

## **A1: Overview & Program Scope**

### **Mission Alignment:**

SMP RISE's Apprenticeship Program exists to provide transformative arts education and workforce development training for underrepresented communities, specifically targeting individuals who have experienced systemic barriers to employment in film, television, and digital media.

### **Program Summary:**

This is a cohort-based program following a learn-and-earn model, where accepted participants complete required coursework, receive hands-on technical training, and may be invited to join paid production projects once they reach the final cohort production phase. No paid work is offered during the foundation phase. Cohorts run annually and include both online and in-person components. SMP RISE acts as both producer and educational incubator, offering pathways to professional industry work or independent creative careers.

### **Persistent Profile Focus:**

The program prioritizes individuals who meet one or more of the following criteria:

- Individuals from low-income households and those below the poverty level.
- Former foster youth
- Previously incarcerated individuals
- Persons who have experienced housing insecurity or homelessness

We also consider other applicants on a case-by-case basis, particularly those who lack access to formal creative industry training or support networks.

### **Age Range:**

Participants generally range from ages **18 to 50**. Individuals under 18 must undergo a minor-specific intake process with parent/guardian involvement. Specialized workshops for participants under 18 will be conducted when possible. **50+ applicants may be accepted based on readiness and alignment with program goals.**

### **Geographic Focus:**

Currently, the program serves **Los Angeles County and surrounding counties**. *(Plans are in place to expand into underserved communities and additional cities across the U.S. in the next 1–2 years.)*

## Educational/Professional Background:

No prior film, media, or creative experience is required. Applicants with limited experience may be placed into a Production Assistant Training track. Those with some prior exposure (e.g., production assistant, or film school) may be routed into advanced or specialized pathways depending on readiness.

## INCLUSIVITY:

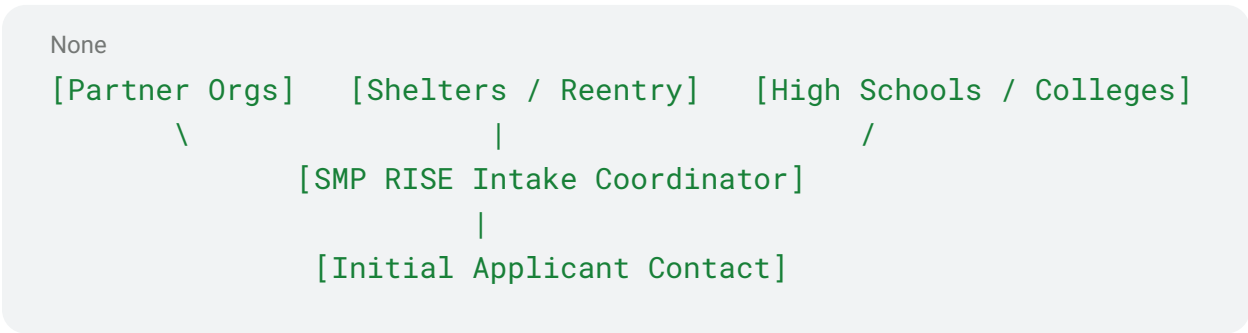
SMP Rise does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to offers of employment, retention of employment, selection of participants, volunteers, vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for the participants, all members of our staff, clients, participants, volunteers, subcontractors, and vendors.

## A2: Community Outreach and Participant Referral

SMP RISE uses a combination of proactive outreach and trusted community partnerships to identify prospective applicants. Outreach channels include:

- Referrals from partner organizations, shelters, and reentry programs
- Direct outreach to high schools, workforce centers, community colleges
- Inquiries from local arts nonprofits and advocacy groups
- Participant-to-participant word of mouth

## Visual Flow: Participant Source Map



## A3: Application Process

### **1. Where to Apply:**

Prospective apprentices begin by submitting via the SMP RISE website or a link sent to a specific partner organization. [LINK TO ONLINE FORM](#)

### **2. What the Form Includes:**

The initial application gathers basic information:

- Full name, phone number, email
- City and zip code
- Preferred method of contact
- Access to video meeting tools (Google Meet, Zoom, etc.)
- Availability for scheduling follow-up
- Short written response: "Tell us a little about yourself"
- Optional: Experience or interest in film/media/creative work
- How did you hear about SMP Rise

### **3. Reviewing Applications:**

Applications are reviewed weekly by SMP RISE staff. Selected applicants will be invited to the next stage: a brief info session and introductory meeting.

## **A4: Intake Progression**

Once a basic application is submitted and reviewed, participants move through the following onboarding checkpoints:

### **Step 1: Introductory Info Session**

Applicants are invited to an information session and introductory meeting (available in-person or online). This session introduces SMP RISE's mission, expectations, and support systems.

### **Step 2: Life Resource Needs Assessment**

Applicants meet privately with an SMP RISE intake support staff member to evaluate immediate life needs:

- Stable housing and safety
- Food security
- Access to medical/mental health resources
- Transportation access (including public transit options)

- *A Google Form version of the needs assessment is used and linked here:*  
[Needs Assessment Form – Internal Use Only](#)

[PDF OF NEEDS FORM TEXT](#)

### Step 3: Program Readiness and Placement

SMP RISE staff conduct a final review to determine applicant's readiness and placement track:

- Orientation to Google Workspace & Classroom (offered in-person) [LINK TO DEVICE RESOURCES](#)
- Outreach and referral to city/county/community services, if applicable
- Readiness checklist:
  - Assessment form completed and reviewed
  - Applicant informed of acceptance or deferred placement
  - If deferred, support is offered to stabilize life conditions for future entry
- Entry into 6–8 week foundational training (see Section A5)

**PRIOR TO ENTERING THE FOUNDATION COURSES \* THE ANTI-HARRASMENT COURSE MUST BE CONDUCTED.** [LINK TO TRAINING COURSE AND MATERIALS](#)

### A5: Foundational Training & Expectations

Once accepted, apprentices begin required foundational coursework before any hands-on production involvement. This includes: (**CURRICULUM BEGINS AT SECTION B**)

#### Foundational Training Overview:

- Duration: 6 to 8 weeks
- Format: Hybrid (Google Classroom & in-person workshops)

#### Participation Expectations:

- Regular attendance and submission of assignments
- Engagement in group dialogue and self-assessment
- Adherence to the Code of Conduct and policies (see next page)

#### Advancement to Production Phase:

Only after successful completion of foundational coursework may participants be considered for:

- On-set workshops
- Shadowing opportunities

- Cohort-based original projects (Learn & Earn model – paid participation only during select cohort project)

**Policy Acknowledgements Required:** Participants must review and sign:

- [Code of Conduct](#)
- [Property, Space, and Equipment Use Policy](#)
- [General Participation Waiver](#)
- [Anti- Harrasment Policy](#)
- [SMP Rise Policies](#)

## **A6: Transition to Track Matching & Department Immersion**

### **1. Eligibility for Advancement**

To advance into specialized department immersion, apprentices must:

- Complete all required foundation coursework and assignments
- Meet attendance minimums (with individualized support offered as needed)
- Participate in staff review ([LINK TO EVALUATION FORM](#))

Apprentices facing challenges may receive additional coaching or support to help them succeed before advancing.

### **2. Department Exposure**

Throughout the foundation phase, participants are introduced to key film/media departments through guest speakers, workshops, and virtual or in-person sessions. Each department's head of department (HOD) outlines:

- Their role and responsibilities
- The jobs within their department
- Pathways into those roles

This is reinforced through structured sessions on departments including the production office, art department, costume, sound, camera, locations, transportation, construction, and more.

### **Pathway Assessment**

As part of the transition from foundational coursework into department-specific track immersion, all apprentices undergo a comprehensive staff review. This evaluation is designed to assess readiness for advancement based on observed behaviors, assignment completion, professionalism, and collaboration. The purpose is to ensure each apprentice is adequately prepared to benefit from the next level of training and mentorship.

The review is conducted by SMP RISE instructional staff and cohort coordinators who have worked directly with the apprentice. It is both formative and summative, offering space for additional support before transition if needed.

### **Evaluation Criteria**

1. **Class Participation & Engagement**  
Assesses consistency in attendance, active involvement in sessions, contribution to discussions, and responsiveness to group activities.
2. **Assignment Completion & Quality**  
Evaluates the completion rate of required assignments, adherence to directions, creativity or critical thinking demonstrated, and overall quality of submissions.
3. **Professionalism & Communication**  
Observes punctuality, email and group communication habits, respect toward peers and instructors, and ability to receive and incorporate feedback.
4. **Teamwork & Collaboration**  
Reflects on cooperative behavior during team assignments, openness to other perspectives, and willingness to support group success.
5. **Growth & Accountability**  
Consider the apprentice's ability to reflect on their own progress, seek help when needed, follow through on commitments, and take responsibility for outcomes.

Each criterion is scored using a 4-point scale:

- **4 – Exceeds Expectations:** Consistently demonstrates exemplary performance and initiative
- **3 – Meets Expectations:** Reliably performs at an acceptable and competent level
- **2 – Approaching Expectations:** Inconsistent or needs improvement in one or more areas
- **1 – Below Expectations:** Rarely demonstrates required behaviors or follow-through

Apprentices who score below “Meets Expectations” in two or more areas may receive additional coaching or be held in the foundation phase Ion

The staff evaluation rubric includes five core criteria, each scored on a scale from 1 to 4, for a maximum total of 20 points. **EACH “STAR” VALUE = 5 POINTS ([LINK TO EVALUATION FORM](#))**

#### **Advancement Guidelines:**

- **17–20 points:** Strong candidate for advancement into Track Matching. Participant has demonstrated readiness, reliability, and skill alignment.
- **13–16 points:** Advancement possible with conditions. Participant may require continued coaching or structured support before full immersion.
- **9–12 points:** Deferred. Participant shows potential but requires significant growth in attendance, engagement, or skill mastery.
- **8 points or below:** Not recommended for advancement. Staff will meet with the participant to discuss barriers and offer alternative pathways or support options.

All advancement decisions are made in consultation with relevant instructors, staff mentors, and program coordinators to ensure fairness and support each participant’s success.

- **Advancement Approved** – Apprentice is ready to proceed to department immersion and track matching.
- **Advancement Pending Support** – Apprentice may proceed with additional support or check-ins.
- **Deferred Review** – Additional time or coaching recommended prior to advancement.

## **Anti-Harassment Training – Dual Format**

### **Purpose**

To provide participants with knowledge of their rights and responsibilities regarding harassment, discrimination, and retaliation, and to ensure compliance with California law and SMP RISE policies for a safe, respectful learning environment.

### **Duration**

1.5 hours live session + 1 week for quiz submission and acknowledgment form.

### **Objectives**

- Understand what constitutes harassment, discrimination, and retaliation.
- Recognize rights and responsibilities in the workplace.
- Learn how to report inappropriate behavior.
- Complete required training and acknowledgment.

### **In-Person Workshop Plan**

#### 1. Introduction (10 min)

- Define harassment, discrimination, retaliation.
- Overview of SMP RISE policy and reporting process.

#### 2. Legal Framework (15 min)

- Explain California law overview (Fair Employment and Housing Act basics).

#### 3. Video Viewing (60 min)

- Watch official DFEH interactive training as a group.
- Link: <https://calcivilrights.ca.gov/shpt/>
- Encourage questions and discussion during pauses.

#### 4. Wrap-up (5 min)

- Provide instructions for quiz completion and acknowledgment form.
- Deadline: 1 week.

### **Virtual / Google Classroom Plan**

Assignment Title: Anti-Harassment Training + Quiz – Due in 1 Week

Assignment Instructions:

1. Watch the official California interactive training: <https://calcivilrights.ca.gov/shpt/>
2. Review the SMP RISE Anti-Harassment Policy (attached).
3. Complete the quiz (linked Google Form).

4. Submit the acknowledgment form.
5. Deadline: 1 week (by [insert date]).

#### **Materials List**

- [Link to official DFEH training video.](#)
- [SMP RISE Anti-Harassment Policy document](#)
- Quiz ([Google Form](#))
- **\*Under age 18** Acknowledgment form ([print](#) or [digital](#)).
- \* Adult Acknowledgment form ([print](#) or [digital](#))
- Sample scenarios handout (optional).
- Slide deck (for in-person delivery, optional).

#### **Documentation**

- Attendance record.
- Completed quiz.
- Signed acknowledgment form.