

VIDEO PRODUCTION/3 (90 Hours)

Course No.: 70-85-80

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. INTRODUCTION (2 hrs)

- _____ 1. Requirements for a supervisory role
- _____ 2. Class/studio policies, procedures, & methods
- _____ 3. Required for successful completion of course
- _____ 4. Identify the competency areas
- _____ 5. Occupations that impact video production
- _____ 6. Review class/work emergency procedures
- _____ 7. Review the safe use of tools and equipment
- _____ 8. Review safe classroom practices
- _____ 9. Cal/OSHA rules pertaining to industry
- _____ 10. Pass safety test with 100% accuracy

B. INDUSTRY BACKGROUND (5 hrs)

- _____ 1. Definition for analog/digital technology
- _____ 2. History of video broadcasting
- _____ 3. History of video production
- _____ 4. Impact of emerging technologies on future
- _____ 5. General policies and rules at studios
- _____ 6. Review each of the 3 P's of production
- _____ 7. Review occupational titles of crew members
- _____ 8. Responsibilities of each member of crew
- _____ 9. Production team functioning as a unit
- _____ 10. Setting time schedules for production
- _____ 11. Stylistic differences between types of stories
- _____ 12. Producing types of stories/productions
- _____ 13. Differences in categories of video production
- _____ 14. Elements in video transmission process
- _____ 15. Digital TV Transition & Public Safety Act
- _____ 16. Review FCC regulations
- _____ 17. Protection of source in broadcasting/video

C. TECHNICAL TRAINING (12 hrs)

- _____ 1. Safe use of all video equipment
- _____ 2. Use of video formats for acquiring images
- _____ 3. Load/unload cameras w/different formats

- _____ 4. Review functions of video camera
- _____ 5. Adjustment of white-balance on camera
- _____ 6. Supervise back focus/front focus procedure
- _____ 7. Supervise camera framing/shot composition
- _____ 8. Proper use of studio camera in studio setting
- _____ 9. Demo knowledge of "film language"
- _____ 10. Supervise operation of video tape recorder
- _____ 11. Prep "blacking" a tape and inserting color bars
- _____ 12. Review principles of tape duplication
- _____ 13. Supervise tape duplication
- _____ 14. Operation of switcher to mix video images
- _____ 15. Review various types and styles of lighting
- _____ 16. Supervise the lighting of a set
- _____ 17. Lighting for digital versus film cameras
- _____ 18. Review/demo listed types and styles
- _____ 19. Measurement of light in various settings
- _____ 20. Elements of audio recording in video production
- _____ 21. Set up/operation of various microphones
- _____ 22. Operation of different types of audio recorders
- _____ 23. Recording sound in various environments
- _____ 24. Review how a mixing board works
- _____ 25. "Mixing down" of several tracks into one
- _____ 26. Preparation/use of graphics in a production
- _____ 27. Computer-generated titles/credits for a video
- _____ 28. Make-up techniques/enhancement for camera
- _____ 29. Supervise listed items for its video impact
- _____ 30. Review basic elements of set design
- _____ 31. Supervise a set construction

D. STORY DEVELOPMENT AND NEWS REPORTING (10 hrs)

- _____ 1. Principles of program/story development
- _____ 2. Brainstorming techniques for development
- _____ 3. Differences between "hard" and "soft" news
- _____ 4. Govt legislation relating to news reporting

- _____ 5. Media industry standards of news reporting
- _____ 6. Reporter’s responsibilities in news reporting
- _____ 7. Structure of “hard” vs. “feature” news story
- _____ 8. Feature story w/proper script format
- _____ 9. Hard news story w/proper script format
- _____ 10. Various sources of news items
- _____ 11. Develop rubrics following industry standards

E. PRE-PRODUCTION (10 hrs)

- _____ 1. Review the definition of “shot sheets”
- _____ 2. Creation of shot sheets for production
- _____ 3. Review components of storyboard
- _____ 4. Creation of simple storyboard
- _____ 5. Integrate still images/graphics into video
- _____ 6. Plan/supervise production w/listed items
- _____ 7. Develop production assignment/crew list

F. PRODUCTION (15 hrs)

- _____ 1. Coordinate/supervise crew: studio production
- _____ 2. Coordinate/supervise crew: field production
- _____ 3. Creation of studio interview production
- _____ 4. Creation of narrative interview production
- _____ 5. Review proper interviewing techniques
- _____ 6. Videotaping interviews w/prepared scripts
- _____ 7. Review/critique interviews/productions

G. POST-PRODUCTION (20 hrs)

- _____ 1. Review entire video production process
- _____ 2. Linear versus non-linear editing
- _____ 3. Review basic elements of editing
- _____ 4. Computer- based editing software
- _____ 5. Jump cuts and other typical editing mistakes
- _____ 6. Use of jump cuts for artistic emphasis
- _____ 7. Supervise various editing transitions
- _____ 8. Supervise use of switcher to mix images
- _____ 9. Supervise adding of “voice-overs” to images
- _____ 10. Coordinate a “Foley” sound effects session
- _____ 11. Supervise editing of Foley effects
- _____ 12. Add post-production music/audio effects
- _____ 13. Editing techniques to sweeten sound tracks
- _____ 14. Editing of sound channels on videotape
- _____ 15. Editing sound channels/scripted news story
- _____ 16. Supervise execution of audio effects
- _____ 17. Editing of production class projects
- _____ 18. Develop student-based rubrics for critiquing
- _____ 19. Compile rubrics based on industry standards
- _____ 20. Compare value of rubrics from each source
- _____ 21. Final list of rubrics from both sources
- _____ 22. Exchange edited final project with another
- _____ 23. Write a three-paragraph paper
- _____ 24. Evaluate the member’s critique

- _____ 25. Submit edited projects for industry critique
- _____ 26. Evaluate industry member’s critique
- _____ 27. Submit final project/response to instructor

H. RESOURCE MANAGEMENT REVIEW (1 hr)

- _____ 1. Define listed terms related to topic
- _____ 2. Management of time, materials, personnel
- _____ 3. Examples of effective management
- _____ 4. Benefits of effective resource management

I. JOB SHADOWING, INTERNSHIP, AND JOB PLACEMENT REVIEW (15 hrs)

- _____ 1. Functions of unions/employ organizations
- _____ 2. Apply various tools to use in job searches
- _____ 3. Update cover letter
- _____ 4. Update a personal résumé
- _____ 5. Assemble a 1-minute demo reel
- _____ 6. Update letters seeking employment
- _____ 7. Skills needed for successful interviewing
- _____ 8. Skills to promote oneself in job search
- _____ 9. Review skills that are required on the job
- _____ 10. Review promotional ladders
- _____ 11. Participate in “job shadowing” event
- _____ 12. Participate in an internship program
- _____ 13. Prepare listed items for a mock interview
- _____ 14. Apply for appropriate jobs in the industry