

VIDEO PRODUCTION/1 (90 Hours)

Course No.: 70-85-60

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signatures verify completion of course competencies)

A. **ORIENTATION** (1 hr)

- _____ 1. Qualifications for career in video production
- _____ 2. Classroom policies and procedures
- _____ 3. Identify responsibilities of assistants
- _____ 4. Discuss sequence of courses
- _____ 5. Occupations that impact video production
- _____ 6. Classroom/workplace emergency procedures
- _____ 7. Discuss safe use of tools and equipment
- _____ 8. Discuss safe classroom practices
- _____ 9. Cal/OSHA rules pertaining to video industry
- _____ 10. Pass safety test with 100% accuracy

B. **INDUSTRY BACKGROUND** (10 hrs)

- _____ 1. Define analog/digital technology
- _____ 2. History of broadcast (television) industry
- _____ 3. History of video production industry
- _____ 4. Impact of emerging technology on jobs
- _____ 5. Discuss general studio policies and rules
- _____ 6. Organizational elements of production
- _____ 7. Define listed terms related to topic
- _____ 8. Differences between listed items
- _____ 9. List members of various production teams
- _____ 10. Work responsibilities of production teams
- _____ 11. How production team functions as unit
- _____ 12. Multi-tasking as a team member
- _____ 13. Setting time schedules for a production
- _____ 14. Define various types of productions
- _____ 15. Compare and contrast production methods
- _____ 16. Define categories of video production
- _____ 17. Differentiate between production methods
- _____ 18. Basic elements in video transmission process
- _____ 19. Terms related to video transmission
- _____ 20. Describe on-demand video capture devices
- _____ 21. FCC regulations
- _____ 22. Concept of *protection of source*

_____ 23. Union practices in broadcasting industry

C. **TECHNICAL TRAINING** (10 hrs)

- _____ 1. Identify listed video production equipment
- _____ 2. Describe safe use of video equipment
- _____ 3. Demo safe use of video equipment
- _____ 4. Use of video formats for acquiring images
- _____ 5. Cameras that use different formats
- _____ 6. Identify/define functions of video camera
- _____ 7. Discuss/demo white-balance on camera
- _____ 8. Describe/demo listed procedures
- _____ 9. Demo back focus/front focus procedures
- _____ 10. Proper use of camera in studio setting
- _____ 11. Discuss "film language"
- _____ 12. Meaning of hand signals to film language
- _____ 13. Interpret/respond to film language on set
- _____ 14. Ways to transmit a video production
- _____ 15. Describe concept of video tape recording
- _____ 16. Identify different recording media
- _____ 17. Identify functions of video tape recorder
- _____ 18. Define standard three-point lighting
- _____ 19. Aspects of standard three-point lighting
- _____ 20. Lighting needs for digital vs. film cameras
- _____ 21. Discuss/demo listed items related to topic
- _____ 22. Define spot/incident light meters
- _____ 23. Assist in various measurements of light
- _____ 24. Describe the contents of a "grip kit"
- _____ 25. Describe basic elements of audio recording
- _____ 26. Define listed items related to topic
- _____ 27. Assist in set up/operation of microphones
- _____ 28. Describe how a mixing board works
- _____ 29. How to "mix down" several tracks into one
- _____ 30. Assist in recording sound in various locations

D. STORY DEVELOPMENT AND NEWS REPORTING

(10 hrs)

- _____ 1. Describe listed principles related to topic
- _____ 2. Brainstorming in story development
- _____ 3. Differentiate “hard” vs. “soft” news
- _____ 4. Legislation that relates to news reporting
- _____ 5. Define the media industry
- _____ 6. Media industry standards of news reporting
- _____ 7. Reporter’s responsibilities in news reporting
- _____ 8. Assist in development of a story
- _____ 9. Assist in development of a news report

E. PRE-PRODUCTION (12 hrs)

- _____ 1. Define shot sheet and storyboard
- _____ 2. Assist in creation of shot sheets
- _____ 3. Identify components of storyboard
- _____ 4. Assist in creation of simple storyboard
- _____ 5. Still images and graphics into video story
- _____ 6. Assist in planning of studio production
- _____ 7. Learn proper script format
- _____ 8. Assist preparation at script development

F. PRODUCTION (12 hrs)

- _____ 1. Participate as production assistant on crew
- _____ 2. Run cables
- _____ 3. Mic talent
- _____ 4. Assist in creation of different hairstyles
- _____ 5. Solicit/respond to hairstyle critiques
- _____ 6. Assist in listed make-up applications
- _____ 7. Describe proper interviewing techniques
- _____ 8. Assist in conducting interviews using scripts
- _____ 9. Develop media industry rubric as guide
- _____ 10. Review/critique interviews and productions

G. POST-PRODUCTION (25 hrs)

- _____ 1. Describe the entire video production process
- _____ 2. Define listed terms related to topic
- _____ 3. Linear versus non-linear editing
- _____ 4. Assist in editing video w/computer software
- _____ 5. Importance of basic elements of editing
- _____ 6. Identify jump cuts & other editing mistakes
- _____ 7. Jump cuts used for artistic emphasis
- _____ 8. Assemble versus insert editing
- _____ 9. Assist in editing transitions using software
- _____ 10. Describe/demo using switcher to mix images
- _____ 11. Assist in addition of “voice-overs” to images
- _____ 12. Procedures involved with an ADR session
- _____ 13. Procedures in creating “Foley” sound effects
- _____ 14. Describe how to edit in “Foley” sound effects
- _____ 15. Assist in adding post-production music
- _____ 16. Explain how to sweeten sound tracks

- _____ 17. Assist in editing sound channels on video tape
- _____ 18. Editing of audio effects/post-production music
- _____ 19. Assist in post-production of one class project
- _____ 20. Develop rubrics for critiquing final projects
- _____ 21. List of rubrics based on industry standards
- _____ 22. Compare value of rubrics from each source
- _____ 23. Compile final list of rubrics from each source
- _____ 24. Exchange final projects w/others & critique
- _____ 25. Write a three-paragraph paper
- _____ 26. Submit final project for critique
- _____ 27. Evaluate the member’s critique
- _____ 28. Submit final project/response to peer critique

H. JOB SHADOWING, INTERNSHIPS, AND JOB PLACEMENT (10 hrs)

- _____ 1. Describe various resources in job searches
- _____ 2. Develop a cover letter
- _____ 3. Develop a resume
- _____ 4. Assemble a 3-minute demo reel
- _____ 5. Write letters seeking employment
- _____ 6. Skills needed for successful interviewing
- _____ 7. Promoting oneself when applying for a job
- _____ 8. Skills needed/required on the job
- _____ 9. Identify promotional ladders
- _____ 10. Participate in “job shadowing” event
- _____ 11. Participate in an internship program
- _____ 12. Participate in mock interview w/panel of peers
- _____ 13. Apply for entry-level jobs in industry