

# LOS ANGELES —ACTING— CONSERVATORY

\*Catalog effective: March 1, 2020 (TBD by approval) to December 31, 2021

*The Los Angeles Acting Conservatory (LAAC) is a private institution approved for operation by the Bureau of Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. [www.bppe.ca.gov](http://www.bppe.ca.gov)*

This catalog is reviewed and updated each school year.

*As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. You may request a copy of the catalog and SPFS by emailing [info@losanglesactingconservatory.com](mailto:info@losanglesactingconservatory.com)*

Location & Contact Info	3
History	4
Purpose	4
Mission	4
Objectives	4
Educational Programs	5
Associate Degree in Acting	5
Associate Degree in Filmmaking	16
Admission Requirements	22
Financial Aid Policy	25
Return & Cancellation Policies	26
Notice Concerning Transferability of Units Earned at Our School	28
Attendance & Scheduling Policy	29
Student Services	31
Academic & Grading Policy	33
Licensing & Approvals	37
Facility & Equipment	39
Library Resources	40
Disciplinary Policy	43
Code of Conduct	47
International Student Information	53
Faculty	57
Academic Calendar	65

## Location & Contact Info

Nestled between a café, salon, retail shops, and a popular restaurant, Edgemar Center for the Arts is the anchor of the Edgemar complex on Main Street in Santa Monica. A couple blocks away from the beach, near the 10 freeway, the Los Angeles Acting Conservatory (LAAC) is housed in its own state-of-the-art building design by renowned architect Frank Gehry, which includes two theater spaces and an art gallery. There is plenty of free street parking on 5th street as well as meter parking in Parking Lot 11 across the street, on Main Street, and valet parking in the complex.

[www.losangelesactingconservatory.com](http://www.losangelesactingconservatory.com)

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Founder and CEO: Michelle Danner

COO, PDSO: Alexandra Guarnieri

Chief Academic Officer: Valerie Debler

## HISTORY

In the year 2000, acting coach Michelle Danner founded Edgemar Center for the Arts, a two theatre and art gallery complex. She is currently the Artistic Director of the Center and oversees each seasons' productions. The Los Angeles Acting Conservatory, founded by Michelle Danner, offers well rounded acting and filmmaking programs to students from all over the world.

## PURPOSE

The purpose of the Los Angeles Acting Conservatory is to further the study and understanding of the craft of film, television, and stage acting. The school seeks to exist as an international nexus for all actors. Through cultural exchange and exposure, the School hopes to prepare the next generation of great artists, and ready them to excel in a world of globalized entertainment by teaching a unique method in the heart of the American entertainment industry. Our school's teaching philosophy of the Golden box technique encompasses the following iconic acting techniques: Sandford Meisner, Lee Strasberg, Stella Adler, Uta Hagen, Michael Chekhov, and the Konstantin Stanislavski Technique.

## MISSION

The Los Angeles Acting Conservatory provides an educational enclave for a community of student-actors who are given a nurturing and creative space to explore their instruments and take risks. We believe in encouraging high-level, independent, experimental student works at all stages of development. We take pride in providing a collaborative workspace for artists of all kinds.

The entire faculty of the Los Angeles Acting Conservatory believes that every Artist is unique. There is no cookie-cutter technique that fits all actors. To be a professional actor is to keep firing up one's voice, Imagination, Passion and Humanity. To nurture one's acting instrument is to raise the bar with great literature.

Our mission is to empower our students with these skills.

## OBJECTIVES

The Los Angeles Acting Conservatory has set the following objectives to fulfill its mission statement:

- i. To create a collaborative learning environment which engenders boundless passion, artistic expression, and creative work-ethic.
- ii. To prepare students with the tools to more fully understand and appreciate the craft of acting, visual storytelling, and to express their own unique artistic voices.
- iii. To establish a curriculum which provides a common language and education for a diverse body of students coming from all corners of the world.
- iv. To develop and nurture working relationships between students and established industry professionals.

## **Associate Degree of Occupational Sciences in Fine Arts/Acting**

The Los Angeles Acting Conservatory's Acting Program is a two-year program that immerses the student in a comprehensive course of study covering all aspects of the craft of acting. In our well-rounded programs, students will take general core courses that will sharpen their listening and reading abilities and prepare and present assigned scene and monologue work, from classical and contemporary writers, to be evaluated and given feedback. They will also learn various relaxation techniques to eliminate both physical and mental tension, and study improvisation exercises to awaken their creative instincts.

Students will study Voice including exercises to comprehend and execute properly the formation of free and open sound and strengthen vocal power. They will study Speech including accent reduction if needed, articulation exercises and dialects. They will study movement which will include Alexander Technique to correct and strengthen posture and open and free the physical body. Secondly, students will work with various guest artists who will introduce them to additional skills such as Mask Work, Character Work, Style, Classical Movement and Stand-Up. Lastly, the Acting Program will work closely with the Film Directing Program. Film students will cast Acting students in their projects, creating a symbiotic connection where both programs can benefit from the others growth and experience. Students will be able to participate in showcase/bite scenes, short of full-length plays and/or movies (subject to availability and scheduling) as part of a course of Independent Study.

Our 2nd year acting program offers more advanced classes, having students implement all the skills they have learned in Acting Program I. Acting II offers actors a playground to take their work to a higher level in our theaters by working on classical material such as Shakespeare, George Bernard Shaw, Molière, and Noël Coward, as well as contemporary playwrights such as Edward Albee, Arthur Miller, Eugene O'Neill, Harold Pinter, and Tom Stoppard. The film classes will have a focus on preparing the students to do screen tests and being on a sound stage or on location. Voice and Speech will offer continued work on how to have a practical use of drills to be used in the professional field and finally being in a production on stage or getting hands-on experience of being on film.

Through our core classes, all students working towards an Associate Degree of Occupational Sciences in Fine Arts/Acting will develop a thorough understanding of the craft and practice of acting for screen and stage. The students will get to work professionally and practically incorporate the toolbox they have been taught, The Golden Box, and go from being a student of acting to an artist. Our students will acquire the knowledge of doing versus intellectualizing the concepts learned. The result is that our programs will give the future generation of actors the passion, clarity, and confidence to be the storytellers of tomorrow.

### **1st Trimester September 14th to December 15th 2020**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Golden Box Acting I (Core)</b>	2	2	Monday, 3pm to 5pm
<b>The Meisner Class (Core)</b>	2	3	Wednesday, 2pm to 5pm
<b>Voice and Speech I (Core)</b>	2	3	Thursday, 10am to 1pm
<b>Film Acting on Camera I (Core)</b>	2	4	Friday, 2pm to 6pm
<b>Scene Study I (Core)</b>	2	4	Tuesday, 6pm to 10pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Improvisation I (Elective)</b>	2	3	Monday, 10am to 1pm
<b>Movement I (Elective)</b>	1	3	Friday, 10am to 1pm

**2nd Trimester****January 11th to April 3rd, 2021**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Golden Box Acting II (Core)</b>	2	2	Monday, 3pm to 5pm
<b>The Stella Adler Class (Core)</b>	2	3	Wednesday, 2pm to 5pm
<b>On-Camera Cold Reading (Core)</b>	2	4	Friday, 2pm to 6pm
<b>Scene Study II (Core)</b>	2	4	Tuesday, 6pm to 10pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Improvisation II (Elective)</b>	2	3	Monday, 10am to 1pm
<b>Musical Theater I (Elective)</b>	1	3	Thursday, 10am to 1pm
<b>Movement II (Elective)</b>	1	3	Friday, 10am to 1pm

**3rd Trimester****May 3rd to July 23rd, 2021**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Scene Study III w/ Shakespeare (Core)</b>	2	4	Monday, 10am to 2pm
<b>The Stanislavski Class (Core)</b>	2	3	Wednesday, 2pm to 5pm
<b>Voice &amp; Speech II (Core)</b>	2	3	Thursday, 10am to 1pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Improvisation III (Elective)</b>	2	3	Tuesday, 10am to 1pm
<b>Musical Theater II (Elective)</b>	2	3	Friday, 3pm to 6pm
<b>The Business of Acting (Elective)</b>	2	4	Tuesday, 6pm to 10pm
<b>Exhibition/Independent Study (Elective) Scene Bites Showcase or Acting in a Short Film</b>	5	10	TBA

**Year 1**

	<b>Credits Offered*</b>	<b>Hours</b>
<b>1st Trimester</b>	13	22/week // 264/trimester
<b>2nd Trimester</b>	12	22/week // 264/trimester
<b>3rd Trimester</b>	17	30/week // 360/trimester
<b>TOTAL</b>	42	888 total

\*All core/general studies classes are required (which add up to 40 credits/units), and the student must choose from the offered elective classes in order to earn the remaining 20 credits/units required to receive a degree.

**4th Trimester****September 13th to December 11th 2021**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Scene Study IV w/ Shakespeare (Core)</b>	2	4	Monday, 5pm to 9pm
<b>Voice and Speech III (Core)</b>	2	3	Wednesday, 2pm to 5pm
<b>Film Acting on Camera II (Core)</b>	2	4	Thursday, 12pm to 4pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Alexander Technique Movement (Elective)</b>	1	3	Monday, 10am to 1pm
<b>Musical Theater III (Elective)</b>	2	3	Friday, 3pm to 6pm
<b>Improvisation IV (Elective)</b>	2	3	Tuesday, 6pm to 9pm
<b>Fight Choreography I (Elective)</b>	1	3	Friday, 10am to 1pm

**5th Trimester****January 10th to April 2nd, 2021**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Voice and Speech IV (Core)</b>	2	3	Thursday, 10am to 1pm
<b>Film Acting on Camera III (Core)</b>	2	4	Friday, 2pm to 6pm
<b>Scene Study V (Core)</b>	2	4	Tuesday, 6pm to 10pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Musical Theater IV (Elective)</b>	2	3	Monday, 5pm to 8pm
<b>Acting in a Short Film (Elective)</b>	2	3	Wednesday, 2pm to 5pm
<b>Improvisation V (Elective)</b>	2	3	Monday, 10am to 1pm
<b>Fight Choreography II (Elective)</b>	1	3	Friday, 10am to 1pm

**6th Trimester****May 2nd to July 22nd, 2021**

<b>CORE/GENERAL STUDIES CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Scene Study VI (Core)</b>	2	4	Monday, 5pm to 9pm
<b>Voice and Speech V (Core)</b>	2	3	Wednesday, 2pm to 5pm
<b>CHOOSE FROM THE FOLLOWING ELECTIVE CLASSES</b>			
<b>Movement III (Elective)</b>	1	3	Thursday, 10am to 1pm
<b>Exhibition/Independent Study (Elective) Act in a Feature Film or Act in a Full-Length Play</b>	6	15	Monday, 10am to 3pm Tuesday, 10am to 3pm Friday, 10am to 3pm

**Year 2**

	<b>Credits Offered*</b>	<b>Hours</b>
<b>4th Trimester</b>	12	23/week // 276/trimester
<b>5th Trimester</b>	13	23/week // 276/trimester
<b>6th Trimester</b>	11	25/week // 300/trimester
<b>TOTAL</b>	36	852 total

\*All core/general studies classes are required (which add up to 40 credits/units), and the student must choose from the offered elective classes in order to earn the remaining 20 credits/units required to receive a degree.

**CREDIT TOTAL**

	<b>Credits Offered*</b>	<b>Hours</b>
<b>1st Year</b>	42	888
<b>2nd Year</b>	36	852
<b>TOTAL</b>	78	1740

\*All core/general studies classes are required (which add up to 40 credits/units), and the student must choose from the offered elective classes in order to earn the remaining 20 credits/units required to receive a degree.

**Associate Degree of Occupational Sciences in Fine Arts/Acting**

Students will need to earn 60 credits in order to receive an Associate Degree of Occupational Sciences in Fine Arts/Acting. Accelerated programs are available upon request. Any accelerated programs will require the full 60 credits and will be accomplished by increasing the credit load in any trimester and/or attending summer classes. All core/general studies classes are required (which add up to 40 credits/units), and the student must choose from the offered elective classes in order to earn the remaining 20 credits/units required to receive a degree.

## Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by June 10th 2022 and full accreditation by June 10th 2025.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program to provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_

Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_

A graduate of Los Angeles Acting Conservatory will not be eligible to sit for any applicable licensure exam in California and other states.

Los Angeles Acting Conservatory degree programs are from an unaccredited institution and not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in Los Angeles Acting Conservatories degree programs is not eligible for federal financial aid programs.

## **1<sup>ST</sup> TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **Course Title: Golden Box Acting I**

The Golden Box class provides the foundation of the Los Angeles Acting Conservatory's theory and approach to acting and directing. It explores a technical map of tools that the actor and director can use to break-down a script and create character. The class explores all the different techniques from Stella Adler, Konstantin Stanislavski, Uta Hagen, Bobby Lewis, Michael Chekhov, to Jerzy Grotowski, Sanford Meisner, Mike Leigh and Ann Bogart. In understanding the concepts behind the Golden Box, students learn to create powerful and riveting characters, and also understand why certain choices are raw and unique. This class will help directors understand an actor's process and how to collaborate with them on compelling choices.

### **Course Title: The Meisner Class**

Through improvisation and scene work, explore basic concepts of the Meisner approach to acting with a focus on creating and living in imaginary circumstances. Learn to work more independently, improve rehearsal and research skills, and strengthen vocal and movement skills. Enrollment limited.

### **Course Title: Voice and Speech I**

This course aims at improving speech by practicing specific vowel and consonant sounds as well as rhythm and intonation. Class members study and practice speaking skills needed to function appropriately in a U.S. academic setting as well as in U.S. society in general.

### **Course Title: Film Acting on Camera I**

Hone your craft and gain valuable information in this course, where you perform film and television scenes on camera for video playback and critique by the instructor. You learn to make better choices, to trust yourself to make quicker choices, to confront your fear of auditioning, to create a good atmosphere in the auditioning room, and to develop a winning audition work ethic. Cold reading techniques and exercises as well as the actor's interview also are covered. Students will practice techniques that lift the words from the page and make them their own.

### **Course Title: Scene Study I**

The course will focus on character study, improvisation, concentration exercises and theater games. Scene Study will culminate in the presentation of scenes, entire plays or screenplays from the modern and contemporary theatre, film or television. In addition, the student will research one of the twentieth century acting theorists - for example, Stanislavski, Meyerhold, Artaud, Brecht, Strasberg, Grotowski, Spolin, Bogart and Meisner. The student will give a brief oral report of their methods and secrets.

## **1<sup>ST</sup> TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

### **Course Title: Improvisation I**

Students learn the fundamental guidelines of starting and sustaining a good, improvised 3-5-minute scene. They will learn to bypass their mind and hooking into their impulses by saying yes to everything and will trust where their imagination leads them.

### **Course Title: Movement I**

Movement is a class designed to further develop and understand the actor's body and mind connection. Students will learn how to connect to the self through physicality and the written word.

## **2<sup>ND</sup>-TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **Course Title: Golden Box Acting II**

Students will continue to understand the definition of a technical map such as script analyzing the want in the scene, the relationships, the super objective of the character, the stakes, where the scene takes place, objects that are in the scene and understand how to apply all those concepts to written material. We will continue to explore the tools that are used when you work with different techniques, such as Lee Strasberg, Uta Hagen, Stanislavski, Meisner and Stella Adler. *Prerequisite: Golden Box Acting I or permission of the instructor.*

### **Course Title: The Stella Adler Class**

Imagination is at the core of the Stella Adler Technique, students will be asked to create backstory for their characters and script analyze the scenes that they are working on. Emphasis will be placed on increased sensory awareness, the use of the body, the emotions and how they function in the environment that is created.

### **Course Title: On-Camera Cold Reading**

Students will be given the scenes at the beginning of class and not have time to prepare. They will hone in on skills that will require them to break the scene down in terms of the event, the want, the relationship and the stakes. They will work on Material for different genres from sides from TV and movies. They will explore comedy and drama, horror and adventure and understand the nuances of how to play different tones.

### **Course Title: Scene Study II**

The course will focus on character study, improvisation, concentration exercises and theater games. The course will culminate in the presentation of scenes, entire plays or screenplays from the modern and contemporary theatre, film or television. In addition, the student will research one of the twentieth century acting theorists - for example, Stanislavski, Meyerhold, Artaud, Brecht, Strasberg, Grotowski, Spolin, Bogart and Meisner. The student will give a brief oral report of their methods and secrets. *Prerequisite: Scene Study I or permission of the instructor.*

## **2<sup>ND</sup>-TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

### **Course Title: Improvisation II**

Students will continue to work out their improvisational skills and will learn to sustain an improvised scene for 5 to 8 minutes. They will instantly enter a character that they can inhabit and play with. *Prerequisite: Improvisation I or permission of the instructor.*

### **Course Title: Musical Theater I**

This course is a beginning musical theater class for majors and non-majors in theatre, music, and musical theatre. Students will learn and perform two contrasting monologues and two contrasting songs during the course of the class. It is designed to teach auditioning skills for those students auditioning for and performing musical theatre, theatre or music departments at the four-year universities or colleges. The course will also require students to learn how to put a professional performance resume together along with a portfolio.

### **Course Title: Movement II**

Movement is a class designed to further the development and understanding of the actor's body and mind connection. Emphasis is placed on the self and the many possibilities the self has to offer. *Prerequisite: Movement I or permission of the instructor.*

### **3<sup>RD</sup>-TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

#### **Course Title: Scene Study III w/ Shakespeare**

This class will focus on classical material, Shakespeare monologues and scenes and contemporary writing. By working on the classics in modern theater, actors will exercise the muscles on how to work and make bold choices, emotionally, vocally and physically without losing their authenticity. *Prerequisite: Scene Study II or permission of the instructor.*

#### **Course Title: The Stanislavski Class**

The concentration in this class is on effective memory, learning how to use sensory, emotional recall and memories to trigger yourself in your acting. Through Scenes and Monologues, Actors will learn how to use themselves personally, deeply in a scene and trust the substitutions and personalizations that come up. The more personal they make it, the more universal the story can be told.

#### **Course Title: Voice and Speech II**

The class will tackle more advanced exercises to master strong voice projection, emphasis will be placed on breathing exercises, connecting with the diaphragm and making sure the voice comes from deep down and not the throat. Students will work on contemporary and classical monologues to practice these voice and speech skills. *Prerequisite: Voice and Speech I or permission of the instructor.*

### **3<sup>RD</sup>-TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

#### **Course Title: Improvisation III**

Students will continue to work out their improvisational skills and will learn to sustain an improvised scene for 5 to 8 minutes. They will instantly enter a character that they can inhabit and play with. *Prerequisite: Improvisation II or permission of the instructor.*

#### **Course Title: Musical Theater II**

In this class, students will pick from Steven Sondheim, Andrew Lloyd-Webber or Lin-Manuel Miranda and they will master 3 songs from one composer/songwriter to understand how to develop a very unique and specific style. *Prerequisite: Musical Theater I or permission of the instructor.*

#### **Course Title: The Business of Acting**

This course teaches actors how to be smart, proactive and strategic throughout their careers. It also teaches actors the non-performance skills they need to build the careers they want and how to apply those skills in positive, professional and productive ways.

### **EXHIBITION/INDEPENDENT STUDY**

#### **Course Title: Scene Bites Showcase**

In this class each student will get to prepare a 10-minute Scene with a Partner and perform it in a Final Showcase with an invited audience.

#### **Course Title: Acting in a Short Film**

In this course, actors will work together with filmmakers from the film program to take part in creating a character and bringing it to life in front of the camera.

#### **4<sup>TH</sup>-TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

##### **Course Title: Scene Study IV w/ Shakespeare**

In this class students will pick 3 diverse characters and create a written backstory for them and will perform an exercise called “The Mike Leigh exercise” where the class will ask them 200 questions about who they are that will help them to inhabit the plays or screenplays that they are working on. This will give them a different process on how to really go deeply in who the character is so that they can find more creativity in the who, what, why, where and when it all takes place in. *Prerequisite: Scene Study III w/ Shakespeare or permission of the instructor.*

##### **Course Title: Voice and Speech III**

This class will continue to challenge actors with exercises and teach them how to use these tools with contemporary and Shakespeare monologues. Speech for acting requires awareness of many factors. These constitute a discipline which must appear completely unselfconscious but require extensive study and practice on a daily basis. Only with mastery can these skills seem completely natural. Actors will learn how to develop their skills in voice and speech by regular training of: breathing, resonating, articulating, stretching, forward sound and adding text. *Prerequisite: Voice and Speech II or permission of the instructor.*

##### **Course Title: Film Acting on Camera II**

This class will teach actors how to have private moments in front of the camera where they don't have words but just life. they will practice their triggers and see how quickly they can access their emotional life. They will apply this work directly to material that they will memorize. *Prerequisite: Film Acting on Camera I or permission of the instructor.*

#### **4<sup>TH</sup>-TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

##### **Course Title: Alexander Technique Movement**

The Alexander Technique, named after its creator Fredrik Matthias Alexander, will focus on re-training patterns of movement and posture. They will work on maintaining a comfortable relationship between their head and their spine. It will increase the actors' awareness of their body. Students will work on Shakespearian monologues, understand the techniques about being able to feel that the imaginary string is pulling them and to use their body with less strain.

##### **Course Title: Musical Theater III**

In this class students will learn to use dance choreography while still expressing their characters emotion, personality and relationship. They will also use ensemble songs to practice working with other actors and singers while still maintaining their character's purpose. *Prerequisite: Musical Theater II or permission of the instructor.*

##### **Course Title: Improvisation IV**

Because improvisation is a constant skill that needs to be worked on, this class ups the ante in terms of sustaining up to 15 minutes of improvisation with the same tools previously studied. *Prerequisite: Improvisation III or permission of the instructor.*

##### **Course Title: Fight Choreography I**

In Fight Choreography, the students will practice safe fighting and Stage Combat Techniques on set and on stage as well as study choreography.

## **5<sup>TH</sup> TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **Course Title: Voice & Speech IV**

This class will cement a vocal warm up for 20min and 10min that the actor can use depending on the circumstance, whether they are on set, backstage or getting ready to audition. This is a vocal warm up and speech ritual that will help them for the rest of their careers. *Prerequisite: Voice and Speech III or permission of the instructor.*

### **Course Title: Film Acting on Camera III**

Hone your craft and gain valuable information in this course, where you perform film and television scenes on camera for video playback and feedback by the instructor. You learn to make stronger choices, to trust yourself to make quicker choices, to confront your fear of auditioning, to create a good atmosphere in the auditioning room, and to develop a winning audition work ethic. Cold reading techniques and exercises as well as the actor's interview also are covered. Students will practice techniques that lift the words from the page and make them their own. *Prerequisite: Film Acting on Camera II or permission of the instructor.*

### **Course Title: Scene Study V**

Students will work on full one acts and sustain 15 to 20 minutes on stage, applying all of the script analysis that was learned and the Golden box Technique. They will learn to keep sustaining the inner life and the physical choices that they created for their character. *Prerequisite: Scene Study IV or permission of the instructor*

## **5<sup>TH</sup> TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

### **Course Title: Musical Theater IV**

In this class, the actors will get cast as a character in a musical theater play such as Rent, Songs for a New World, Dear Evan Hansen and will apply all the tools that they have learned so they can record songs and use it in their reel. *Prerequisite: Musical Theater III or permission of the instructor.*

### **Course Title: Acting in a Short Film**

Actors will work with the filmmakers in the Film Program to create a character and film it. This collaborative endeavor will help the actor hone in on what it's like to be on set and deliver an effective performance when the director calls "Action".

### **Course Title: Improvisation V**

Actors will get to improvise a full-length show, they will learn what it is like to sustain stage for over an hour. they will discover how to stay concentrated with their characters, their inner life, their choices and calibrate a cohesive arch for their character from beginning to end. *Prerequisite: Improvisation IV or permission of the instructor.*

### **Course Title: Fight Choreography II**

In this class they will learn to safely incorporate different weapons with different genres from period pieces to modern material and understand how to endow their weapons and how it affects their choices in the scene. *Prerequisite: Fight Choreography I or permission of the instructor.*

## **6<sup>TH</sup> TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **Course Title: Scene Study VI**

In this class students will be asked to pick a play or screenplay and work on every monologue or scene from beginning to end. Not only will they hone in on what it's like to play a climactic scene but also all the other scenes that are defending the climax. This class will prepare an actor to go out and book jobs because they will understand what it's like to play a character from beginning to end. *Prerequisite: Scene Study V or permission of the instructor.*

### **Course Title: Voice and Speech V**

This is the culmination from all of the voice and speech classes where they will learn a 40 minute warm up for speech and voice that will help whenever they're in a trailer, a sound stage, backstage, to prepare and warm up their voice and speech. By regular training of breathing, resonating, articulating, stretching, forward sound and adding text. *Prerequisite: Voice and Speech V or permission of the instructor.*

## **6<sup>TH</sup> TRIMESTER ELECTIVE CLASSES (PLEASE CHOOSE FROM THE FOLLOWING):**

### **Course Title: Movement III**

This is the more advanced Alexander class where the actor will keep practicing the skills of posture and special techniques and apply them to modern and classical material. *Prerequisite: Movement II or permission of the instructor.*

## **EXHIBITION / INDEPENDENT STUDY:**

### **Course Title: Acting in a Feature Film**

The actor will get cast in a feature film and will understand what it's like to create a character in a full-length narrative and will make choices that will make their performance stand out.

### **Course Title: Acting in a Full-Length Play**

This course will focus acting in a full-length play. The student will be cast in a part, rehearse and perform at the end of the course. They will understand what goes into the rehearsal process and the preparation backstage so they can deliver a vibrant and memorable performance.

## **Associate Degree of Occupational Sciences in Fine Arts/Filmmaking**

In the Los Angeles Acting Conservatory's Film Directing Program, students will acquire the knowledge and skills necessary to become a professional film director. Through this fundamental training program, students will learn the history of American and international cinema, study the classics of American cinema, learn the basics of cinematography (cameras, lenses, lighting, etc.), and propose and develop original stories they're driven to tell. Students will have the opportunity to brainstorm with guest working professionals to formulate and hone these stories into filming scripts.

Concurrently LAAC film directing students will write and shoot their own short movie. They will acquire, through a mentored rehearsal process, the techniques to work with actors and to develop the abilities necessary to inspire actors to deliver powerful performances. They will show their completed work at our annual film festival.

The result is that through a hands-on approach, students of the Film Directing Program, will learn all aspects of filmmaking. From pre-production to production to post-production, students will experience all that is involved in making a movie and will gain confidence in pitching their ideas and understanding the processes involved, both on set and behind the camera, to realize these ideas.

One thing is to watch, analyze and learn, and another is to do. In our program, students will learn what it's like to shoot a short movie that they wrote from scratch. They will acquire the techniques to talk to actors and to get them to deliver powerful performances. The result is that they will learn all aspects of filmmaking in a hands-on approach to shooting and will be confident pitching their ideas.

After completing the program our filmmakers will have the skills to go out into the professional world and contribute to the film industry, as well as work that they can show and a full-length screenplay that they can pitch.

### **1st Trimester**

**September 14th to December 15th 2020**

<b>CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Film History</b>	4	5	Monday, 10am to 3pm
<b>Golden Box Filmmaking</b>	4	5	Tuesday, 10am to 3pm
<b>Fundamentals of Directing</b>	4	4	Wednesday, 10am to 2pm
<b>Film Analysis</b>	4	4	Thursday, 10am to 2pm
<b>Outline Treatment and Writing Short Film</b>	4	4	Friday, 10am to 2pm

### **2nd Trimester**

**January 11th to April 3rd, 2021**

<b>CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Directing Actors</b>	4	4	Monday, 10am to 2pm
<b>Casting</b>	4	4	Tuesday, 10am to 2pm
<b>Cinematography</b>	4	5	Wednesday, 10am to 3pm
<b>Production Design</b>	4	5	Thursday, 10am to 3pm
<b>Production Management</b>	4	4	Friday, 10am to 2pm

**3rd Trimester****May 3rd to July 23rd, 2021**

<b>CLASSES</b>	<b>CREDITS</b>	<b>HOURS</b>	<b>SCHEDULE</b>
<b>Directing Scenes</b>	4	4	Monday, 10am to 2pm
<b>Filming the Short</b>	4	5	Tuesday, 10am to 3pm
<b>Film Editing and Post-production</b>	4	5	Wednesday, 10am to 3pm
<b>Write a Full-Length Feature Film</b>	4	5	Thursday, 10am to 3pm
<b>Art of the Pitch, Fundraising</b>	4	4	Friday, 10am to 2pm

**TOTAL Credits: 20****CREDIT TOTAL**

	<b>Credits</b>	<b>Hours</b>
<b>1st Trimester</b>	20	22/week // 264/trimester
<b>2nd Trimester</b>	20	22/week // 264/trimester
<b>3rd Trimester</b>	20	23/week // 276/trimester
<b>TOTAL</b>	60	67/week // 804/trimester

**Associate Degree of Occupational Sciences in Fine Arts/Filmmaking**

Students will need to earn 60 credits in order to receive an Associate Degree of Occupational Sciences in Fine Arts/Filmmaking. Accelerated programs are available upon request. Any accelerated programs will require the full 60 credits and will be accomplished by increasing the credit load in any trimester and/or attending summer classes. All the classes listed above are core classes.

## Notice to Prospective Degree Program Students

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by June 10th 2022 and full accreditation by June 10th 2025.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program to provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: \_\_\_\_\_

Student Initials: \_\_\_\_\_

Date: \_\_\_\_\_

A graduate of Los Angeles Acting Conservatory will not be eligible to sit for any applicable licensure exam in California and other states.

Los Angeles Acting Conservatory degree programs are from an unaccredited institution and not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in Los Angeles Acting Conservatories degree programs is not eligible for federal financial aid programs.

Description of Equipment Used:

- Projector (Powerpoint, Video Examples)
- Computer (Writing, Editing)
- Camera Equipment (Filming)
- Lighting Equipment (Filming)
- Writing Software
- Editing Software
- Scheduling & Budgeting Software
- Sound Equipment (Filming)
- TV or Screen
- Copy of Materials

Qualifications of Faculty need to Teach Educational Program: The faculty is required to have a degree in their field as well as at least 3 years of meaningful professional experience in the business. Every Instructor has hands-on experience as a performer and continues to work in the Industry to ensure their teachings are up to date.

## **1<sup>ST</sup> TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **TITLE: FILM HISTORY**

This course presents an overview of film history in American and International cinema. Topics covered include different genres such as romantic comedies, war movies, film noir, westerns, animation, Golden Age Hollywood movies, musicals, the viewing of films and their relationship to society as a medium. This class will cover major developments in American film history, from silent films to the present day, and explore their connections with the broader historical context.

### **TITLE: GOLDEN BOX FILMMAKING**

The Golden Box class provides the foundation of the Michelle Danner Acting Studio's theory and approach to acting and directing. It explores a technical map of tools that the actor and director can use to break-down a script and create character. The class explores all the different techniques from Stella Adler, Stanislavski Uta Hagen, Bobby Lewis, Michael Chekhov, to Grotowski, Meisner, Mike Leigh and Ann Bogart. In understanding the concepts behind the Golden Box, students learn to create powerful and riveting characters, and also understand why certain choices are raw and unique. This class will help directors understand an actor's process and how to collaborate with them on compelling choices.

### **TITLE: FUNDAMENTALS OF DIRECTING**

Structured in both a lecture and workshop format, Directing I will cover all the principles, procedures, and practices of directing for film. We will explore text analysis, the audition process, casting, design & collaboration, principles of composition, blocking & motivation, all in pursuit of the art of storytelling. Exercises, reading assignments, video viewings and lectures will help us through a series of manageable directing projects designed to help aspiring directors learn the basics of the craft of directing.

### **TITLE: FILM ANALYSIS**

We will explore and discuss the imagery, technique, moral and ethical messages, social commentary, and historical significance of these films. Students will demonstrate their understanding of these themes and their critical thinking skills through short written reviews and insights of their discoveries.

### **TITLE: OUTLINE TREATMENT AND WRITING A SHORT FILM**

In this class, we will explore the world of the short narrative script. Through writing exercises and assignments, we will develop the skills needed to write short films and full-length narratives. Students will learn how to implement symbols, metaphors, allegories, and other storytelling devices to help enrich their screenplays.

## **2<sup>ND</sup>-TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

### **TITLE: DIRECTING ACTORS**

This class is geared on how to work and talk to actors. This will facilitate a collaboration with the director and actor to achieve a maximum creative journey.

### **TITLE: CASTING**

This class will go through the steps required for casting features and shorts. Casting is everything and when you cast it right 80% of the director's job is done. We will discuss why certain actors are perfect for certain parts even though they may have not been the first choice.

### **TITLE: CINEMATOGRAPHY**

This class will give you hands on experience with camera and lighting equipment and techniques. A complete understanding of issues related to exposure, f-stops, focal length, composition, digital cinema workflows, and color correction.

### **TITLE: PRODUCTION DESIGN**

Production Design is an examination of the role of the production designer and art director in motion pictures, television or new media. Students will learn what art direction brings to the narrative storytelling process and how to identify this while watching a film or television show. They will work on projects that will give them hands on experience at the design process solving real world problems with skills they learn in class.

### **TITLE: PRODUCTION MANAGEMENT**

The course follows the common practices and protocols of the industry from pre-production, through production and post-production, including discussion of the tangential marketing and distribution business sectors as they relate to production management. It will cover some of the best practices and personal development guidelines that relate to the unique business culture of entertainment, including some historical perspective.

### **3<sup>rd</sup> TRIMESTER CORE/GENERAL STUDIES CLASSES (REQUIRED):**

#### **TITLE: DIRECTING SCENES**

This class is geared on getting hands on experience working with actors in a less pressurized environment. Aspiring filmmakers will pick a scene and cast it from a group of actors from the acting program. This exercise will be repeated twice.

#### **TITLE: FILMING THE SHORT**

The time has come. You are on set and filming. This is where you will learn what feels easy and where your challenges are. The filmmaker will learn that they are the point person for everything. Everyone will ask a million questions, and they have to have a good answer for it. They have to think quickly on their feet, be tireless, and inspire their cast and crew in order to fulfill their vision.

#### **TITLE: FILM EDITING AND POST-PRODUCTION**

Students will watch the dailies, select the best takes, and piece together what will be their first cut. They will get feedback, go back to the drawing board, and do another cut. They will learn how to pick and add music, do color correction and sound design, and create visual effects if the film requires any. They will understand how to create deliverables for the short including working on a trailer.

#### **TITLE: WRITE A FULL-LENGTH FEATURE**

Students will take what they've learned from writing a short film, create characters and outline, and start to work on a full-length feature screenplay from begin to end. They will be able to cast actors from the acting program for table readings and receive feedback in class.

#### **TITLE: ART OF THE PITCH, FUNDRAISING**

You have a screenplay! Now what? To pitch and raise funds is an art. This class will specifically give tools and ideas on how to go about it and secure funding for your feature.

## ADMISSION REQUIREMENTS

All students pursuing a degree program at the Los Angeles Acting Conservatory must be proficient in English and have earned a high school diploma (at a minimum) or an acceptable equivalent. Actors must be 18 years of age, or 17 years of age with parental approval.

Though no prior experience is required, applicants are required to submit a Creative Portfolio, to demonstrate their artistic abilities, passion and commitment towards acting.

All application materials should be submitted to:

Los Angeles Acting Conservatory, 2437 Main Street, Santa Monica, 90405 or  
[admissions@losangelesactingconservatory.com](mailto:admissions@losangelesactingconservatory.com)

## POLICY ON TRANSFERRING CREDITS EARNED AT OTHER INSTITUTIONS AND EXPERIENTIAL LEARNING

The LAAC does not accept credits earned at other institutions or through challenge examinations and achievement tests or through experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university that would allow for the transfer of credits earned at that college or university to the Los Angeles Acting Conservatory.

## REQUIRED APPLICATION MATERIALS

Applicants must submit the following materials for admission:

1. Completed Program Application
2. Application Fee
3. Proof of high school completion
4. Proof of English proficiency

The LAAC does not provide requirements for ability-to-benefit students.

The following sections provide detailed information regarding each required application material.

### Degree programs accredited by an accrediting agency recognized by the United States Department of Education.

The Los Angeles Acting Conservatory has obtained provisional approval from the BPPE for its degree programs and is seeking accreditation for its degree programs from the National Association of Schools of Theatre (NAST). Degree programs offered by the Los Angeles Acting Conservatory are therefore not recognized for some employment positions, including, but not limited to, positions with the State of California. In addition, a student enrolled in such degree programs is not eligible for federal financial aid programs.

## APPLICATION

Students must submit a completed graduate program application. Applications are available online at: [www.losangelesactingconservatory.com](http://www.losangelesactingconservatory.com)

## APPLICATION FEE

Students must submit a non-refundable \$175 application fee, payable online as part of the online application.

## PROOF OF HIGH SCHOOL COMPLETION

All students pursuing a degree from the Los Angeles Acting Conservatory must show proof of high school graduation. To fulfill this requirement, applicants must submit ONE of the following documents:

- Copy of a high school academic transcript
- Copy of high school diploma
- Copy of state-issued high school equivalency degree
- Copy of Associate's degree or college transcript from a regionally or nationally accredited college or university (for students who have completed partial undergraduate coursework.)
- Copy of a fully-completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- Homeschool transcript accredited by the state

The Los Angeles Acting Conservatory generally does not consider prior experiential learning as a substitute for the transcript requirements described above. Applicants who do not have the required credentials may choose to audit a program at LAAC, but will not be eligible to receive a degree or degree of completion without submitting the necessary transcripts.

## ESSAY/VIDEO

All applicants must provide an essay or video explaining "Why they would like to study at the Studio." Essays and Videos must be in English. Should be 150-200 words or 2 minutes.

## PROOF OF ENGLISH PROFICIENCY

Non-U.S. residents or international applicants, for whom English is not the first or native language), are required to submit proof of English proficiency, in the form of one of the following:

- An official transcript verifying completion of secondary education in which English is the primary language of communication.
- TOEFL (Test of English as a Foreign Language) score of 520 or higher
- \*An interview with the international student coordinator.

Students enrolled in ESL Level 1 or ESL Level 2 will not be required to have a TOEFL score of 520 or higher but should still submit your score.

## VISA

If and when the Los Angeles Acting Conservatory is eligible to admit students from other countries, Visa services are provided and we vouch for the student status. The student will be responsible for any associated charges.

## COMMUNITY EDUCATION PROGRAM ADMISSIONS POLICY OVERVIEW

All applicants to Los Angeles Acting Conservatory's Community Education programs must have a high school diploma or acceptable equivalent by the time of the program start date. There is no minimum GPA required; however, students must speak English and express a serious desire to explore the art and craft of moving pictures. An Admissions administrator interviews students applying for Community Education programs by phone or in person. All students must possess the drive and commitment necessary to complete a rigorous, total immersion program. They must be able to communicate well and work collaboratively with others in an artistic environment. In addition to completing the application, students must submit an academic transcript or high school diploma, verifying proof of high school completion.

Applications and transcripts should be submitted to:

Los Angeles Acting Conservatory, 2437 Main Street, Santa Monica, CA 90405 or emailed to [info@losangelesactingconservatory.com](mailto:info@losangelesactingconservatory.com) .

## TOTAL COST PER PROGRAM

	<u>US Resident/Citizen</u>	<u>Non Residents</u>
Associate of Occupational Science of Fine Arts Degree in Acting Year 1	\$22,100/yr	\$22,275/yr
Associate of Occupational Science of Fine Arts Degree in Acting Year 2	\$20,300/yr	\$20,475/yr
Associate of Occupational Science of Fine Arts Degree in Filmmaking	\$27,500/yr	\$27,675/yr

## SCHEDULE OF TOTAL FEES AND CHARGES

The following charges must be paid by the student. Those charges that are non-refundable are clearly labeled "NR."

Application Fee	\$175.00 "NR"
STRF Fee	Zero (\$0) for every \$1,000 rounded to the nearest \$1,000 "NR"
Returned Checks Fee	\$45.00 "NR"
Official Academic Transcript/Degree Fee	\$55.00 "NR"
Rush Academic Transcript (overnight mail)	\$150.00 "NR"
Wire Transfer Fee (international students only)	\$75.00 "NR"
I-20 Delivery Fee (international students only)	\$50.00 "NR"

## FINANCIAL AID POLICIES

Los Angeles Acting Conservatory does not participate in any federal or state student aid programs involving loans or grants. Financial Aid at LAAC consists of work/study, scholarships awarded through endowed aid, and a private loan opportunity. Therefore, it is not necessary for LAAC students to complete the FAFSA.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

It is the student's responsibility to:

- Review all information about school programs prior to enrollment
- Complete all application forms in a timely, accurate manner and send to the correct address
- Accurately complete application for student aid (errors can result in delays of receipt of financial aid, and intentional reporting of false information on any application forms for federal financial aid is a violation of law and considered a criminal offense subject to penalties under the US Criminal Code).
- Return all additional information, verification, corrections and/or new information requested by the Financial Aid Office
- Read and understand all the forms they are required to sign and keep copies for their own records • Accept responsibility for all signed agreements

- If aid is a loan – notify the lender of any change in name, address or enrollment status.
- Know and comply with the deadlines for application or reapplication for aid • Know and comply with LAAC’s refund policy procedure
- Know and comply with LAAC’s Satisfactory Academic Progress Policy

OTHER TYPES OF FINANCIAL ASSISTANCE

Private Scholarship Sources:

While it takes some effort to find these competitive private sources, it is well worth the time to locate additional funds. High school guidance counselors, public libraries, and websites for scholarship searches are the best sources for students to locate other unique opportunities for financial assistance.

NEED-BASED TUITION DISCOUNT

Many qualified applicants to the Los Angeles Acting Conservatory do not have the financial resources to afford the cost of attendance. In order to address this hardship, the Los Angeles Acting

25

Conservatory offers a Need-Based Tuition Discount based on availability which is limited. To qualify, applicants must demonstrate the need for the tuition discount through documentation described below. In the event a student applies to an eligible program and receives private student aid, the Need-Based Tuition Discount will be accounted for in the recipient’s financial aid package. The Need-Based Tuition Discount is provided to qualified students for the duration of their program provided the student maintains satisfactory academic progress.

GENERAL APPLICATION

- 1) Completed Application form
- 2) Financial need statement (a written document of up to a page discussing the student’s financial circumstances, and explaining their financial need for assistance).
- 3) Student Financial Documentation (all students) demonstrating annual household income. For U.S. Citizens, Tax returns are required. For international students, tax returns or other documentation clearly demonstrating annual income. Please note, in the event that tax returns are unavailable, the following may be used: Social Security Documents; W2 Forms; or Bank Statements.
- 4) Parents Financial Documentation (students under 26 years of age) demonstrating annual household income. For U.S. Citizens, Tax returns are required. For international custodial parent’s tax returns or other documentation clearly demonstrating annual income. Please note, in the event that tax returns are unavailable, the following may be used: Social Security Documents; W2 Forms; or Bank Statements.

TUITION DISCOUNT CRITERIA

Student/Family Income is the main determining factor in awarding the amount of the discount. All students in like circumstances in the same programs and start dates will receive the same discount.

Other factors/criteria including those listed below may affect the amount of the discount and are also accounted for in the award determination:

- Household size.
- Other funding sources (e.g. Veteran's funding).
- Change in family financial circumstances (i.e. change in employment status; requiring demonstration from additional/supplemental documentation).
- Past educational costs (i.e. student loan debts incurred before attending LAAC).

## RETURN & CANCELLATION POLICY

We accept cash, checks, Visa, MasterCard and American Express. A deposit to reserve your spot is required for each class or program. If you do not give a deposit your space will not be reserved.

Cancellation:

A student has the right to cancel his/her enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. A notice of cancellation or withdrawal must be made in writing. The written request must include the date the course began and the date of cancellation or withdrawal. Notice of Withdrawal forms are available in the Administrative Office. Any student who intends to cancel or withdraw must submit a signed and dated copy of said form to:

Los Angeles Acting Conservatory, 2437 Main Street, Santa Monica, CA 90405

Refund:

A student has the right to a full refund of all charges (less the amount of \$175.00 for the registration fee) if he/she cancels this agreement prior to 12:00 AM following the first day of instruction or the seventh day after enrollment, whichever is later. The amount retained for the registration fee may not exceed \$175.00. Withdrawing from any courses after the two-week Add-Drop Period does not constitute a refund.

LAAC will refund 100% of the amount paid for institutional charges (less an administrative processing fee of \$175.00) if notice of cancellation is made within a seven-day period following enrollment.

After the 100% refund period described above, a student may withdraw from a course after instruction has started and receive a pro rata refund (less a non-refundable administrative processing fee of \$175.00) for the unused portion of the tuition and other refundable charges if he/she has completed 60% or less of the term's instruction. The amount of the refund is calculated based on the student's last day of attendance. Refunds are disbursed within 30 days of the official withdrawal date from LAAC, which is the day the student submitted written notice to the school.

## STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N Market Blvd. Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made

the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at LAAC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the educational program you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, or educational program that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at Los Angeles Acting Conservatory will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LAAC to determine if your credits or educational program will transfer. Los Angeles Acting Conservatory is not accredited by an accrediting agency recognized by the United States Department of Education.

## ATTENDANCE

There are only three valid excuses for missing a class: They are a severe or contagious illness for which the student must provide doctor's proof; a paid acting job (this excludes extra work; it must be speaking or a commercial and the student must provide the names of production & casting director); or an unforeseen family emergency, which will be approved on a case by case basis. Students are not permitted to leave class early, unless otherwise arranged with the instructor, such as in the event of a medical emergency, an appointment with a government agency or other urgent matter. Auditions, work commitments and other extracurricular activities do not excuse students from leaving class early. Students who disregard this policy and leave class early without the knowledge or permission of the instructor will be marked absent.

At the Los Angeles Acting Conservatory, it is vital that students honor rehearsal time they have set with each other. If there are 3 reports from other actors that a student makes a habit of being late to, or missing rehearsals, with their scene partners the student will be permitted to audit for school theater and film productions.

## NATIONAL HOLIDAYS

Class schedules may be modified to accommodate some national holidays (including the Thanksgiving and Christmas and New Year's holidays.) By enrolling in a program which falls on a holiday the student agrees to abide by the modified schedule. This can include having two classes in one day, or coming in on the weekend.

## MAKE-UP POLICY

When you miss your scheduled class, you MUST call Alexandra at 310-392-0815 & email us at info@michelledanner.com. If you do not call in your absence, you will not have the opportunity to do a make-up class. You are not guaranteed to work in a Make-Up class. There are no make-ups for workshops and intensives. YOU HAVE 1 MONTH TO DO A MAKE-UP and you must be currently enrolled in class in order to use your make-up(s). You are limited to 2 makeups per 8-week session or 3 make-ups per trimester.

\*\*\*If a teacher is unavailable, a substitute will be provided or arrangements for a make-up class will be made\*\*\*

## RESCHEDULING

Bearing in mind that all LAAC instructors are working professionals with active industry schedules, there may be times when classes, intensives or programs will be rescheduled. There may also be times when substitutes will replace the instructors. We do our very best to avoid changing class schedules and starting times, but we work in an industry where sometimes things can change on short notice.

## TARDINESS

Arriving more than five minutes late to class is considered an instance of tardiness. A student's third instance of tardiness is marked as an unexcused absence for that class. Instructors may also exercise their own class policy, in terms of allowing students into class if/when they are late. In some cases, students may not be allowed to enter class late as it may disrupt other students' exercises, presentations or tests. In such instances, students must wait until a class breaks to be allowed in. Students should refer to their course syllabi to view each instructor's policy.

## EXCUSED ABSENCES

An absence can only be excused with a signed doctor's note verifying a medical emergency or with other verifiable proof of a personal or family emergency. All documentation must be submitted to the Registrar's Office within 48 hours after a student's return to school/class. Approval is granted at the discretion of the administration.

## ABSENCES FOR COMMUNITY EDUCATION PROGRAMS

To foster a positive and constructive environment, all students enrolled in Community Education programs must adhere to the following attendance policy to maintain Satisfactory Academic Progress. Students who have 3 or more absences in any required course in their core discipline, will not be allowed to complete final project requirements or participate in Showcases, Screenings, and Exhibitions for that term.

Students in 12-week degree programs who reach the following absence thresholds in any course will be placed on probation status for the remainder of the program:

12-Week Programs: 6 unexcused class absences in the first 6 weeks of the program.

While on probation, students may not miss a single class or school-related workshop. Any absence during the probationary period may lead to suspension or expulsion from the program.

### LEAVE OF ABSENCE

If you need to take time off, you must give at least three weeks' notice in writing, otherwise you'll be put back on the waitlist for that class. If a three-week notice is not given you will be charged for that month and will have the opportunity to make up the classes when you return. When you take a leave of absence your spot will be given to someone from the waiting list.

Students who wish to take a leave of absence must submit a Leave of Absence Petition Form to the Administrative Office. To qualify for a leave of absence, you must be in good academic standing and be making satisfactory progress towards the completion of your degree program.

Students are permitted a leave of absence if they meet one of the following reasons:

- Medical emergencies due to illness or accident
- Family emergencies that require a break from full-time study
- Financial issues which affect students' ability to continue to matriculate.

Typically, LAAC students are granted a leave of absence of up to 180 days (6 months), before they are asked to withdraw and re-apply to the program.

Each student's request is evaluated by the COO, international students must contact the International Student Advisor, PRIOR to submitting a Leave of Absence Petition, or risk defaulting on their status or loans.

International students on an M-1 or F-1 student visa or J-1 educational exchange visa must consult their International Student Advisor if they are considering a leave of absence for any reason. An international student who needs time off due to a documented medical condition and wishes to remain in the U.S. must provide a doctor's letter so that the reduced course load can be approved and reported in the SEVIS system. Any deviation from the original program of study (or length of study) requires students to consult the International Student Advisor.

It is the student's responsibility to contact the respective offices, and it is not sufficient to only speak with an instructor or staff member prior to taking a leave of absence.

### STUDENT SERVICES

Los Angeles Acting Conservatory provides a New Student Orientation for all new and transferring students prior to their session start date. Orientation provides students with an opportunity to meet the Staff, and become familiar with the Studio and its policies.

Once enrolled, students can set-up appointments with the COO, Alexandra Guarnieri, and the CAO, Valerie Debler, to discuss their coursework, auditions, or career path. Appointments can be scheduled with the Administrative office Monday-Friday 11AM-5PM. International students who have questions regarding rules and regulations as an M-1 or F-1 student should see the International Student Advisor. The International Student Advisor will aid in filing appropriate paperwork to the United States Citizenship and Immigration Services (USCIS), and serve as the liaison between the student and SEVIS.

### ACCESSING OUR COURSE SCHEDULE

Students will receive a copy of their course schedule by email prior to the start of each term or program. Questions regarding course schedules should be directed to the Chief Operating Officer or Chief Academic Officer.

### ACADEMIC ADVISING

Students in one-year or two-year degree programs are advised on their academic progress throughout their program by the CAO or faculty mentor. Students are also assigned a Faculty Mentor to monitor their artistic development.

### STUDENT ACCESS TO STAFF & FACULTY

Students are provided flexible access to one-on-one consultations with each of their instructors. Additionally, all full-time faculty hold office hours during the week, which are determined at the beginning of each program. Administrators are readily available to provide individualized mentoring and counseling for any issues related to their individual fields of expertise. The Los Angeles Acting Conservatory is open for students 7 days a week, except on specified holidays. The Administrative staff is available by phone or in person for consultation, questions, or help Monday-Friday 10am-5pm. Also, during hours of operation, students have access to the library and all learning resources.

### STUDENT INTERACTION

Interaction between students is a vital component of the collaborative experience. Assigned studio and lab work is often collaborative in nature, but additional interaction is encouraged and supported by the LAAC outside of the framework of the curriculum.

### STUDENT REHEARSALS

Students may reserve rehearsal space in-person on the day of rehearsal Monday-Friday 10AM to 7PM and Saturday-Sunday 11AM-7PM for a maximum of two (2) hour increments based on availability

### JOB PLACEMENT & PROFESSIONAL DEVELOPMENT

The Los Angeles Acting Conservatory does not provide placement services and does not aid students in seeking representation or employment upon program completion. LAAC does provide resources regarding how to look for representation and casting opportunities but cannot guarantee a student's

future booking or success in the field of acting or filmmaking.

LAAC has relationships with production companies and casting directors that notify the institution about open roles. The studio posts casting notices as applicable for these productions as well as student films, independent features, TV or web series, etc. LAAC also provides production and networking opportunities within the school and outside of class time.

## HOUSING INFORMATION

The Los Angeles Acting Conservatory does not provide dormitory facilities or on-campus housing, and has no responsibility in finding housing for students. As a courtesy, off-campus housing information is provided by the LAAC, and a brochure is available on the LAAC website. LAAC does not inspect, endorse or assume any responsibility for any properties, accommodations or other housing options or websites. Students should expect a range of costs in housing (on average between \$1000-\$2000 per month for a studio or one-bedroom), depending on the location, size, apartment complex, amenities and length of stay. Students are strongly advised to find suitable housing prior to their program start date. The landlord or management company will often request proof of income, credit, insurance and other documents. Prior to making final arrangements or signing a rental agreement, students should thoroughly investigate and inspect any properties, accommodations or other housing options and review any legal document prior to entering a contractual agreement. LAAC bears no responsibility in any lease or rental agreements signed by students. Students can contact the LAAC office by phone or email [info@losangelesactingconservatory.com](mailto:info@losangelesactingconservatory.com) for more information or help in finding suitable housing in Los Angeles.

## ACADEMIC POLICIES

### GRADING POLICIES

Methods of evaluation and grading criteria are provided in each course syllabus and grading rubrics, which outline the expectations for achievement.

Further notations on students' transcripts include: W Withdrawal from a course in progress.

### Evaluations

Every student enrolled in the LAAC programs is continuously evaluated by the faculty and given guidance regarding the student's progress and growth. Formal evaluations, in the form of faculty interviews, are given each term.

### Pass/Fail

Students are graded on a Pass/Fail basis. In order to pass they must master the required skills outlined for each of their respective classes and satisfy any written and oral assignments required.

### FAILED COURSES

Students are required to repeat a full term if they receive 3 F's in one term or 3 F's cumulatively. Students repeating a full term are placed on academic probation and must fulfill the terms of their probation to continue in their program. Students are required to pay per-credit for make-up work and will have the opportunity to enroll in additional courses they have not yet completed, to maintain full-time status.

### FINAL PROJECTS

Students who do not fulfill academic requirements or fail to abide by institutional or campus-wide policies, may be prohibited from participating in showcases, screenings, exhibitions or any other capstone projects or presentations, including production.

In addition, students who have 3 or more absences in any required course in their core discipline, will not be allowed to complete final project requirements or participate in Showcases, Screenings, and Exhibitions for that term.

### PROGRAM COMPLETION

Upon satisfactory completion of the coursework required, graduating students will earn an Associate Degree of Occupational Sciences in Fine Arts in Acting or Filmmaking, as the case may be.

LAAC students are required to meet both qualitative and quantitative academic standards.

Students in the acting and filmmaking programs must also meet LAAC Academic Progress policies. Students who fail to meet these academic standards may be subject to the following disciplinary actions:

Warning: Students who violate LAAC's Academic or Attendance Policies are verbally warned.

Written Warning: Students who have been verbally warned and fail to make satisfactory academic progress will be given a written warning and 4-week probationary period.

Academic Probation: Students who have received a written warning and do not improve attendance or academic performance will be placed on Academic probation for the remainder of the Term. Students receiving a failing grade in a Community Education program will be placed on Academic Probation for the remainder of their program.

Academic Probation is a contractual agreement between the Administrative Office and the student which mandates that a student cannot acquire more than three absences or fail to complete one assignment or production workshop during the probationary period.

In certain cases, students may be given the opportunity to complete additional coursework in order to achieve a passing grade and to earn credit for the course. All additional coursework must meet all requirements set forth by the instructor, including established deadlines.

If a student does not make up a failing course grade, he/she must retake the course at a later time.

For this make-up course, the student will be charged a per-class value.

All undergraduate and graduate students must successfully complete their Academic Probation period to move on to the next term. Undergraduate students on Financial Aid may jeopardize their eligibility.

During the probationary period, a student who receives additional failing grades in subsequent or 3rd consecutive terms is required to attend a Disciplinary Review Hearing. Failure to successfully move out of Probation Status may result in suspension, expulsion or recommended withdrawal from the program.

Dismissal: Students who are suspended, expelled or withdraw from their program may petition for readmission after administrative approval has been granted. If a student is readmitted, he/she will be automatically placed on Contractual Probation until the first academic term of readmission is completed.

### ADD/DROP, CHANGE & WITHDRAWAL

Students have two weeks after the start of a term to petition to add, drop or change the grading option and/or section of a course. The deadline is 5:00 pm Friday, at the end of Week 2. Students must get approval from the COO, before adding or dropping a course. Add/Drop forms are available at the Registrar's Office. Please check the Add, Drop, Change Dates section of this catalog for exact deadlines.

International students and students on Financial Aid must consult with appropriate departments to ensure full-time enrollment before dropping a course. Add: Students must see the COO to ensure that the intended course fits in with their schedule.

Drop: The decision to drop a course must be finalized by all departments by the end of the second week of classes. Petition to drop courses after Week 2 will only be accommodated with valid documentation of emergencies, such as illness, injury or death in the family.

Change: Students may only switch sections or courses within the same 2-week Add/Drop period, if the class is not already full.

Withdrawal: Non-attendance does not automatically withdraw a student from a course. To officially withdraw from a course after the Add/Drop period, the student must contact the Registrar's Office.

Withdrawing from a course constitutes an attempt at completing the course past the Add/Drop Period. The course remains listed on the transcript and the student receives a "W" instead of a grade. All units in "W" status will be considered attempted but not completed in the student's calculation of on time completion.

In a full-term course, students may not withdraw past 4 weeks into the course without incurring an academic penalty. The student may petition to have the "W" removed from the transcript upon successful completion of the course. S/he may do so by submitting a petition in writing to the Dean's

Office. This process does not guarantee rescinding the “W” from the transcript.

Students must repeat the dropped course in a subsequent term when it is offered, by reregistering at no additional cost.

However, students must pay for courses that they repeat due to F grades on a per-class basis. The determination of the per-class costs will be based on the flat-fee tuition and will be provided to the student. Withdrawing from any courses after the two-week Add-Drop Period does not constitute a refund.

Students who fail to meet the minimum requirements of their Academic Plan during their probationary term will no longer be eligible for student financial assistance.

### GRADE APPEAL

Students have the right to initiate a grade appeal within 30 days after the course has been completed. Any grade appeals initiated after this period will not be accepted.

To initiate a grade appeal, students must complete the Grade Appeal. In order to initiate a grade appeal, the student must adhere to the following process:

Steps/Action Taken  
STEP 1 Student meets with instructor within 30 days of course completion.  
STEP 2 Student submits Grade Appeal to the Administrative Office & COO within 1 week of meeting with the instructor.

If Grade Appeal Has Not Been Resolved: STEP 3 COO reviews supporting documents and meets with the instructor within 10 days of receiving the Grade Appeal. STEP 4 COO meets with students within 2 weeks of receiving the Grade Appeal. STEP 5 Within 1 week after the COO’s meeting with the student, the COO submits a recommendation to the CAO and any other relevant administrators or offices. STEP 6 Within 2 weeks after receiving the COO’s recommendation, the CAO reviews and consults with all relevant offices. The student and instructor are notified of the final decision.

### GRADUATION REQUIREMENTS

In order to graduate, all students must:

- Successfully complete every course of study with a passing grade • adhere to all institutional policies, including the Attendance Policy, Code of Conduct and Academic Policies.
- Complete all requirements for completion in a period no longer than 150 % of the published length of the educational program.

Furthermore, degree program students must complete and receive a passing grade on their Final project by the established deadline and in accordance with all guidelines

In addition to following LAAC’s Academic Policies, all students must complete all required projects and/or thesis requirements and adhere to all institutional policies, including the Attendance Policy and

Code of Conduct. Students must complete all requirements for graduation in a period no longer than 150% of the published length of the educational program, as defined by the percentage of credit units attempted vs. completed.

### CREDIT EARNING POLICIES

The Los Angeles Acting Conservatory awards term credit according to the following policy:

In lecture courses, 1 term unit represents 1 hour of instruction and at least 1 hours of work outside of class for each 3 hours of instruction.

In studio/laboratory courses, 1 term unit represents 2 hours of instruction and at least 4 hours of studio/laboratory preparation for each 4 hours of instruction.

CAO and COO plan program curricula with faculty involvement and determine the appropriate number of instructional hours for every course/program and the amount of work/preparation outside of class students need to complete their study.

CAO and COO assign the appropriate credits for each course and program, based on the credit/hour formula designated above. In addition, the COO and CAO review guidelines routinely to ensure that the Los Angeles Acting Conservatory is complying with regulations.

These credit/hour designations are reviewed with the Scheduling Department, where the above officers ensure that the appropriate term and course length, number of class sessions and duration of class sessions are consistent in the course catalog and students' academic schedules.

### FULL-TIME STATUS

In degree programs, a minimum of 22 hours per week is required for students to maintain full-time status.

### INSTRUCTION

All instruction is given at the Los Angeles Acting Conservatory, 2437 Main Street, Santa Monica, CA 90405. The LAAC does not provide instruction in any language other than English.

### LICENSING & APPROVALS

The Los Angeles Acting Conservatory is approved to operate by the Bureau for Private Postsecondary Education (BPPE) to operate as a non-degree-granting institution in the state of California. "Approval" or "approval to operate" means that the Bureau has determined and certified that an institution meets minimum standards established by the Bureau and according to the California Private Postsecondary Education Act of 2009.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N Market Blvd. Suite 225, Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone & Fax: (888) 370-7589 or by fax (916) 263-1897 or (916) 431-6959 or by fax (916) 263-1987

As of this catalog's publication, the Los Angeles Acting Conservatory does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the 37 preceding five years, and does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.) This institution is approved by the United States Citizenship and Immigration Services, a Bureau of the Department of Homeland Security (formerly the United States Department of Justice, Immigration and Naturalization) for attendance by nonimmigrant students.

### JOB CLASSIFICATION

Under the United States Department of Labor's Standard Occupational Classification codes, the Los Angeles Acting Conservatory prepares its graduates for entry-level positions with the following codes:

#### 27-2011 Actors

Play parts in stage, television, radio, video, or film productions, or other settings for entertainment, information, or instruction. Interpret a serious or comic role by speech, gesture, and body movement to entertain or inform the audience. May Dance and sing. Illustrative examples: Actress, Dramatic Reader, Voice-Over Artist

#### 27-2012 Producers and Directors

Produce or direct stage, television, radio, video, or film productions for entertainment, information, or instruction. Responsible for creative decisions, such as interpretation of script, choice of actors or guests, set design, sound, special effects, and choreography. Illustrative examples: Casting Director, Independent Filmmaker, Stage Manager

#### 27-3043 Writers and Authors

Originate and prepare written material, such as scripts, stories, advertisements, and other material. Excludes "News Analysts, Reporters, and Journalists" (27-3023), "Public Relations Specialists" (27-3031), and "Technical Writers" (27-3042). Illustrative examples: Advertising Copywriter , Playwright , Television Writer

#### 27-4030 Camera Operators, Television, Video, and Film

Operate television, video, or film camera to record images or scenes for television, video, or film

productions. Illustrative examples: News Videographer

#### 27-4032 Film and Video Editors

Edit moving images on film, video, or other media. May work with a producer or director to organize images for final production. May edit or synchronize soundtracks with images. Excludes "Sound Engineering Technicians" (27-4014). Illustrative examples: Cue Selector , Film Editor , Television News Video Editor

### **Facilities and Equipment List**

All classes at The Los Angeles Acting Conservatory are held at 10820 Washington Blvd, Culver City, CA 90203. The Complex offers a theater and separate classroom, allowing for 2 classes to be held simultaneously. There is an additional smaller classroom for instruction of smaller groups.

#### 1. Floor

- 50 Seat theater: which serves as one of the Main Classrooms, includes 50 arena style seats, a stage, including set pieces, an HD projector and Projector screen, a large Screen TV and Theater lights and music board.
- Classroom: equipped with chairs, props, camera setup, large screen TV, serves as the other main classroom
- Small Classroom: equipped with chairs for 8 - 10 students
- Library: students have access to books and resources during library hours.
- Tech booth supports the theater during classes and performances
- Administrative office Students can meet with administrators and teachers.

#### 2. Outside Facilities

- Student Lounge: Covered outdoor seating area with chairs and tables for students to meet, rehearse and relax before and after class
- Parking

Facilities and equipment available to students include:

#### **CLASSROOMS/THEATERS**

The Los Angeles Acting Conservatory has 3 classroom spaces of varying size. The theater is equipped with a Blu-ray player projector and screens. Students have access to spaces of varying sizes, courtyard, and loading dock to film scenes for projects as well as stage performances.

#### **PROPERTY, WARDROBE, AND SET DRESSING**

Students have access to: props, costumes, and set pieces/decorations for use in rehearsals and performance. Props include: dishes, glasses, pots/pans, pillows, trays, pictures, bottles, books, magazines, etc. couches, folding tables, chairs, boxes, shelving units, lamps, etc. Costumes: available for men and women in classic and contemporary styles. Set Pieces: Beds, large chairs, couches, solid tables, various set decorations

## LIBRARY RESOURCES

Students have access to the LAAC Library housed in our administrative office during the hours of operation. The Library includes the following resources:

- WiFi Internet
- Full-text periodical databases
- Access to the online database
- Books, periodicals and screenplays
- DVD/Blu-ray movie collection
- Headshot binders

Below are the Library's circulation guidelines:

- Library materials are available to students and staff Monday–Friday from 10:00 AM– 6:00 PM
- Library materials may not be taken off LAAC premises without proper checkout. DVDs/Blu-rays may be viewed anytime during school hours in the student lounge or on a school computer.
- Current students must present their Student ID badge or driver's license/passport when checking out library materials.
- Students may check out DVDs/Blu-rays for a three-day period, screenplays for a seven-day period and books for one week. Items may be renewed via email at [library@michelledanner.com](mailto:library@michelledanner.com)
- Course reserve books will either be available as "Library Use Only" items or as three-day checkout items. Course reserve DVDs/Blu-rays will either be available as "Library Use Only" items or as one-day checkout items.

## LIST OF EQUIPMENT FOR CONSERVATORY PROGRAMS

### ALL PROGRAMS:

Extensive catalog of plays and movies for students to access  
Extensive catalog of scenes and monologues  
Books and Texts from master teachers used in each program.  
Flat Screen TV's  
Projectors  
Speakers  
Costume Room  
Prop Room  
Folding Chairs

### ACTING:

Video Camera 4K  
Copies of Scenes  
Sets  
Costumes

### DIRECTING:

4K Cameras/ Lighting  
Final Draft  
Budget Scheduling Software  
Final Cut Editing  
Premiere Pro  
Production Sets  
Costumes  
4 Computers  
3 flat screen TVs  
2 Projectors  
2 Screens  
2 Cameras 4K  
1 HD Camera  
Lenses  
Lights  
Sound Box/ Boom Mic  
Table  
Chairs  
Bed  
Dividers  
Theater Chairs  
Theater Lights  
Desks

## DISCIPLINARY POLICIES

### SIMULTANEOUS PROBATIONS

Students may be placed on Attendance Probation and Academic Probation simultaneously and remain in their program.

### PROCEDURAL HOLD

Students suspected of violating LAAC institutional or campus-wide policies will face a fair and thorough investigation and disciplinary hearing to determine if their conduct warrants disciplinary action.

If, in the process of investigating possible violations involving the safety and welfare of others, students, faculty or staff are deemed at risk, then the alleged offender may be removed from class during the investigation, at which time he/she will be placed on Procedural Hold, for a maximum of 10 instructional days. During this period, students are responsible for consulting with the Office of the Dean of Students in order to maintain their academic standing. Once the investigation is complete, the Disciplinary Panel will inform the student of the findings and subsequent decision.

### SUSPENSION

Following a thorough investigation, students found to have violated LAAC institutional or campus-wide policies may be suspended.

Students on suspension may be prohibited from entering the LAAC or attending any LAAC functions. In addition to the Disciplinary Panel, the CEO, CAO and COO may suspend any student immediately, when the school officer deems such an action appropriate.

Any suspended student has the right to an Appeals Process and may appeal his/her suspension by submitting a formal letter to the COO. Pending administrative approval, students may continue on with their current program or re-enroll at a new start date, so as not to disrupt their education and training. Students re-enrolling must pay full tuition for that term.

### EXPULSION

Students expelled from any Los Angeles Acting Conservatory program cannot continue instruction with their current course.

### ACADEMIC FREEDOM

LAAC believes in the free pursuit of intellectual and artistic inquiry, as well as the exchange of ideas between instructors and students. Controversial subjects may be explored without fear of censure, retribution or reprisal, so long as the work occurs within the scope of the LAAC education and is consistent with its stated Academic Freedom Policy, which will be made available to any person upon request. Students, faculty and staff are free to express themselves and explore their artistic horizons as they see fit, provided that they remain in compliance with state and federal law, and so long as

they can successfully demonstrate that the work discussed/performed/completed was created with artistic intent. Pornographic depictions created with commercial intent or used for commercial purposes will not be tolerated, and the creators of such work will be subject to expulsion/dismissal.

Instructors are free to discuss controversial subjects in class and screen controversial works without fear of reprisal, so long as the work serves the overall goal of LAAC curriculum and does not violate the LAAC Code of Conduct or any institutional or campus-wide policies. Work that contains nudity, graphic sexual depictions, extreme violence and/or excessive profanity may be precluded from a public screening at the discretion of the administration. Films precluded from public presentation will be screened in private for an appropriate, invited audience.

#### ACADEMIC HONESTY & CREATIVE INTEGRITY

LAAC expects all students to be responsible individuals who insist on high standards of honesty, personal conduct and creative integrity. All incidences of plagiarism, cheating and deliberate hindrance of other students' work are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

Academic honesty extends to all school projects, productions and exercises, both on and off the LAAC campus. Students must maintain a high standard of honesty in declarations and descriptions of these projects to faculty, administration and staff, as well as other agencies and vendors. Deliberate dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

#### FREEDOM OF SPEECH

LAAC is an open, artistic environment. While we embrace the artist's right to free speech and expression, any form of discrimination (whether based on age, race, religion, gender, gender identity or sexual orientation, etc.) will not be tolerated. Libel and slander are strictly prohibited. Any student found guilty of defamation against LAAC students or staff is subject to disciplinary action. Any LAAC student, faculty or staff found guilty of defamation against any other student, faculty or staff is subject to disciplinary action, including probation, expulsion or termination.

#### COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

In the file-sharing context, downloading or uploading parts or whole copyrighted works without authority constitutes an infringement. Students are reminded that copyright infringement is a criminal offense and convictions may include jail time and/or severe fines, with a maximum penalty of \$150,000 per instance in the United States.

Students are forbidden from illegally downloading, uploading or sharing pirated material on campus,

including, but not limited to, software, torrents, films and television shows. Failure to comply with the institution's policy will result in disciplinary action.

## INTELLECTUAL PROPERTY

Intellectual property refers to exclusive copyright, trademarks, patents and other legally recognized rights to intangible assets, including literary, cinematic and artistic works.

Students must adhere to industry standards and institutional policies regarding copyright laws, with respect to material they wish to produce. For LAAC coursework, students may be advised not to use, or may be prohibited from using, characters, music, and other source material they do not have rights to. Students working on adaptations are encouraged to use material that is in the public domain. Students may direct any questions they have regarding appropriate use of intellectual property to faculty or administration.

## EDUCATIONAL RIGHTS & PRIVACY

LAAC operates within the guidelines of federal and state law with regard to the maintenance, organization and protection of student files. LAAC is aware of, and in compliance with, guidelines established by the Family Educational Rights and Privacy Act (FERPA), concerning protection of confidentiality and privacy of student records.

## RETENTION & PERSISTENCE

All records for each LAAC student are kept in separate academic and financial files in locked fireproof cabinets in the Administrative Office and under 24-hour security surveillance. The office remains locked at all times. All academic and financial records for each student (current, graduate or withdrawn) will be stored for a minimum of 5 years after the date of their first class at LAAC. Academic transcripts are permanently maintained. Should a complaint arise concerning a particular student, the files pertaining to that student will be maintained for the life of the corporation.

## DIVERSITY & NONDISCRIMINATION POLICY

To foster a diverse, safe and productive learning and work environment, every student, instructor and staff is entitled to be treated in a fair and appropriate manner irrespective of:

- Race • Ethnicity • Nationality • Disability • Gender • Age • Sexual orientation • Religion • Political beliefs

This list is intended to be illustrative and is not exhaustive. Striving for a bias-free environment is central to our mission. All students, staff and faculty are obliged to adhere to the Diversity Policy.

## REPORTING DISCRIMINATION

We are committed to responding quickly and constructively to bias and discrimination complaints, and

ensuring that all individuals feel comfortable coming forward with a complaint.

Any student, faculty or staff member who has witnessed or experienced discrimination, harassment or defamatory language on campus should immediately report the incident in one of the following ways:

- File a complaint form available at the Administrative Office.
- Discuss the problem with a faculty member, COO, or CAO.

LAAC will take the appropriate action to protect faculty, staff and students from discrimination, investigate any allegations or complaints and interview all parties involved to find effective resolutions.

Depending on the findings of the investigation and at the discretion of the school, any student, faculty or staff member who violates the Policy may be suspended or dismissed.

In some cases, students, faculty or staff members who wish to continue their study or employment may be required to attend a Diversity/Sensitivity Training course at their own expense.

## HARASSMENT & SEXUAL ASSAULT

Threatening remarks from students (verbal slander, sexual harassment, threats of violence, etc.) and/or any act of physical violence from a student toward any instructor, staff member, student or other person in general will not be tolerated. Any student who violates these terms is subject to disciplinary action and/or criminal prosecution. Threatening remarks or any act of physical violence from faculty, staff or administrative employee towards any other instructor, staff member, administrator, student or other person in general will not be tolerated. Any employee who violates these terms is subject to immediate termination.

Any act of sexual assault or any other physical violence will immediately be reported to the proper legal authorities. Any student, faculty, staff or administrator who falls victim to sexual harassment or assault will be immediately taken to the nearest hospital for medical treatment and emotional counseling.

## STUDENT RIGHTS & GRIEVANCES

All students have the right to due process in any action brought against them by LAAC that may adversely affect their academic status with the institution. Students have the right to petition for special consideration with regard to the academic and administrative policies and procedures when circumstances beyond their control prevent them from adhering to said policies and procedures.

## STUDENT GRIEVANCES PROCEDURES

LAAC will address all appropriate student grievances promptly. A grievance is considered appropriate if a student expresses feelings of dissatisfaction concerning any application or interpretation of the LAAC administration or management-related policy. Procedures are as follows: • Complaints or problems with LAAC should be directed to Alexandra Guarnieri, or Michelle Danner

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## CODE OF CONDUCT

Students who are not compliant with the below listed policies are subject to disciplinary action, which could, at the discretion of school management, include probation, suspension or termination.

### Freedom of Speech

1. LAAC is a creative and artistic environment. While we embrace each student's right to free speech and expression, any form of discrimination based on, but not limited to, age, race, religion, gender or sexual orientation toward any LAAC instructor, staff member or student will not be tolerated. Any student who fails to comply with this rule will be subject to suspension or expulsion.

2. LAAC expects all students, faculty and staff to conduct themselves in a considerate manner. Students who disrupt classes may face disciplinary action. Behaving in an aggressive, harassing or threatening manner to other students, faculty or staff can also result in suspension or expulsion. This includes unauthorized use of cell phones and/or other electronic devices during class hours.

3. Slander, threatening remarks, sexual harassment, threats of violence and any physical violence to any LAAC instructor, staff member or student will not be tolerated. Any student who fails to comply with this rule will be subject to suspension or expulsion.

### Creative & Academic Integrity

4. LAAC expects all students to be responsible individuals who insist on high standards of honesty, personal conduct and creative integrity. All incidents of plagiarism, cheating, deliberate hindrance of other students' work or other forms of dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

5. Academic honesty extends to all school projects, productions and exercises both on and off campus. Students must maintain a high standard of honesty in declarations and descriptions of these projects to faculty, administration and staff, as well as other agencies and vendors. Deliberate dishonesty and misconduct are considered serious offenses and will be subject to a Disciplinary Review Hearing at which penalties will be imposed.

6. Students are prohibited from paying or soliciting financial compensation from other students for services such as, but not limited to, production, pre-production, post production and script consultation. Students are expected to complete their own work, unless otherwise approved by the instructor.

### Campus Safety & Security

7. Students are required to carry a valid photo ID (Driver's License, Official State Identification Card,

Passport) as well as their LAAC Student ID Badge while on the premises of LAAC, any related productions, official student functions or events. Failure to do so may result in the student being removed from such premises at LAAC's discretion.

8. Students are responsible for their LAAC student ID Badges. Any student caught tampering with their badge, willingly assisting another individual with attempting false or unauthorized entry into LAAC property will be subject to immediate disciplinary or legal action, including suspension or expulsion.

9. Students found misusing or vandalizing property owned by LAAC or any of neighboring businesses will be subject to fines and/or immediate suspension.

#### Drug & Alcohol-Free Campus

10. Under no circumstances are drugs or alcohol allowed on LAAC premises. Anyone found to possess alcohol or any illegal substance will be subject to expulsion. Any student found associating with a student in possession of alcohol or illegal substances will be subject to suspension and will meet with the Director to determine if he/she will be expelled.

#### On-Campus Conduct

11. Students must remain quiet in the hallways and general areas on campus and surrounding LAAC and must not approach or enter neighboring offices.

12. Students are responsible for the conduct of all guests brought to the premises, facilities, productions or events of LAAC. Students may be held liable for any Code of Conduct violations committed by such guests and may face disciplinary action for all violations that occur.

#### Personal Care

13. All students are required to maintain healthy and diligent personal hygiene. Regular bathing, wearing of deodorant and frequent laundering of clothes are necessary to ensure a healthy and comfortable learning environment. Repeated complaints and warnings about poor hygiene may warrant a disciplinary hearing.

#### Technology

14. Students are strictly forbidden from tapping any Ethernet lines of LAAC or adjoining businesses for their personal computers. Our network holds confidential information and tapping into it poses a security risk. Any student who fails to comply with this rule will be subject to suspension and expulsion.

15. Illegal downloading -- via torrents or other file sharing sites -- is not permitted using LAAC's computers or LAAC's wireless/wired networks. Anyone caught doing this will be subject to immediate disciplinary action by the LAAC. Furthermore, anyone caught downloading illegal material may be subject to legal action under federal law.

16. Students are prohibited from recording class lectures without written permission from the Director of LAAC.

17. Cyber-bullying against any LAAC student, staff member or faculty is strictly prohibited. Additionally, students are reminded that they represent LAAC during production workshops, off-campus shoots or collaborations. Any form of cyber-bullying towards individuals working with LAAC under any capacity, is also prohibited.

Cyber-bullying encompasses all use of technology to harm or harass others. This includes, but is not limited to: • unwanted contact or harassment via social media, emails, phone calls or text messages • threatening emails, instant messages, calls or text messages • fraud or identity theft: impersonating someone or creating a false identity • hacking someone's email or social media account • spreading false or private information • creating websites to rate peers or faculty/staff or to mock or harass someone • sharing photos or videos online or via text without the subject's consent

Students found engaging in cyber-bullying will face a thorough investigation and disciplinary action, up to and including expulsion.

#### Production & Post-Production

18. Firearms, pellet guns, ammunition, knives, martial arts weapons, dangerous chemicals, fireworks or explosives of any kind (regardless of license) are never permitted on LAAC property. Any student found in violation of this code will be subject to expulsion or criminal prosecution.

19. Students are only permitted the use of prop guns or prop weapons on green-lit productions, with the express approval of the instructor and Chief Academic Officer, and when licensed by the local permitting office, such as Film, LA Inc.

20. Any student or crew member participating in the filming of a project featuring the unauthorized use of a prop gun is subject to expulsion. Any student or crew member participating in the filming of a weekend project featuring the use or display of a real firearm in any setting is subject to expulsion and will be reported to the authorities for further investigation. Any recorded media that is found to be in violation of the preceding rules may be confiscated and destroyed.

21. To maintain on-set safety, students who wish to film stunt or action sequences must first complete the Action Sequence Authorization Request Form and submit the following documentation to the Director of Operations (Alexandra Guarnieri): • Shooting script • Storyboards • Shot lists • Proof of outside production insurance for the action sequence, with worker's compensation

Once approval has been granted and all the requisite paperwork has been cleared, students may film their stunt or action sequence under the supervision of an outside stunt coordinator.

22. Students are responsible for props and wardrobe at all times while in their possession. If props or wardrobe are damaged in any way, students are responsible for the replacement value dictated by the LAAC.

23. Students must read and adhere to all rules in the Student Handbook and Production Handbook while on campus, at any Academy-sponsored events:

- Students must not stray from the set on which they are filming.
- Students may not climb onto building rooftops or film at any unsanctioned areas of the campus or studio backlot, including the parking lot, lobby, common areas and hallways. In order to film in classrooms, students must place a refundable deposit at the Administrative Office, check for classroom availability at the front desk and complete the required paperwork. For details on booking classrooms for shoots, please refer to the Student Handbook.
- Students may not scream or make any other disruptive noise for any reason.

#### Actionable Conduct

24. Students who fail to abide by the LAAC Code of Conduct and Institutional Policies, as outlined in the Course Catalog and Student Handbook, may be subject to disciplinary action, including suspension or expulsion from LAAC.

#### DRUG & ALCOHOL POLICY

LAAC students, staff and faculty are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on LAAC campuses or when participating in any LAAC activity. Students or employees who violate this policy are subject to disciplinary action up to and including expulsion or termination from employment.

Students or employees may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs from:  
<http://www.allaboutcounseling.com/drugeffects.htm>.

Specific school policies prohibit:

- Use, possession, sale, distribution and/or production of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above except at a time, location and circumstance expressly permitted by LAAC and government regulations.
- Use, possession, sale, distribution, and/or production of narcotics or other controlled substances, including related paraphernalia, or acting as an accessory, liaison, or facilitator for any of the above.
- Public intoxication anywhere on LAAC's premises or at functions sponsored by or participated in by LAAC.

Note: Responsibility is not diminished for acts in violation of LAAC rules and regulations or other laws that are committed under the influence of alcohol or any illegal drugs or controlled substances.

Recent federal anti-drug laws affect a number of areas in everyone's lives. LAAC students violating this policy could lose eligibility for financial aid or could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans' benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

In addition to local and State authorities, the federal government has four agencies engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U. S. Coast Guard. Important facts to be aware of include: • It is a crime to hold someone else's drugs. • It is a crime to sell fake drugs. • You can be arrested if you are in a house (or an institution) where people are using drugs, even though you are not. • You can be charged with possessing drugs even if it is not found on you personally. • You are considered to possess, under legal terms of constructive possession," drugs found in your locker, purse, car, or house. Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States. Drugs can be highly addictive and injurious to the body. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slowed movement, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject themselves to all sorts of health risks, drug use can and, in many instances does, cause grief and discomfort to innocent people.

A drug-induced brain, for example, affects the wide range of skills needed for safe driving. Further, reflexes are slowed, making it hard for drivers to respond to sudden unexpected events. Alcohol-related highway deaths are the top killer of 15-24-year-olds.

LAAC requires that any person observing any student or staff directly engaging in prohibited drug or alcohol use on campus immediately notify the Director. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both the individual and the Institution. Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be counseled on the need for assistance. Confidential student records will be maintained of any such counseling provided to an individual. LAAC offers limited psychological counseling and advice. If the individual is in immediate danger of harming himself/herself or others, LAAC staff will contact local law authorities and immediate family members.

In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment programs. There are also drug or alcohol counseling, treatment and rehabilitation facilities available in the local area where individuals can seek advice and treatment. National organizations also offer help, information and resources.

Students and staff who violate the LAAC standards of conduct subject themselves to disciplinary action. Employees must notify the director in writing of a conviction of a criminal drug statute occurring in the workplace within five days after receiving the conviction. Disciplinary action for a violation of the Code of Conduct policy regarding alcohol or illicit drugs can range from oral and written warnings up to and including suspension, expulsion and termination.

As stated in the Code of Conduct, LAAC students, faculty and staff are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on LAAC campuses or participating in any LAAC activity. Those who violate the LAAC Code of Conduct will be subject to disciplinary action up to and including expulsion and loss of eligibility for financial aid.

## NOTE ABOUT OUR SCHOOL

Consistent with the mission and educational objectives of LAAC, the focus of the studio's programs is to develop each student's artistic and creative potential in the art and craft of the moving image. In each program, students are exposed to a particular aspect of filmmaking by which a student may express his or her personal artistic visions.

## ABOUT THE CATALOG

The Los Angeles Acting Conservatory publishes the LAAC, Los Angeles Course Catalog. This is the document of authority for LAAC students commencing their programs at the Los Angeles campus between March 1, 2020 (TBD by approval) and December 31, 2021.

All programs are solely owned and operated by the Los Angeles Acting Conservatory. The LAAC reserves the right to change any policies, procedures and course offerings. All students enrolled at the LAAC are required to follow the institutional and campus-wide policies stated in the newest catalog.

## Information for International Students

### ENROLLMENT PROCESS

1. Students must schedule an interview with a Student Advisor via phone. This interview will determine English proficiency. During the interview, students will be provided with a sample text. Students should be able to read the text to their advisor with relative ease.
2. Students must fill out the Los Angeles Acting Conservatory application completely, sign the bottom and return it to the Los Angeles Acting Conservatory via email or fax.
3. Students should reserve their spot for the Conservatory Program by paying a \$950 deposit. <sup>1</sup>The student must also pay the Los Angeles Acting Conservatory a one-time \$175 (in U.S. Dollars) non-refundable application processing fee.
4. The student must provide proof of adequate sponsor funding for tuition and living expenses during the period of study. Examples of financial evidence from the student or the sponsor includes income tax documents and original bank books and/or statements. If they or their sponsor own a business, they can provide business registration, licenses, and tax documents, as well as original bank books and/or statements.
5. Provide high school diploma or equivalent
6. Provide a Letter of Recommendation.
7. Provide proof that the student is 18 years of age, or 17 years of age with parental approval.
8. Once the Los Angeles Acting Conservatory's Designated School Official determines that the student has fulfilled requirements 1-6, the DSO will accept the prospective student for enrollment, enter the student's initial record into SEVIS and issue an I-20 form.

### ENTRY PROCESS

1. The DSO will sign the I-20, scan and email it to the prospective student. Students shall review this document immediately (and carefully) to ensure that the DSO entered all of their information correctly. DSO will make a copy for the student's file (to be kept at the Los Angeles Acting Conservatory) and mail the original, signed I-20 to the student.
2. Once the student has received the I-20 from the Los Angeles Acting Conservatory, the Student must pay the SEVIS I-901 fee, using form I-20. Payment can be handled at:  
<https://www.fmjfee.com/i901fee> .
3. You may enter the United States up to 30 days before the start of your program. Upon entry into the country you must immediately contact the Los Angeles Acting Conservatory to ensure complete record keeping.
4. If you cannot enter the United States for the term listed on your Form I-20 or if you will be late by a few days, immediately contact the Los Angeles Acting Conservatory so that we may accurately update your SEVIS record.
5. IF YOU RECEIVE AN I-515A: It is critical that you let the Los Angeles Acting Conservatory know immediately, so the proper documentation can be submitted without delay.

### PREPARING FOR LIFE IN THE UNITED STATES

Before you leave for the United States, it is a good idea to familiarize yourself with the different kinds of documents you might need. It is always a good idea to carry your original documents at all times.

Do not put them in your checked baggage.

It is also a good idea to make at least two sets of copies of these documents: one copy to leave with your family or friends before you depart and one copy to give to your school officials. Here is a list of the important immigration documents:

- Passports
- Visas
- Form I-20 / Form DS-2019
- Form I-94
- Border Crossing Cards

Arriving in the United States is a very important step, one which you should prepare for. If you have everything ready, it should be a very smooth experience.

### SECONDARY INSPECTIONS

If the Customs and Border Protection (CBP) officer at the port of entry cannot initially verify your information, or if you do not have all of the required documentation, you may be directed to an interview area known as “secondary inspection.” Secondary inspection allows inspectors to conduct additional research in order to verify information without causing delays for other arriving passengers.

The inspector will first attempt to verify your status by using the Student and Exchange and Visitor Information System (SEVIS). In the event that the CBP officer needs to verify information with your school or program, the Los Angeles Acting Conservatory can be reached at (310) 392-0815. In the event you arrive during non-business hours (evening, weekends, holidays), the school can be reached at: (310) 283-1234

Failure to comply with U.S. government entry-exit procedures may result in your being denied entry to the United States. Under certain circumstances, the CBP officer may issue a “Notice to Student or Exchange Visitor” Form I-515A, which authorizes temporary admission into the United States. It is critical that you let the Los Angeles Acting Conservatory if you receive an I-515A, so the proper documentation can be submitted without delay.

You may enter the United States up to 30 days before the start of your program. Upon entry into the country you must immediately contact the Los Angeles Acting Conservatory to ensure complete record keeping. Failure to report to the Los Angeles Acting Conservatory by your program start date constitutes a failure to maintain status and can result in deportation.

If you cannot enter the United States for the term listed on your Form I-20 or if you will be late by a few days, immediately contact the Los Angeles Acting Conservatory so that we may accurately update your SEVIS record.

### Tips for Life in the United States

#### TIME

California is in the Pacific Time Zone (GMT minus 8 hours). The state observes daylight saving time.

## TAXES

The state sales tax is 8.25%. Local taxes may be as much as an additional 1.5%.

## DIRECTORY ASSISTANCE

For local numbers, dial 411; long-distance, 1 plus area code plus 555-1212; toll-free, (800) 555-1212

## AREA CODES

Many American area codes have recently changed. Call directory assistance if the number you have doesn't work.

## TOLL-FREE CALLS

Not all 800, 877, and 888 numbers work outside the U.S. Try a direct toll number or a fax.

## EMERGENCY ASSISTANCE

You can call 911 toll free from any public telephone to obtain police, fire, or medical assistance.

## LIQUOR LAWS

Alcohol is sold throughout California. Legal drinking age is 21.

## SMOKING LAWS

You must be 18 to purchase tobacco products. Smoking is prohibited in all public buildings (including restaurants, bars and casinos) and enclosed spaces throughout California. It is illegal to smoke within 20 feet of doorways or windows of government buildings. Most large hotels have designated smoking rooms; if you smoke, request one – most hotels will fine guests who smoke inside a non-smoking room. Many cities in California have passed ordinances prohibiting smoking in all public places, Santa Monica is one of them. It is even illegal to smoke on certain beaches in Southern California – watch for signs!

## DRIVING LAWS

By law, everyone in a vehicle must wear a seatbelt, and motorcyclists must wear a helmet.

Speed limits are posted in miles-per-hour (mph). Generally, the speed limit on multi-lane freeways is 65 mph. On two-lane highways it is usually 55 mph. The speed limit on city streets is usually 35 mph. In residential areas, near schools and in areas with heavy foot traffic, the speed limit is almost always 25mph.

Along freeways with heavy traffic, car pool lanes (or “diamond lanes”) are identified by small black-and-white signs and by diamonds painted on the roadway. To drive in a car pool lane, you must usually have two people (including the driver) in the car. Some car pool lanes in the San Francisco Bay Area require three people (including the driver).

The new Wireless Communications Device Law (effective January 1, 2009) makes it an infraction to write, send, or read text-based communication on an electronic wireless communications device, such as a cell phone, while driving a motor vehicle. Drivers must also use a hands-free device when speaking on a cell phone.

Roundabouts are uncommon in California. Most intersections are either signed by traffic lights or by stop signs. Unless signed otherwise, it is legal to make a right turn on a red light after you come to a complete stop. The California Department of Motor Vehicles (DMV) publishes an online version of its California Driver Handbook which thoroughly explains California road rules:

<http://apps.dmv.ca.gov/pubs/dl600.pdf>

1 No assurances regarding the issuance of visas can be given in advance. Therefore, final travel plans or the purchase of non-refundable tickets should not be made until a visa has been issued. Should the Embassy deny your application for a visa, you will be refunded your deposit minus a \$75 administration fee if the Los Angeles Acting Conservatory is informed of the situation more than one month before the starting date of your program. If the Los Angeles Acting Conservatory is informed less than 1 month before the starting date of your program, you will be refunded your deposit minus a \$200 administration fee.

2 International Students Fee Schedule & Estimated Living Expenses 2015: International student applicants are required to pay a one-time \$175 (in U.S. Dollars) non-refundable application processing fee. All fees are estimated and subject to change without notice. Est. Living Expenses (12 mos.): \$ 15,000.00.

#### POLICY REGARDING PROVISION OF A SCHOOL CATALOG TO PROSPECTIVE STUDENTS

The policy of the Los Angeles Acting Conservatory to provide prospective students with an electronic version of the school catalog capable of being printed to a hard copy.

If for any reason a prospective student does not have access to the Internet, or simply wishes to have a hard copy of the school catalog, one hard copy of the catalog will be produced and provided to the student prior to their signing the enrollment agreement.

## FACULTY QUALIFICATIONS AND BACKGROUNDS

### **MICHELLE DANNER, Founder & CEO (29 years of experience)**

**Teaches: the Golden Box Acting I & II, Scene Study I, II, III, IV, V & VI, On Camera Cold Reading, Scene Study and Script Analysis I, Scene Study & Shakespeare, The Business of Acting, On Camera Acting II, III & IV, Work on a Full Length Feature, Golden Box (Filmmaking), & Directing Scenes I & II**

Michelle Danner is a film and stage director, an author, and a world-renowned acting coach. She teaches the Golden Box Acting workshops in South America, Europe, Toronto, Vancouver, Dubai, New York, Sydney and Australia.

It was her father, Alexander Valdez, who opened the very first William Morris Agency in Paris, France, that instilled a strong passion and work ethic that has stayed with her throughout her life. Michelle has taught acting for the last 24 years and has worked with many A-List Actors privately and on set including: Chris Rock, Gerard Butler, Seth MacFarlane, Penelope Cruz, Melanie Brown, Jamie Lynn Sigler, Verne Troyer, Grant Bowler, Kate Del Castillo, Michael Pena, Isla Fisher, Common, Jennifer Grant, Salma Hayek, Chris Martin, Brian McKnight, James Franco, Marcia Cross, Christian Slater, Catherine Bell, Zooey Deschanel, Gabrielle Union, Justin Chatwin, Jennifer Coolidge, Justine Wadell, Rob Estes, Rick Fox, Henry Cavill, Michelle Rodriguez, Seychelle Gabriel and many others.

Voted favorite acting coach by Backstage readers. She was brought in for her expert coaching on the WB show "The Starlet" and was featured with Andy Richter on The Tonight Show with Conan O'Brien. Michelle trained extensively in Paris and New York with Stella Adler and Uta Hagen. She was the Managing Director of the Larry Moss Studio since its inception in Los Angeles for 20 years.

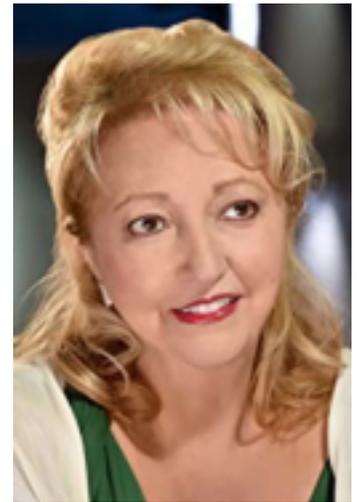
She is the Founding Director of Edgemar Center for the Arts and raised \$1.3 million to construct the two theaters and the art gallery at the Center. At the opening ceremony, Steven Spielberg commented, "Here we have a venue that can turn out some extremely experienced, daring and resourceful artists." She is currently serving as Artistic Director and teaches ongoing classes at the Michelle Danner Studio, housed at the Edgemar Center for the Arts.

Michelle has directed and acted in over thirty plays and musicals in New York and Los Angeles. Her favorite acting credits include Tennessee Williams's *The Rose Tattoo*, which garnered critic's pick and awards including best actress; *House of Yes*, *Bright Ideas*, *Ibsen's Ghosts*, and *One White Crow*.

Her highlights at Edgemar have been pioneering new works that include *The Night of the Black Cat*, a world premiere and winner of the 2005 Best Musical of the Year at the Los Angeles Music Awards, which had a revival as recently as 2016. She directed the world premiere of *Mental the Musical*, winner of several 17th Annual TicketHolder awards for acting and musical score. She wrote and directed the world premiere of *You're on the Air*, an improv based comedy which is in development to become a movie. She directed the west coast premiere of *Hello Herman* by John Buffalo Mailer and co-directed Jane Fonda in *The Court of Public Opinion* starring Anne Archer. Her last play *Vanya and Sonia and Masha and Spike* by Christopher Durang won 5 Scenies, StageSceneLA Awards, including for best actress in a Comedy for her portrayal of Sonia.

In 2006, she made her feature film directing debut *How to go Out on a Date in Queens*, which was nominated and won four L.A. Film Awards including Best Director. It starred Jason Alexander, Esai Morales, Ron Perlman, Kimberly Williams, Rob Estes and Alison Eastwood.

Michelle also produced and acted in the award-winning short film *Dos Corazones*, which premiered at the Nashville Film Festival and went on to win Best Cinematography & Audience Favorite at the Malibu Film Festival.



Her second film Hello Herman starring Norman Reedus (AMC's The Walking Dead ), Martha Higareda, and Garrett Backstrom. The film premiered at the Hollywood Film Festival to a sold out audience and had its international premiere at the Monaco Charity Film Festival where it won the award for social relevance. It opened theatrically nationwide and was distributed by Warner Brothers. Her third film, The Bandit Hound, a family comedy starring Catherine Bell, Lou Ferigno, Judd Nelson, Paul Sorvino, and Verne Troyer, was released in 2016. Michelle just finished Post Production on a supernatural thriller, Bad Impulse, with a wonderful cast including

Paul Sorvino, Sonya Walger, Grant Bowler and Dan Lauria, which premiered in 2019 and will be in wide release soon.

She recently finished Principal Photography on The Runner a psychological thriller, starring Cameron Douglas, Elisabeth Rohm and Eric Balfour.

Her acting film credits include playing the part of Alexandra, the psychic, in the feature film "Ovation" directed by Henry Jaglom as well as Mrs. Mack in "Reach" directed by Leif Rokesh.

Her production company, All in Films, has several projects in the works: a romantic comedy titled Starstruck , a romantic comedy titled The Will To...

She is putting the finishing touches on her acting book, The Golden Box , which will be released this year.

### **BRIAN DRILLINGER (31 years of experience)**

**Teaches: Acting in a Short Film, Work on a Full Length Play, American Film History, Directing Actors, Directing Scenes I & II, Editing and Presenting Scenes**

A founder and the Creative Director of Edgemar Center for the Arts in Santa Monica, CA, he directed the show for the first Edgemar benefit event that was hosted by Jason Alexander and included: Hilary Swank, Michael Clarke Duncan, Sally Kellerman and Chad Lowe. His technique has evolved through his work with noteworthy acting teachers: Uta Hagen, Milton Katselas, Larry Moss, and Terry Schreiber and his collaboration with writers and directors: Neil Simon, Herbert Burgdoff, Gene Sachs and Margret Edson. Mr. Drillinger has produced, coached and acted with: Jason Alexander, Ron Perlman, Anne Archer, Norman Reedus, Patrick Dempsey, Tony Shalhoub, Kimberly Williams Paisley, Wesley Snipes, Blythe Danner, Traylor Howard, Esai Morales, Lou Ferrigno, Judd Nelson, Catherine Bell and Paul Sorvino.



Brian produced and stars in the feature films: The Bandit Hound and Hello Herman , and How to Go Out on a Date in Queens for which he won "Best Supporting Actor" at the LA Indie Awards 2006. He also produced the short film Dos Corazones winner "Audience Favorite" Malibu Film Festival. In LA he produced Four-Thought and The Rose Tattoo at the Hudson Theatre, Scene Bites at the Tiffany Theatre and the workshop production of How To Go Out On A Date In Queens directed by Larry Moss

Drillinger has directed: Stopping By at Ensemble Studio Theatre LA, The House Of Yes, Chip Chop and It Must Be Him at Edgemar Center for the Arts in Santa Monica CA, Lost In Yonkers and Almost, Maine for the Steel River Playhouse in PA, Almost, Maine for the Gasworks Theatre in Melbourne AU, and The Dreamer Examines His Pillow at The Complex in Los Angeles. He directed the workshop productions of Fifth of July and The Laramie Project for the T. Schreiber Studio in NY.

He has taught scene study, cold reading and voice for Edgemar Center, Larry Moss Studio, Michael Woolson Studio, and the UCLA Extension program. As a visiting artist he's taught in Melbourne AU, The Philadelphia Acting Studio and Steel River Playhouse both in PA. Judy Kerr lists him as a "Recommended

Acting Coach” in the industry guidebook, Acting Is Everything.

Brian graduated with honors from the SUNY Purchase Acting Conservatory program. He played Stanley on Broadway and in the film version of Neil Simon’s Brighton Beach Memoirs and the National tour of Broadway Bound. The Substance Of Fire at the Old Globe in San Diego, the original production of the Pulitzer Prize winning play Wit at the South Coast Repertory, the Seattle Repertory and the Alley Theatre in Houston, also at SCR Death Of A Salesman and Boundary Waters , The Real Thing at T. Schreiber Studio and An Enemy of the People for the Bristol Riverside Theatre. His television credits include: The Agency, Wings, Life Goes On, Reasonable Doubts, and General Hospital . Brian starred opposite Sally Kirkland, in the indie feature Starry Night, and Janeane Garafalo in I Shot A Man In Vegas .

### **CHRISTINE DUNFORD (28 years of experience)**

**Teaches: Scene Study I, II, III, IV & V, Scene Study & Script Analysis I, and Scene Study & Shakespeare.**

Born in the Bronx and trained at the Juilliard School, Ms. Dunford began her theater career in NYC. Upon graduating from Juilliard, she was cast in Joseph Papp’s NYSF production of Two Gentlemen of Verona at the Delacorte Theater in Central Park. She spent the next two years working at Mr. Papp’s Public Theater in the

American premiere of Caryl Churchill’s Serious Money (both the off-Broadway & Broadway runs) and in the lead role of Love’s Labors Lost , directed by Gerald Freedman.

Other NY stage appearances include Infidelities at Primary Stages and the title role in Tamara. On the West Coast, Ms. Dunford starred with Ed Begley, Jr. in the David Mamet plays Cryptogram and Old Neighborhood at the Geffen Playhouse. She also worked extensively with the experimental theater company Bottom’s Dream, and won a Dramalogue Award for her performance in their production of Losing Venice. Dunford has enjoyed a fruitful relationship with the Edgemar Center for the Arts, where she developed and performed solo works in addition to appearing in many of their readings and film projects. Her last engagement as an actor at Edgemar was in The Shadow Box, directed by fellow Juilliard alum Keith David.

Since moving to Los Angeles, Dunford has appeared in over 100 episodes of television, both as a series regular (Good Sports with Ryan O’Neal and Farrah Fawcett; Hudson Street with Tony Danza; Something So Right with Jere Burns; Bob with Bob Newhart; and The Secret Lives of Men with Brad Whitford) and guest star (The Next Arrested Development; Law & Order LA; Harry’s Law; Two and a Half Men; Boston Legal; Seinfeld; Frasier; Without a Trace and others). She also co-starred with Jon Lovitz in the live broadcast of the FOX sketch comedy special: The Jon Lovitz Show.

On film, Ms. Dunford starred opposite Peter Fonda in the Oscar-nominated Ulee’s Gold. Other films include the indie-award winning American Dream, How to Go on a Date in Queens (opposite Jason Alexander); Love & Basketball; Reversal of Fortune; Slaves of NY and the award-winning shorts Dos Corazones and Lost People of Mountain Village. Her most recent film Hello Herman , directed by Michelle Danner, will be released this fall. Ms. Dunford is also a writer and has performed solo plays at the HBO Aspen Comedy Festival, the Edgemar Center, the Improv and Luna Park.

In addition to her stage and film work, Ms. Dunford has provided voices for characters on the animated television series Real Monsters; God, the Devil and Bob and Glenn Martin, DDS , as well as for television and radio commercials. She’s enjoyed narrating documentary films and museum installments for groups as diverse as the United Nations and the Pacific Science Center. Her voice has been featured in many popular video and online games including The Lord of the Rings; Civilizations; Dawn of War; Hitman; XCOM; Mass Effect & others.



**Valerie Debler (20 years of experience)**

**Valerie Debler is a private acting coach, producer, writer and director. She teaches Script Analysis, On Camera and Scene Study.**

She previously taught at The Michelle Danner Acting Studio, as a guest teacher. Valerie Debler is also a producer and a writer. She produced the feature Film "Bad Impulse" in 2018

(Archstone Distributions), winner of several film festival awards, starring Grant Bowler, Sonya Walger, James Landry Hebert and Paul Sorvino. She served as Executive Producer for the feature films "The Bandit Hound" (Alchemy 2016), starring Lou Ferrigno and Judd Nelson and for the feature film "Hello Herman" (Warner Bros. 2013), starring Norman Reedus. She has consulted as a story consultant and collaborated as a writer on various projects, including "The Bandit hound, "The Will To ..." and the documentary short film "Sigueme". She is currently working on "The Runner," starring Cameron Douglas and Elizabeth Rohm (with Bill Kenwright Productions). In collaboration with Tracy Lindsey Melchior, she is also writing the screenplay for the feature film "Kissing Frogs." Her directing credits include contemporary original works such as The Secretary, by William Bodes and The Theory of Everything by Nicolai Thecatus as well as classics such as Antigone by Jean Anouilh and Dirty Hands by Jean Paul Sartre.

Valerie studied film at the School of Visual Arts and acting at the Stella Adler Studio of Acting and at the Warren Robertson Theater Workshop in New York City. She was selected to participate in the Summer Director Festival at the American Theater of Actors in New York City where she directed several original works. Valerie holds a B.A. from New York University and graduated cum laude from Fordham University School of Law.



**DEREK REID (15 years of experience)**

**Teaches: Improvisation I, II, III & IV, On Camera Acting IV, Outline Treatment and Writing Short Film, Filming the Short II**

Derek Jeremiah Reid is half way through his second term as the best Obama impressionist in Los Angeles. LAWeekly says "Derek Jeremiah Reid's Obama ...is terrific." He is the former host of the Fox Family Channel's show The Basement and the Weekend Chill . Reid is the actor/writer/director of Top Story Weekly (Los Angeles's longest running topical sketch show.)

Reid is a founding member of the improv team Robert Downey Jr.Jr . and the mastermind behind the Edgemar's premiere team Hidden Fortress (the only Japanese improv team in the world).



## **DOUG KABACK (20 years of experience)**

**Teaches: On Camera Acting I, II & III, On Camera Film II, Work on a Full Length Play.**

Doug Kaback is a playwright, director, and actor who has served on the Department of Theatre faculty at Cal State Northridge (CSUN) since 1994 to the present and as an adjunct on the faculty at U.C. Santa Barbara. He holds an MFA in Drama from U.S.C. and a BFA in Dramatic Art from U.C. Santa Barbara. At Edgemar Center for the Arts, Doug directed *A Flea in Her Ear* and adapted and directed Henrik Ibsen's *Ghosts* for its premiere last March.

He has directed new plays at the Old Globe, Cornerstone, and the Odyssey Theatre and is a co-founder of Genesis Theatre producing and directing *The Survivor*, a true account of the Warsaw Ghetto, at the Electric Lodge in Venice. He has written over forty plays including: *The Eye Juggler* – written with the Southern Ute Indian tribe in Ignacio, Colorado; and *Not Here* – featured at the National Association of Attorneys General Summit on Youth Violence. *Not Here* toured to a number of states as part of the National Alliance for Model State Drug Laws program focusing on drugs, racism, and gangs. It was produced for video at CBS. His stage adaptation of the Korean folk myth, *Shim Ch'ong*, was presented at the Kennedy Center's New Visions/New Voices International Theatre Festival in Washington D.C. The Getty Center also produced the play, which then toured to the National Theatre in Seoul, Korea. His work with the Korean community in Los Angeles included directing two original works at the Korean Cultural Center.

As an actor, he has performed the principal roles in *Hamlet* (for director Charles Marowitz), *The Immigrant*, *Talley's Folly*, *Crossing Delancey*, *Tom Jones*, *The Elephant Man*, and *Woyzeck*. For the past fifteen years, he has served as Executive Director of CSUN's Teenage Drama Workshop (TADW) that received the 2010 CETA Professional Artist award. The longest running program of its kind in the nation, TADW provides secondary school students with a conservatory experience in the arts for six weeks during the summer ([www.csun.edu/tadw](http://www.csun.edu/tadw)). Also at CSUN, he has written and directed theatre and video projects in collaboration with the March of Dimes, VITAS Hospice Care, the Department of Probation, the Center for Community Engagement, and Pan African Studies. He was the recipient of the Outstanding Faculty Award from the National Center on Deafness and toured *The Taste of Sunrise* to Deaf West Theatre. He is a co-founder of the Center for Theatre of the Oppressed (TO) in Los Angeles – an organization of artists, educators, and activists dedicated to bringing theatre for social change to a variety of underserved communities. Inspired by the late Brazilian writer and director Augusto Boal, the center hosted the 2005 International Pedagogy and Theatre of the Oppressed Conference. His direction of *Vesta*, integrating TO with a play about dying with dignity and hospice care, led to his award as a CSUN Visionary Faculty in 2009.

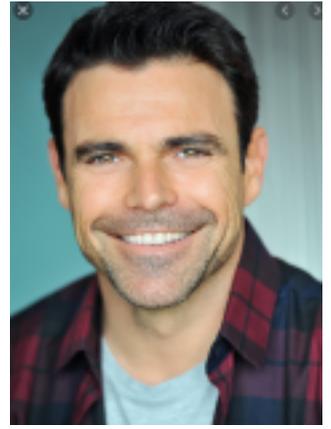


**JAVIER ALCINA (15 years of experience)**

**Teaches: Stanislavski Technique**

Javier Alcina graduated from the Guildhall School of Music & Drama in London. While still at school, he was personally cast by Academy Award Winner director Tom Hooper for his BBC production of “Love in a Cold Climate” with such stars as Rosamund Pyke and Sir Alan Bates amongst many others. He then continued his career in Film, TV, Theatre and Voiceovers. His debut in film came in 2002 with the feature Deserter, alongside Tom Hardy.

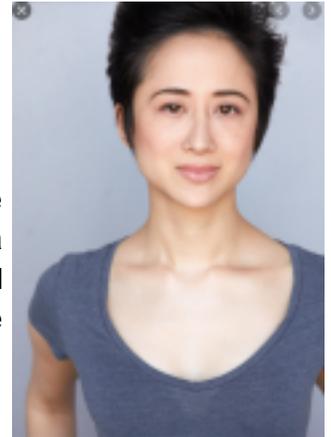
His career spans several countries including England, Spain, Russia, France, China, Morocco and the US. During this time he has worked with some of the best professionals in the business following his dream to never stop learning. He recently appeared on Jimmy Kimmel Live.



**JIN LISA MALEY (5 years of experience)**

**Teaches: Acting and Acting Theory**

Jin is a Los Angeles-based actor and acting teacher. Film and TV credits include Bodied, NCIS, NCIS: LA, Bones, Silicon Valley, and Shameless. They have performed in theaters in New York, Los Angeles, London, and Moscow. They hold a M.F.A. in Acting from the American Repertory Theater/Moscow Art Theater School Institute at Harvard University and a B.A. in Theater from Oberlin College. They are an Associate Artist at the award-winning theater company Sinking Ship Productions.



**JAMES FOWLER (7 years of experience)**

**Teaches: Adler Technique class, Alexander Movement, Musical Theatre I & II**

James Fowler has been teaching and performing for 10 years (LACHSA Summer Arts Conservatory, County of Los Angeles Parks and Recreation, Theatrical Education Group, Down Town Reparatory Theatre Company). After studying at some of California’s most prestigious institutions of Art (Los Angeles County High School for the Performing Arts, Berklee College of Music, American Musical and Dramatic Academy of the Arts), he spent a great deal of time on stage and on camera.

Most recently he has been producing and casting features and television. James believes in the ability of each student and has a keen knowledge of the arts that spreads over a vast amount of creative subjects: Acting, Cinematography, Dance, Singing, Musical Theatre, Stage Combat, Shakespeare Technique, Audition Technique, Acting for the Camera, Literature/Criticism, Creative Writing, and Voice/Speech.



### **EVERETT APONTE (15 years of experience)**

**Teaches: Making a Short Film class, Work on a Full Length Feature I, Fundamentals of Directing I, Production Management, Filming the Short I, Write a Full Length Feature I & II, Full Length Features and Brainstorming Ideas for Full Length Outline Treatment, Grammar, ESL for Business Jobs, Conversation, Voice and Speech, American Accents, Business Writing**

Everett Ray Aponte is a Puerto Rican filmmaker raised in Texas. In 2002 he graduated from the University of Texas at Austin with an RTF degree, specializing in film production and receiving awards for his senior thesis film "S.O. Security Officer." In 2004 he wrote, directed, and starred in his short film masterpiece, "Samuel DeMango" playing in 46 film festivals around the world and winning him numerous awards. For several years he worked with Lincoln Property Company in Austin, creating several internet videos and comedic industry videos for their entertainment events, including PenFu, his most popular short. In 2008 Everett got certified as a TOEFL English as a Second Language Instructor. In 2009, he helped create a short film in Korea called "Elicit" which won the local festival and was presented in Las Vegas. In 2010, he wrote and directed his first feature film, and arthouse entitled Manifesto.

In 2012 he was the Assistant Director and one of the stars in the German production of Atomic Eden , which placed 4th in Kuwaiti Box Office and will be released in America this year (2018). In 2013, he co-directed a family action film called Shilo, released by Shoreline Entertainment, and in the same year, Everett collaborated with the Germans again in Assassin's Dawn, in which he was the Assistant Director and lead. Finally, Everett brought his talents in Los Angeles, shooting a short film called "Nature," performing as the MC in the stage production of Black Cat Cabaret and as Mugsy in For Her Eyes Only, and most recently he worked as Unit Production Manager and Michelle Danner's recent film Bad Impulse.



### **TEFERI SEIFU (5 years of experience)**

**Teaches: Feature Film Preparation class, Feature Film Performance class, Film Editing, Visual and Sound Effect, African American Cinema and International Cinema, and Post Production.**

Teferi Seifu is an Ethiopian born filmmaker who has worked as film editor on movies like 'The Bandit Hound (2016)', 'The M Word (2014)', 'Ovation (2015)' and 'Hello Herman (2013)' with worldwide distribution deals from ALCHEMY and Warner Brothers available on Walmart, Amazon, iTunes, Redbox, VUDU, BestBuy/Cinema and Fandango. Now in over 100 million homes.

His latest project is a feature length independent film Bad Impulse, due to be released 2018. Teferi's work as an editor has been screened at Regal LA LIVE Stadium 14, Iowa Independent Film Festival, Cinema at the Edge Independent Film Festival and Cannes Court Métrage (Cannes film festival short films corner) to name a few. He has tutored students in film editing theory and practice at the Michelle Danner Acting Studio for the past 5 years.



### **ED DEBLER (30 years of experience)**

#### **Teaches: Art of the Pitch class.**

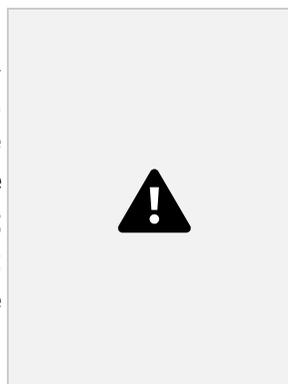
Ed Debler earned his Master of Business Administration degree in 1992 and has gone on to Executive Producer many feature films. With his expertise he brings his class “Art of the Pitch” on how to pitch your TV or Movie idea to executives.



### **HENRY JAGLOM (30 years of experience)**

#### **Teaches Directing, Writing, Scene Study**

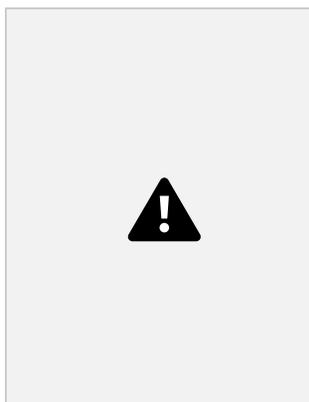
Henry Jaglom’s filmmaking career began in the cutting room when he and Jack Nicholson helped edit Hopper’s 1969 hit, “Easy Rider.” His first film as a writer/director, 1971’s “A Safe Place,” was acclaimed by Anais Nin who said: “Henry Jaglom is The Magician of American Cinema!” Since then Jaglom has written and directed twenty more films: “Tracks” (1976); “Sitting Ducks” (1980); “Can She Bake A Cherry Pie?” (1983); “Always (But Not Forever)” (1985); “Someone To Love” (1987); “New Year’s Day” (1989); “Eating” (1990); “Venice/Venice” (1991); “Babyfever” (1994); “Last Summer in the Hamptons” (1996); “Deja Vu - A Love Story” (1998); “Festival in Cannes” (2002); “Going Shopping” (2004); “Hollywood Dreams” (2006); “Irene in Time” (2009); “Queen of the Lot” (2010); “Just 45 Minutes From Broadway” (2012), based on his hit play; “The M Word” (2014); “Ovation!” (2016) and Train to Zakopané (2018) which is adapted from his hit play that had a successful nine month run at the Edgemar Theatre in Santa Monica. In 2013 Metropolitan Books (Henry Holt and Company) released – to great acclaim - the book: “My Lunches With Orson: Conversations Between Henry Jaglom and Orson Welles.



### **MICHAEL NOURI (30 years of experience)**

#### **Teaches: Scene Study, On Camera**

Michael Nouri is an American television and film actor. He may be best known for his role as Nick Hurley in the 1983 film Flashdance. He has had recurring roles in numerous television series, including NCIS as Eli David, the father of Mossad officer (later Special Agent) Ziva David, The O.C. as Dr. Neil Roberts, and Damages as Phil Grey. He also appeared as Congressman Stewart with Queen Latifah in the 2006 comedy movie Last Holiday and LAPD Detective Thomas Beck in the science fiction action film The Hidden. He also starred opposite Julie Andrews as King Marchand in the 1995 Broadway adaptation of Victor/Victoria.



# ACADEMIC CALENDAR

## 2020-2021

FALL 2020 to SUMMER 2021

FALL 2020

September 14 - First Day of Fall Trimester

September 27 - Institute Closed for Yom Kippur

November 21 - 29, 2020 Institute Closed for Thanksgiving Break

December 15 - Last Day of Fall trimester

December 19 to January 3 - Institute Closed for Christmas

WINTER 2021

January 11 - First Day of Winter Trimester

February 15 - Institute Closed for Presidents Day

April 3 - Last Day of Winter Trimester

SPRING 2021

May 3 - First Day of Spring Trimester

May 31 - Institute closed in observance of Memorial Day

July 4 - Institute closed in observance of Independence Day

July 23 - Last Day of Spring Trimester

September 6, 2021 Institute closed in observance of Labor Day