborative skills, sometimes referred to as “soft skills”, are key to determining the success of any team’s process and product. It is the glue that makes our community and industry succeed.

Discovering best collaborative practices means establishing mutually healthy expectations and boundaries, putting the big picture over egos, finding ways to respectfully disagree, understanding and appreciating personal and cultural differences, problem-solving on your feet, and maintaining consistent two-way communication.

This course will provide foundations for healthy working relationships via pod sessions, in-class exercises, and case studies and professional advice. We will pay particular attention to the

strengths and challenges of working with predetermined teams.

Graduate Equity & Inclusion Labs

As part of our [stated values and commitment to building more inclusive media industries](#), all incoming graduate students will attend four graduate lab sessions in their first semester focused on building stronger, more welcoming and equitable media communities. Sessions will be offered throughout the semester, and you may attend any four of your choosing. We always welcome participation, so feel free to attend more than four sessions if they are of interest to you. Session topics and schedule are available here:

https://docs.google.com/document/d/1Yu5VJxLNon6Ar_k9SI8D0ffevhe7ggUsx-vL7RJNvzY/edit?usp=sharing.

Attending sessions is part of CTPR 502 and will be factored into the course grade.

The class rules:

1. Amplify your strengths and feel free to learn from your mistakes.
2. Set the stage for future collaborations. Your current cohort will be with you for many years, creating the future of the film industry.
3. Anything you say, write, or submit in this class is in “the public sphere.” Yet, you own the intellectual property to all the ideas you originate. The exercises and films you make in USC classes are owned by USC.
4. Make the most of the moments offered to you. Speak, reflect, create within the time frames offered. Observe whether your words or actions might be counter-productive.
5. All backgrounds, perspectives, and identities are welcome in this class.
6. Working PODS will be assigned for exercises throughout the semester. You are free to move into the hallways or outdoors during in-class exercises.
7. Each student must sign a 508 Trio Agreement at the end of this course.

GRADING:

25% – Journal Assignments

30% – In-class collaborative creative work

20% – Class Participation (Q&A + 4 Graduate Equity & Inclusion Lab sessions)

25% – Final

CHAPTER 1: IDENTITY STORIES - RELATIONSHIP BUILDING

Week 1: January 8

Intro & Overview: film production hierarchies, above & below the line, departments, etc

POD #1: "Identity Stories" *Character & Place*

Week 2: January 15 – NO CLASS (Martin Luther King holiday)

Week 3: January 23

POD #2: "Identity Stories" *Sharing insights*

Week 4: January 30

Current SAG & Current Industry & SCA HEALTH Guidelines

POD #3: "Identity Stories" *Going Deeper*

Week 5: February 5

POD #4: Script Highlights: areas of concern re: health, legal & safety issues

Guest: TBD

Discussion of experience of determining health, legal and safety issues

CHAPTER 2: COLLABORATIVE & CREATIVE EXERCISE - GIVING/GETTING FEEDBACK

Week 6: February 12

Effective communication - emotional intelligence, creating safe spaces physically and emotionally; setting healthy expectations and boundaries

NEW PODS (2 507 Trios): Brainstorm collaborative ideas

Guest: TBD

Discussion of experience of determining health, legal and safety issues

Week 7: February 19

POD Exercise 5: The Art of Feedback

Best practices on giving and receiving constructive feedback

NEW PODS (2 507 Trios): *Present elevator pitch and get feedback*

Week 8: February 26

NEW PODS (2 507 Trios) Brainstorm collaborative ideas

NEW PODS (2 507 Trios): *Present elevator pitch and get feedback*

CHAPTER 3: PROFESSIONAL ADVICE & MENTORSHIP

Week 9: March 4

How professionals become agile and work together collaboratively
Above-the-line GUEST: TBD

Week 10: March 11 – NO CLASS (Spring Break)

CHAPTER 4: COLLABORATIVE CHALLENGES

WEEK 11: March 18

Dealing with challenges as they arise
Below-the-line GUEST: TBD CONFLICT RESOLUTION

WEEK 12: March 25

<https://www.youtube.com/watch?v=1XMuHHdUklw>

Reading/Listening on BB: “Cracking the Code of Sustained Collaboration” (HBR, 30min)
Begin Collaboration Diary using methods described

WEEK 13: April 1

507 TRIOS Exercise 6: on Creative Challenges
*Collaboration Challenges sent to **Google Drive***

WEEK 14: April 8

GUEST PANEL ON COLLABORATION CHALLENGES

CHAPTER FIVE: CULTIVATING SUCCESSFUL COLLABORATION

WEEK 15: April 15

Agreeing on and working toward a common goal
FINAL: 508 Trio Agreement

Students are encouraged to interact with both faculty and SAs outside of class. Please contact your instructor and SA if you have any concerns or questions concerning the course and be sure to let them know in advance if you cannot attend class.

Please notify your lead faculty & SA if your absence or tardiness issue to COVID. To notify the university of a case, please call 213-740-6291 or email covid19@usc.edu. Please see <https://coronavirus.usc.edu/> for USC guidelines about attendance.

COVID PROTOCOL:

Please refer to Production Protocols & Documents presented in your CTPR507 Lounge session. If any of the Covid-19 safety protocols are violated, the SCA production may be suspended or shut down immediately and students could potentially receive a failing grade for the project.

RESOURCES

Dornsife/The Writing Center

The USC Writing Center's mission is to empower students, faculty, and staff by supporting their development of writing and critical thinking skills. The Writing Center pursues its mission through individual consultations, in-class workshops, and a large roster of handouts and instructional videos. Consultants work with writers at every skill level and every stage of the process, from interpreting an assignment to producing a final draft. All of the Writing Center's services are free.

<https://dornsife.usc.edu/writingcenter/>

Stressful Times

These are stressful times, and Graduate School in and of itself is stressful. We encourage you to take care of yourself and your fellow students. USC provides opportunities for Mindful Meditation <http://mindful.usc.edu>

Academic Conduct:

Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in SCampus in Part B, Section 11, "Behavior Violating University Standards." <https://policy.usc.edu/scampus-part-b/>.

Other forms of academic dishonesty are equally unacceptable. See additional information in SCampus and university policies on scientific misconduct: <https://policy.usc.edu/scampus/>

In the Production Division, having another individual perform tasks assigned to you, is plagiarism.

Student Counseling Services (SCS) - (213) 740-9355 – 24/7 studenthealth@usc.edu

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

<https://studenthealth.usc.edu/counseling/>

USC Office of Student Accessibility Services. OSASFrontDesk@usc.edu 213-740-0776

The Office of Student Accessibility Services (OSAS) is the unit at USC responsible for ensuring equal access for students with disabilities in compliance with state and federal law. OSAS serves undergraduate, graduate and professional students; on-ground and on-line students; and students in all credit-granting courses and programs of study.

<https://osas.usc.edu/>

National Suicide Prevention Lifeline - 1-800-273-8255

Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. <http://www.suicidepreventionlifeline.org>

Relationship and Sexual Violence Prevention Services

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

<https://sites.usc.edu/engage/relationship-sexual-violence-prevention-services-rsvp/>

Sexual Assault Resource Center

For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website:

<https://dps.usc.edu/safety-tips/sexual-assault-and-violence/>

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086

Works with faculty, staff, visitors, applicants, and students around issues of protected class.

<https://eeotix.usc.edu/>

Bias Assessment Response and Support

Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. <https://studentaffairs.usc.edu/bias-assessment-response-support/>

Trojans Care for Trojans:

https://usc-advocate.symplicity.com/care_report/index.php/pid773384?

Campus Support and Intervention – (213) 740-0411. uscsupport@usc.edu

Assists students and families in resolving complex issues adversely affecting their success as a student: personal, financial, and academic.

Diversity, Equity & Inclusion

Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. <https://diversity.usc.edu/>

USC Emergency Information

Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible, <http://emergency.usc.edu>

USC Department of Public Safety – Emergency: 213-740-4321 (UPC) for 24-hour

emergency assistance or to report a crime. Non-Emergency: 213-740-6000
Provides overall safety to USC community. <http://dps.usc.edu>

USC Health 24/7 Line:
213-740-9355

COVID-19 positive cases should contact:

USC COVID-19 24-Hour Hotline:
213-740-6291
covid19@usc.edu

Student Affairs Basic Needs Office:
basicneeds@usc.edu

STUDENT ATTENDANCE POLICY

Faculty has discretion to adopt the absence policy that works best for the needs of each course. Many classes across SCA allow 2 absences without consequence. After a 3rd absence their grade can be lowered. Many of our project-based courses, however, require a stricter policy as outlined below:

Students are expected to be on time and prepared for each class. One absence may result in a student's grade being lowered by one notch (IE: A becomes A-). Two absences may result in a student's grade being lowered by two notches (IE: A- becomes B). A third absence may result in a student's grade being lowered another full point (IE: B becomes C). Grades can be lowered by one full point for every additional absence.

Tardiness: A student is deemed late 7 minutes (number can be adjusted as desired) after the class is scheduled to start. One late arrival may not affect your grade. Two late arrivals equate to one full unexcused absence. (IE: A becomes A-). Three late arrivals may result in your grade being dropped by two portions (IE: A- becomes B). Four late arrivals may result in your grade being dropped three portions (one full point: B becomes C). Lateness of more than 30 minutes will count as an absence.

The following should be included in all syllabi:

Timely attendance is mandatory and failure to attend all class sections from beginning to end may affect grades.

- Exemptions will be allowed on a case-by-case basis, and must be supported by a written accommodation request from the USC Office of Student Accessibility Services (OSAS).

- Students who become ill and need to self-isolate will be supported in their efforts to stay current with classwork and assignments. Faculty are no longer required to provide an option for students to zoom into class. However, Faculty may choose to use zoom at their discretion in an effort to help students stay current in their course work. Students must contact the professor or SA 24 hours prior to class start time if they need to miss class for any reason.