VIDEO PRODUCTION/2 (90 Hours)

Course No.: 70-85-70

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 job in field
_____ 2. Class/studio policies and procedures
_____ 3. Responsibilities of video assistants
_____ 4. Classes that comprise course sequence
_____ 5. Occupations that impact video production
_____ 6. Class/workplace emergency procedures
_____ 7. Review safe use of tools and equipment
_____ 8. Review safe classroom practices
_____ 9. Cal/OSHA pertaining to video production
_____ 10. Pass safety test with 100% accuracy

B. INDUSTRY BACKGROUND (5 hrs)
_____ 1. Define analog/digital technology
_____ 2. History of broadcast television industry
_____ 3. History of video production industry
_____ 4. Impact of emerging technology on industry
_____ 5. General policies/rules at studios
_____ 6. Organizational elements of production
_____ 7. Define listed types of productions
_____ 8. Difference in types of productions
_____ 9. Members of production teams
_____ 10. Production team member's responsibilities
_____ 11. How production team functions a unit
_____ 12. Multi-tasking by production team members
_____ 13. Setting time schedules for productions
_____ 14. Define listed types of productions
_____ 15. Compare/contrast production methods
_____ 16. Categories of video production
_____ 17. Differentiate between production methods
_____ 18. Basic elements of video transmission process
_____ 19. Define terms related to video transmission
_____ 20. 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. Review safe use of video equipment
_____ 2. Review use of various video formats
_____ 3. Demo camera use in different formats
_____ 4. Review functions of video camera
_____ 5. Review/demo adjusting white-balance
_____ 6. Perform back focus/front focus procedure
_____ 7. Demo camera framing/shot composition
_____ 8. Review/demo use of studio camera in studio
_____ 9. Review/demo knowledge of "film language"
_____ 10. Review/demo meaning of hand signals
_____ 11. Review/demo functions of video tape recorder
_____ 12. 'Blacking' a tape and inserting color bars
_____ 13. Discuss principles of tape duplication
_____ 14. Review various types and styles of lighting
_____ 15. Demo light set-up using three-point lighting
_____ 16. Lighting for digital versus film cameras
_____ 17. Review/demo various instruments types/styles
_____ 18. Measure light in various settings
_____ 19. Review the basic elements of audio recording
_____ 20. Set up/operate various types of microphones
_____ 21. Operate different types of audio recorders
_____ 22. Record sound in various environments
_____ 23. Review how a mixing board works
_____ 24. How to "mix down" several tracks into one
_____ 25. Methods of adding graphics to video
_____ 26. Prepare/use graphics in studio production
_____ 27. Create computer-generated titles and credits
_____ 28. How make-up enhances camera appearance
_____ 29. How clothing aspects affect video impact
_____ 30. Importance of proper grooming activities
_____ 31. Effects of wearing accessories
_____ 32. Review basic elements of set design
_____ 33. Construct a set

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D. STORY DEVELOPMENT AND NEWS REPORTING (12 hrs)

_____ 1. Principles of program/story development
_____ 2. Review brainstorming in story development
_____ 3. Differences between "hard"/"soft" news
_____ 4. Various forms of government legislation
_____ 5. Media industry standards of news reporting
_____ 6. Reporter's responsibilities in news reporting
_____ 7. Feature story w/proper script format
_____ 8. Hard news story w/proper script format
_____ 9. Identify sources of news items

E. PRE-PRODUCTION (12 hrs)

_____ 1. Create "shot sheets" for use in production
_____ 2. Review components of a story board
_____ 3. Create a simple storyboard
_____ 4. Integrating still images/graphics into video
_____ 5. Participate in planning of studio production
_____ 6. Develop a production assignment/crew list

F. PRODUCTION (25 hrs)

_____ 1. Serve as a production crew member
_____ 2. Run cables
_____ 3. Demo microphone technique for interviews
_____ 4. Create different hair styles
_____ 5. Solicit critiques of hairstyle creations
_____ 6. Apply appropriate make-up
_____ 7. Conduct interviews using prepared scripts
_____ 8. Use industry-terminology when reviewing
_____ 9. Review recorded interviews/productions

G. POST-PRODUCTION (10 hrs)

_____ 1. Review entire video production process
_____ 2. Linear versus non-linear editing
_____ 3. Assist in editing video w/computer software
_____ 4. Review basic elements of editing
_____ 5. Review jump cuts & other editing mistakes
_____ 6. Review use of jump cuts for artistic emphasis
_____ 7. Perform listed editing transitions
_____ 8. Demo use of switcher to mix video images
_____ 9. Add "voice-overs" to a set of images
_____ 10. Create "Foley" effects
_____ 11. Edit in "Foley" effects
_____ 12. Use digital media to import music
_____ 13. Demo how to sweeten sound tracks
_____ 14. Edit the sound channels on a video tape
_____ 15. Execute audio effects in post-production
_____ 16. Edit at least one of the class projects
_____ 17. Develop student-based rubrics for critiquing
_____ 18. Compile rubrics based on industry standards
_____ 19. Compare rubrics from each source
_____ 20. Compile a final list of rubrics
_____ 21. Exchange final projects and critique
_____ 22. Write a three-paragraph paper
_____ 23. Submit final project to industry for critique
_____ 24. Evaluate member's critique
_____ 25. Submit final project & response to instructor

H. RESOURCE MANAGEMENT (5 hrs)

_____ 1. Define listed terms related to topic
_____ 2. Management of resources in industry
_____ 3. Examples of effective resource management
_____ 4. Benefits of effective resource management

I. JOB SHADOWING, INTERNSHIPS, AND JOB PLACEMENT REVIEW (10 hrs)

_____ 1. Functions of unions & employee organizations
_____ 2. Using listed resources in job searches
_____ 3. Update cover letter
_____ 4. Update resume
_____ 5. Assemble a 1-minute demo reel
_____ 6. Update letters seeking employment
_____ 7. Review skills for successful interviewing
_____ 8. Promoting oneself when applying for job
_____ 9. Review listed skills that are required on job
_____ 10. Review promotional ladders
_____ 11. Participate in a "job shadowing" event
_____ 12. Participate in an internship program
_____ 13. Prepare for and participate in mock interview
_____ 14. Apply for appropriate jobs in the industry

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