

**TRAINING PROGRAM OF INSTRUCTION (TPI)**

**FOR**

**DINFOS-AEJC**

**ADVANCED ELECTRONIC JOURNALISM COURSE**



Approved by:

Commandant Defense Information School  
Supersedes IEJC TPI Dated: 06 January 2007 and is different from  
the previous version of AEJC dated April 2003



**ADVANCED ELECTRONIC JOURNALISM COURSE  
TRAINING PROGRAM OF INSTRUCTION**

**Table of Contents**

<b>PREREQUISITES .....</b>	<b>3</b>
<b>FUNCTIONAL AREA 1 OVERVIEW.....</b>	<b>6</b>
<b>Advanced Storytelling Principles.....</b>	<b>7</b>
<b>FUNCTIONAL AREA 2 OVERVIEW.....</b>	<b>9</b>
<b>Advanced Storytelling Production Exercises.....</b>	<b>10</b>
<b>Advanced Storytelling Production Exams .....</b>	<b>11</b>
<b>FUNCTIONAL AREA 3 .....</b>	<b>13</b>
<b>Course Administration.....</b>	<b>13</b>

# TRAINING PROGRAM OF INSTRUCTION

## Preface

**TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN):** DINFOS-AEJC

**TITLE:** Advanced Electronic Journalism Course

**TRAINING LOCATION:** Defense Information School, Fort George G. Meade, Maryland

**SPECIALTY AWARDED:** None

**PURPOSE:** This course provides the knowledge and skills needed to enhance the performance of duties for experienced broadcast journalists and videographers supporting public affairs, journalism, and broadcast video production missions throughout the Armed Forces.

**COURSE DESCRIPTION:** The Advanced Electronic Journalism Course provides in-depth training in advanced visual and audio communication to support the mission of newsgathering. Instruction includes advanced lighting, editing, and storytelling techniques emphasizing uncontrolled action, subject-in-action sound bites, packaging, shot selection and visualization, natural and prompted audio collection, and effective scripting.

### PREREQUISITES:

- a. Students should have one (1) year of active field experience practicing Electronic News Gathering (ENG) skills, to include, writing, voicing, shooting and editing, within the 18 months prior to course attendance.
- b. Students must possess basic knowledge of Electronic News Gathering. Personnel arriving at DINFOS without having the required knowledge and experience will be disenrolled and returned to their units.
- c. Students are required to bring to class a sample of their work (i.e. an ENG story on a CD) produced within the last year.
- d. Service prerequisites are as follows:

**All services:** Must be a graduate of one of the following:

- a. DINFOS Basis Combat Correspondent (BCC/BCC-60)
  - \* FKA Basic Public Affairs Specialist-Broadcaster (BPAS-B)
  - \* FKA Basic Broadcaster Course (BBC)
- b. Video Production Documentation (VPD)
- c. Electronic Journalism Course (EJC)
- d. Basic Mass Communication Specialist Course (BMCS), or possess 8143 NEC.

**USA:** E-4/E-6 - Must be MOS qualified 46R. Applicants must submit one story to Army Public Affairs Center (APAC) for review and approval prior to enrollment. Civilian: GS 7-9 in a 1071 Series position for at least one year. Waiver request must be submitted through APAC training branch.

**USN:** E-4/E-6 - If waiver required documented OJT, the senior regional MC must provide command endorsement and approval.

**USAF:** E-4/E-7 - Student must have AFSC 3N0X2 and pass DINFOS product review.

Submission must be one of the following: news, sports or feature television product four minutes maximum in length that is shot, written, edited and produced by the candidate.

**USMC:** E-3/E-7

**International Students:** International students attending this course must have an English Comprehension Level (ECL) of 85, have one (1) year cumulative field experience practicing Electronic News Gathering (ENG) skills, be proficient with non-linear editing, and have worked with ENG equipment within the last 12 months.

**Interagency:** Interagency students must have one (1) year cumulative field experience practicing Electronic News Gathering (ENG) skills, be proficient with non-linear editing, and have worked with ENG equipment within the last 12 months.

**Additional requirements:**

- a. **DRESS REQUIREMENTS:** Utility uniform for on-post school assignments; business casual civilian attire for off-post shoots.
- b. **TRANSPORTATION:** DINFOS will provide transportation to three off-post shooting locations. Students will shoot one story over a weekend as homework. Recommend students have authorization for rental vehicles in order to conduct site surveys of shoot locations prior to the actual videotaping and story gathering so they can accomplish their homework effectively.

**SECURITY CLEARANCE:** None

**CLASS SIZE:**

MAXIMUM	8
MINIMUM	3
ANNUAL COURSE CAP	24

**COURSE LENGTH:** 20 Training Days

ACADEMIC HOURS:	148 Hrs
ADMINISTRATIVE HOURS:	12 Hrs
TOTAL COURSE HOURS:	160 Hrs

**INSTRUCTOR CONTACT HOURS:** 358 Hrs

**TYPE/METHOD OF INSTRUCTION:**

Lecture (L)	23 Hrs
Performance Exercise (PE)	35 Hrs
Demonstration (D)	26 Hrs
Examination	64 Hrs
Performance Examination (EP)	64 Hrs
Administration (AD)	12 Hrs

**TRAINING START DATE:** October 2009

**ENVIRONMENTAL IMPACT:** None. DoD policy was followed to assess the environmental impact.

**MANPOWER:** The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

**EQUIPMENT AND FACILITIES:** The Course Design Resource Estimate (CDRE) contains this information.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Directorate of Training, (DINFOS/DOT): 301-677-2993

## **FUNCTIONAL AREA 1 OVERVIEW**

### **Advanced Storytelling Principles**

**Total FA Hours: 60**

**Terminal Training Outcome:** In Functional Area 1, students learn the principles and techniques of advanced storytelling production. Through lecture, demonstration, practical exercises, and homework students gain knowledge and skills in advanced non-linear editing, photojournalism, visual storytelling, lighting, interviewing, audio, writing, stand-ups, and videography. Students are assigned homework to become familiar with the shooting, storytelling, and sequencing techniques learned in class. Students receive an informal critique of their completed homework assignments. Knowledge and skills gained in this functional area will be demonstrated and evaluated in Functional Area 2.

#### **UNIT 001: Advanced Storytelling Principles**

- 001 Demonstrate non-linear editing principles
- 002 Apply foundations of photojournalism
- 003 Incorporate visual storytelling techniques
- 004 Incorporate advanced lighting techniques
- 005 Demonstrate interviewing techniques
- 006 Incorporate advanced audio techniques
- 007 Incorporate advanced writing techniques
- 008 Incorporate advanced stand-up techniques
- 009 Demonstrate advanced non-linear editing (NLE) skills
- 010 Integrate videography principles

#### **TPFN HOURS AND TYPES:**

23 hr. Lecture

26 hr. Demonstration

11 hr. Practical Exercise

**FUNCTIONAL AREA 1**  
**ADVANCED ELECTRONIC JOURNALISM COURSE**

**TPFN: DINFOS – AEJC – 001 - 001**

**UNIT TITLE: Advanced Storytelling Principles**

**INSTRUCTIONAL TYPE AND HOURS: 23 L; 26 D; 11 PE**

**TOTAL INSTRUCTIONAL HOURS: 60**

**TASK (S):**

- 001 Demonstrate non-linear editing principles
- 002 Apply foundations of photojournalism
- 003 Incorporate visual storytelling techniques
- 004 Incorporate advanced lighting techniques
- 005 Demonstrate interviewing techniques
- 006 Incorporate advanced audio techniques
- 007 Incorporate advanced writing techniques
- 008 Incorporate advanced stand-up techniques
- 009 Demonstrate advanced non-linear editing (NLE) skills
- 010 Integrate videography principles

**SUMMARY OF INSTRUCTION:** The instructor demonstrates non-linear editing system concepts involved in creative editing and storytelling. Using the stories they brought to the course, students discuss how to prevent common mistakes they make in the field. They revisit the basics of camera work by discussing the foundations of photojournalism to include shot composition, sequencing, camera angles, camera movement, use of manual iris, depth of field, proper shot axis, correct lighting, and steady video. Instructors demonstrate advanced camera usage and composition, define “commitment to the story,” and teach how to use the camera to convey that commitment. Students explore how to use the five senses to make the storytelling process a complete expression and view some of the top news stories produced by today’s news industry. They discuss advanced lighting concepts and techniques used when working with lighting equipment. The instructor demonstrates set-ups to include two-, three- and four-point lighting, slash lighting, limbo lighting and lighting for effect. Students will apply these techniques in an exercise. The class discusses the importance of thorough planning and proper organization when conducting standard and working interviews. Emphasis is placed on producing facts; getting opinions; revealing personalities; preparing questions; establishing trust; and asking questions.

The class discusses the importance of sound and its use in television news stories. Topics include the collection of natural sound and its use in news stories, and how sound is the meaning and emotion of video.

Students are exposed to the nature of sound, collecting that sound, and including it into a story using punctuation, seamless transitions, weaving and continuous audio under multiple shots. They learn how to set up and use their wireless microphone system, shotgun microphone and camera audio settings. Students discuss good news writing elements, and the importance of people and writing surprises into the story; using strong, natural sound, and silence. They perform several exercises to assess their skills. Instructors teach how to properly shoot and compose the stand-ups used in television news to include, bridges, throws, bumpers, show and tell, location, and “walk-n-talk.” Students learn when to use these stand-ups and how to avoid interrupting the story with them. They are required to use an advanced stand-

up technique in one of their graded exercises in Functional Area 2. The instructor demonstrates media management, compression, color correction and DVD authoring. Students compress all their stories and author multiple DVDs. They also learn basic color correction skills. One of their exercises focuses on anticipating the action, and fast shooting while editing in-camera. Each of the scenarios is discussed afterwards in terms of difficulties, challenges and the approach students took prior to and during the shooting process.

Students will use the knowledge and skills gained in this unit to shoot, write and edit two exercises and four graded exams in Functional Area 2.

**INSTRUCTOR/STUDENT RATIO:** 1:8 (L); 1:8 (D); 3:8 (PE)

**SAFETY FACTORS:** Routine

**REFERENCES:**

- Yoakam, and Cremer. (1989). *ENG: TV News and the New Technology* (2nd edition). Southern Illinois University Press.
- Zettl, H. (2006). *Television Production Handbook* (9th edition). China: Thomson Wadsworth.
- Biagi, S. (1992). *Interviews That Work: A Practical Guide for Journalists*. Belmont, CA: Wadsworth Publishing Company.
- Block, M. (1997). *Writing Broadcast News, Shorter, Sharper, Stronger*. Chicago: Bonus Books.
- Underwood, R. (2007). *Roll! Shooting TV News: Views From Behind the Lens*. Burlington, MA: Elsevier.
- Button, B. (2002). *Non-linear Editing, Storytelling, Aesthetics and Craft*. Elsevier Science & Technology.
- Editing with Avid Express Pro and Avid Express DV*. (2004). Avid Technology. Berkeley, CA: Peachpit Press.
- Millerson, G. (1991). *Lighting for Video* (3rd edition). Burlington, MA: Elsevier Ltd.
- National Press Photographers Association 2006, 2008 Workshop Materials
- Shook, F. (2005). *Television Field Production and Reporting* (4th edition). Boston, MA: Inc.-Pearson Education.
- Sony Professional Disc Camcorder, PDW-510/510P, PDW-530/530P, Operation Manual. 2005. 1<sup>st</sup> edition.
- Dotson, B. (2000). *Make it memorable: Writing and Packing TV News with Style*. Chicago: Bonus Books.

## **FUNCTIONAL AREA 2 OVERVIEW**

### **Advanced Storytelling Production**

**Total FA Hours: 88**

**TERMINAL TRAINING OUTCOME:** In this functional area, students are evaluated on their skills in advanced storytelling production. They will demonstrate knowledge gained from the previous functional area to include: advanced non-linear editing; photojournalism; visual storytelling; lighting; interviewing; audio; writing; stand-up; and videography. Assessment of their skills will take place in the form of two exercises and four exams. They must achieve a minimum of 70% on each test and pass eleven (11) separate critical competencies, to successfully meet the course standard.

**UNIT 001:      Advanced Storytelling Production Exercises**

- 001      Produce an ENG story using advanced storytelling principles – Performance Exercise 1
- 002      Produce an ENG story using advanced storytelling principles – Performance Exercise 2

**UNIT 002:      Advanced Storytelling Production Exams**

- 001      Produce an ENG story using advanced storytelling principles – Performance Exam 1
- 002      Produce an ENG story using advanced storytelling principles – Performance Exam 2
- 003      Produce an ENG story using advanced storytelling principles – Performance Exam 3
- 004      Produce an ENG story using advanced storytelling principles – Performance Exam 4

**TPFN HOURS AND TYPES:**

24 hr. Performance Exercise  
64 hr. Performance Exam

**FUNCTIONAL AREA 2**  
**ADVANCED ELECTRONIC JOURNALISM COURSE**

**TPFN: DINFOS – AEJC – 002 - 001**

**UNIT TITLE: Advanced Storytelling Production Exercises**

**INSTRUCTIONAL TYPE AND HOURS: 24 PE**

**TOTAL INSTRUCTIONAL HOURS: 24**

**TASK (S):**

- 001 Produce an ENG story using advanced storytelling principles – Performance Exercise 1
- 002 Produce an ENG story using advanced storytelling principles – Performance Exercise 2

**SUMMARY OF INSTRUCTION:** Students will complete two (2) performance exercises. These exercises measure the comprehension level of the student and their ability to integrate the skills learned in class. Students demonstrate advanced camera usage and shot composition techniques in the areas of: assessing the commitment; the ability to tell a coherent story by recording video and audio (natural ambient sound, prompted ambient voice); and shooting opening and closing shots, sequences, cut-ins and cut-aways to support a television story. The students are responsible for determining how they will treat each particular story, and participate in a group analysis of final products. Students must finish the exercises by the deadline established. They must achieve a minimum of 70% on each exercise and pass eleven (11) separate critical competencies at least twice, to successfully meet the course standard.

**INSTRUCTOR/STUDENT RATIO: 3:8 (PE)**

**SAFETY FACTORS:** Routine

**REFERENCES:**

- Yoakam, and Cremer. (1989). *ENG: TV News and the New Technology* (2nd edition). Southern Illinois University Press.
- Zettl, H. (2006). *Television Production Handbook* (9th edition). China: Thomsom Wadsworth.
- Biagi, S. (1992). *Interviews That Work: A Practical Guide for Journalists*. Belmont, CA: Wadsworth Publishing Company.
- Block, M. (1997). *Writing Broadcast News, Shorter, Sharper, Stronger*. Chicago: Bonus Books.
- Underwood, R. (2007). *Roll! Shooting TV News: Views From Behind the Lens*. Burlington, MA: Elsevier.
- Button, B. (2002). *Non-linear Editing, Storytelling, Aesthetics and Craft*. Elsevier Science & Technology.
- Editing with Avid Express Pro and Avid Express DV*. (2004). Avid Technology. Berkeley, CA: Peachpit Press.
- Millerson, G. (1991). *Lighting for Video* (3rd edition). Burlington, MA: Elsevier Ltd.
- National Press Photographers Association 2006, 2008 Workshop Materials
- Shook, F. (2005). *Television Field Production and Reporting* (4th ed.ition). Boston, MA: Inc.-Pearson Education.
- Sony Professional Disc Camcorder, PDW-510/510P, PDW-530/530P, Operation Manual. 2005. 1<sup>st</sup> edition.
- Dotson, B. (2000). *Make it memorable: Writing and Packing TV News with Style*. Chicago: Bonus Books.

**FUNCTIONAL AREA 2**  
**ADVANCED ELECTRONIC JOURNALISM COURSE**

**TPFN: DINFOS – AEJC – 002 – 002**

**UNIT TITLE: Advanced Storytelling Production Exams**

**INSTRUCTIONAL TYPE AND HOURS: 64 EP**

**TOTAL INSTRUCTIONAL HOURS: 64**

**TASK (S):**

- 001 Produce an ENG story using advanced storytelling principles – Performance Exam 1
- 002 Produce an ENG story using advanced storytelling principles – Performance Exam 2
- 003 Produce an ENG story using advanced storytelling principles – Performance Exam 3
- 004 Produce an ENG story using advanced storytelling principles – Performance Exam 4

**SUMMARY OF INSTRUCTION:** Students will undergo four (4) performance exams. These exams measure the comprehension level of the student and their ability to integrate the skills learned in class. Students demonstrate advanced camera usage and shot composition techniques in the areas of: assessing the commitment; the ability to tell a coherent story by recording video and audio (natural ambient sound, prompted ambient voice); shooting the opening and closing shots, sequences, cut-ins and cut-aways to support a television news story. Students are required to research and come up with the four (4) stories they will produce. For three (3) of these stories the instructors will determine a general location (Annapolis, Inner Harbor, Savage Mill). The students will have the flexibility to shoot over a weekend and wherever (within the local area) they like for the fourth story. Students are encouraged to use Ft. Meade public transportation or their rental cars for transportation to and from that shoot location. Instructors will provide transportation to and from the first three (3) video shoots. All stories must be researched, shot, written and edited by the student. The students are responsible for determining how they will treat each particular story, and participate in a group analysis of final products. Students must finish the exercise by the deadline established. They must achieve a minimum of 70% on each exam and pass eleven (11) separate critical competencies at least twice, to successfully meet the course standard.

**INSTRUCTOR/STUDENT RATIO: 3:8 (EP)**

**SAFETY FACTORS:** Routine

**REFERENCES:**

- Yoakam, and Cremer. (1989). *ENG: TV News and the New Technology* (2nd edition). Southern Illinois University Press.
- Zettl, H. (2006). *Television Production Handbook* (9th edition). China: Thomson Wadsworth.
- Biagi, S. (1992). *Interviews That Work: A Practical Guide for Journalists*. Belmont, CA: Wadsworth Publishing Company.
- Block, M. (1997). *Writing Broadcast News, Shorter, Sharper, Stronger*. Chicago: Bonus Books.
- Underwood, R. (2007). *Roll! Shooting TV News: Views From Behind the Lens*. Burlington, MA: Elsevier.
- Button, B. (2002). *Non-linear Editing, Storytelling, Aesthetics and Craft*. Elsevier Science & Technology.
- Editing with Avid Express Pro and Avid Express DV*. (2004). Avid Technology. Berkeley, CA: Peachpit Press.
- Millerson, G. (1991). *Lighting for Video* (3rd edition). Burlington, MA: Elsevier Ltd.
- National Press Photographers Association 2006, 2008 Workshop Materials.

- Shook, F. (2005). *Television Field Production and Reporting* (4th edition). Boston, MA: Inc.-Pearson Education.
- Sony Professional Disc Camcorder, PDW-510/510P, PDW-530/530P, Operation Manual. 2005. 1<sup>st</sup> edition.
- Dotson, B. (2000). *Make it memorable: Writing and Packing TV News with Style*. Chicago: Bonus Books.

## **FUNCTIONAL AREA 3**

### **COURSE ADMINISTRATION**

**TPFN: DINFOS – AEJC – 003 - 001**

**UNIT TITLE: Course Administration**

**TPFN HOURS AND TYPE: 12 AD**

**TPFN TOTAL HOURS: 12**

**PREREQUISITE TPFN: All previous TPFN's**

**TASK(S):**

- 001 Complete In-processing
- 002 Complete End of Course Survey
- 003 Participate in Closing Ceremony
- 004 Complete Out-processing
- 005 Complete Information Assurance
- 006 Equipment Inventory

**SUMMARY OF ACTIVITIES: Self-explanatory**

**REFERENCES: DINFOS Policy and Procedures Manual**

**INSTRUCTOR/STUDENT RATIO: N/A**

**SAFETY FACTORS: Routine**