

**TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-EJC
ELECTRONIC JOURNALISM COURSE (EJC)**



Approved by:

COL Jeremy M. Marko
Commandant DINFOS

March 26, 2012

Commandant
Defense Information School
Supersedes TPI dated 3 April 2008



**ELECTRONIC JOURNALISM COURSE
TRAINING PROGRAM OF INSTRUCTION**

Table of Contents

PREFACE.....3

FUNCTIONAL AREA 1 – VIDEO CONCEPTS AND TECHNIQUES5

 001 Writing for Electronic Journalism.....5

 002 Voice Dynamics and Delivery6

 003 News Coverage and Electronic News Gathering Skills7

 004 Camera Operations/Camera Techniques 8

 005 Shot Selection and Visualization9

 006 Lighting for Electronic Journalism.....10

 007 Principles of Broadcast Editing.....11

**FUNCTIONAL AREA 2 – APPLICATION OF ELECTRONIC
NEWS GATHERING (ENG) TECHNIQUES12**

 001 Application of ENG Techniques12

FUNCTIONAL AREA 3 – APPLICATION OF SPOT PRODUCTION TECHNIQUES13

 001 Spot Production13

 002 Application of Spot Production Techniques13

FUNCTIONAL AREA 4 – COURSE ADMINISTRATION14

REFERENCES.....15

TRAINING PROGRAM OF INSTRUCTION

Preface

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

TITLE: 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 give apprentice-level electronic journalism experience to non-broadcasters. The selected student should be serving as an electronic journalist or projected for an American Forces Radio and Television Service assignment.

TRAINING METHODOLOGY: The material in this course is delivered via instructor-led training.

COURSE DESCRIPTION: The Electronic Journalism Course places emphasis on the principles and techniques needed to produce television news and spots. The students learn writing for electronic journalism (EJ); voice-over and stand-ups; news coverage; operation of video camera systems; lighting; and editing.

PREREQUISITES:

1. US Army: Enlisted personnel in grades E-1 through E-7 with a PMOS of 46R/46Q may enroll in this course. Phase 1, BRC (Broadcast Reclassification Course) (fka AFIS IB-RC, Introduction to Broadcasting Res Com), resident training at the Defense Information School; Phase 2 (15 ACCP sub-courses PAO100, PAO110, PAO120, DIO130, DIO140, DIO300, DIO310, DIO320, DIO330, DIO340, DIO345, DIO350, DIO351, DIO370, and DIO390).
2. US Navy: Enlisted personnel in grades E-1 through E-6 in the MC rating.
3. US Marine Corps: Enlisted personnel in grades E-1 through E-6 with a MOS of 4341.
4. US Air Force: Enlisted personnel in grades E-1 through E-6 with an AFSC of 3NXXX.
5. International students attending this course must have an English Comprehension Level (ECL) of 85.
6. Interagency: Must be in a GS 1035, 1061, 1071, or 1084 series position requiring video skills.
7. Waivers: Requests for prerequisite waivers must be routed through the appropriate Service chain of command to the DINFOS Commandant and must be approved prior to student's acceptance into training. If you have any questions about these procedures, please contact Academic Records at 301-677-4648.

8. Special Information: Previous graduates may attend EJC as a refresher course providing they graduated at least three years prior to class start date.
9. DoD Civilians: Civilian personnel requiring the need of electronic journalism skills.

CLASS SIZE:

MAXIMUM	12
MINIMUM	3
COURSE CAP	48

COURSE LENGTH: 15.0 days

ACADEMIC HOURS:	112.0 hrs
ADMINISTRATIVE HOURS:	8.0 hrs
TOTAL COURSE HOURS:	120.0 hrs

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)	34.75 hrs
2. Demonstration (D)	9.25 hrs
3. Performance Exercise (PE)	40.0 hrs
4. Computer Aided Instruction (CAI)	0.0 hrs
5. Examination (E)	28.0 hrs
Examination Performance (EP)	28.0 hrs
Written Examination (EW)	0.0 hrs
6. Administration (AD)	8.0 hrs

TRAINING START DATE: 02 April 2012

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

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

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

TRAINING DEVELOPMENT PROPONENT: Doug Rike, Course Developer, Defense Information School, Fort George G. Meade, MD, 20755, Phone 301-677-3886.

REFERENCES: Located on the last page of this TPI.

SAFETY FACTORS: ROUTINE

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students learn the elements of good broadcast writing. The students will learn the six basic broadcast writing rules: clear, concise, conversational, complete, current and correct. They'll identify the five "W"s and the "H" (who, what, where, when, why, and how) in story development and how to use them to attract viewer attention. Also discussed are active versus passive voice, attribution, and special formats in television writing. The students will practice their writing skills – using facts and sound bites from a sample story—to produce a news script.

UNITS:

001 Writing for Electronic Journalism

001 Identify basic broadcast writing rules

002 Identify the five "W's" and "H" in story development

003 Write a news script

TOTAL TPFN TIME: 7.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

5.0 – L (1:12)

1.0 – D (1:12)

1.0 – PE (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students will review the fundamentals of voice dynamics training, including principles of voice training, proper copy interpretation, and articulation.

UNITS:

002 Voice Dynamics and Delivery

001 Demonstrate copy interpretation and articulation principles

TOTAL TPFN TIME: 2.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1.0 – L (1:12)

1.0 – D (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students will learn the techniques of news reporting and identify the elements that make a story newsworthy. The students will explain the differences between hard and soft approaches to reporting the news, then identify the proper techniques used to produce a news story. The students receive instruction on ethical broadcast journalism practices and Defense Department guidance on the manipulation of official imagery. They're also exposed to broadcast law issues relating to copyright, intellectual property rights and fair use of copyrighted material as it pertains to news and spot production. The students learn how to incorporate interview sound bites and reporter stand-ups into a broadcast news product.

UNITS:

- 003 News Coverage and Electronic News Gathering Skills
 - 001 Describe the techniques of news reporting
 - 002 Identify the elements of newsworthiness
 - 003 Explain approaches to news reporting
 - 004 Identify techniques in gathering information and assembling stories
 - 005 Identify types of soundbites
 - 006 Describe how legal issues affect broadcast products

TOTAL TPFN TIME: 8.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

8.0 – L (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students will identify the components and operation of the Electronic News Gathering (ENG) camera system. They will demonstrate how to properly set-up the tripod and camera system and integrate external accessories, including sun guns and wired and wireless microphone systems. Students will demonstrate proper microphone selection and placement, headphone usage, leveling the tripod, white balancing, record and playback functions. They'll identify the importance of using a shooting strategy and use this knowledge to shoot multiple sequenced video shots with a minimum of one three-shot sequence, while performing operator-level system checks.

UNITS:

- 004 Camera Operations/Camera Techniques
 - 001 Identify components of the camera system
 - 002 Demonstrate microphone selection and headphone usage
 - 003 Describe set-up of camera system
 - 004 Perform operator level system checks
 - 005 Shoot a three-shot sequence

TOTAL TPFN TIME: 6.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 2.75 – L (1:12)
- 0.75 – D (1:12)
- 2.50 – PE (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students will learn the aesthetic principles of using a video camera, evaluate what determines proper field of view, and discuss long shots, medium shots, close-ups, cut-ins, cut-aways, and camera angles. They'll identify the components of proper composition, including creating depth and the rule of thirds. Students also identify common errors in composition and coverage such as poor positioning, lack of head, look and lead room, distracting movement, and camera angles. Students will assist in demonstrating how to capture video to support an extended video sequence and assist in editing the footage. Students will explain how to develop proper shooting strategies using video sequences.

UNITS:

- 005 Shot Selection and Visualization
 - 001 Discuss field of view
 - 002 Identify visual composition
 - 003 Explain shooting strategies

TOTAL TPFN TIME: 2.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

2.0 – L (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students learn the basic principles of lighting for electronic journalism. They'll begin by identifying types of lighting and lighting situations and discussing the difference between quantity and quality of light, and then observe a lighting demonstration. They'll observe a demonstration of the set-up and the safety precautions to be used when working with lights. They'll also observe the use of color correction, color effect gels, intensity control, three-point lighting, use of reflectors, creating depth and dimension, and light control measures. Students will learn how to ensure that the lighting used meets the technical requirements of their camera systems, and will understand the importance of lighting in providing an aesthetically pleasing picture.

UNITS:

- 006 Lighting for Electronic Journalism
 - 001 Identify uses and types of lighting equipment
 - 002 Light a one-person interview
 - 003 Demonstrate use of color temperature, diffusion, and lighting control measures

TOTAL TPFN TIME: 8.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 3.00 – L (1:12)
- 1.00 – D (1:12)
- 4.00 – PE (1:12)

**FUNCTIONAL AREA 1
VIDEO CONCEPTS AND TECHNIQUES**

TPFN: DINFOS-EJC-001-

TERMINAL TRAINING OUTCOME: Students learn basic non-linear editing concepts and will identify basic components of an editing system, types of edits, how to organize media bins, project workflow, and audio capabilities. They'll learn basic effects, titles, compression and media management. They'll observe a demonstration of editing a package with voiceover and video with natural sound. Students will narrate a prewritten script, conduct an interview, gather supporting video and audio, and edit a finished package.

UNITS:

- 007 Principles of Broadcast Editing
 - 001 Identify non-linear editing system components, workflow and procedures
 - 002 Demonstrate principles of non-linear editing
 - 003 Demonstrate use of edit fine tuning techniques
 - 004 Demonstrate audio techniques
 - 005 Create effects and titles
 - 006 Perform media compression and output
 - 007 Perform media management

TOTAL TPFN TIME: 22.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 11.0 – L (1:12)
- 05.5 – D (1:12)
- 05.5 – PE (1:12)

FUNCTIONAL AREA 2
APPLICATION OF ELECTRONIC NEWS GATHERING (ENG) TECHNIQUES

TPFN: DINFOS-EJC-002-

TERMINAL TRAINING OUTCOME: Students will demonstrate the application of electronic newsgathering and storytelling skills. Students will complete storytelling strategy worksheets, light, videotape and conduct interviews, write stories, acquire support imagery and audio, voice a script, shoot a stand-up and assemble all of these elements into a completed story. All stories will be critiqued against established broadcast standards covering the areas of voice and appearance, shooting fundamentals, production quality, policies and procedures, and communicative qualities. Students must achieve a minimum numeric passing score of 70% on each graded exercise and pass each critical competency at least once over all graded exercises.

UNITS:

- 001 Application of ENG Techniques
 - 001 Shoot a news story
 - 002 Write a news story script
 - 003 Perform a voice-over for a news story
 - 004 Shoot and conduct an interview
 - 005 Perform a reporter stand up
 - 006 Edit a news story

TOTAL TPFN TIME: 45.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

28.0 – EP (1:12)

17.0 – PE (1:12)

FUNCTIONAL AREA 3
APPLICATION OF SPOT PRODUCTION TECHNIQUES

TPFN: DINFOS-EJC-003-

TERMINAL TRAINING OUTCOME: The student is able to explain how spot production differs from news production, and given a requirement to produce a spot announcement, will develop an idea and construct a storyboard to include identification of target audience and objective statement. Using this information, the student will write, light, shoot and edit a 30-second local command information spot announcement. The final product must meet stated command information policy objectives and comply with Defense Department command information guidelines. Students must achieve a minimum numeric passing score of 70% on each graded exercise and pass each critical competency at least once over all graded exercises.

UNITS:

001 Spot Production

- 001 Describe how spot production differs from ENG
- 002 Identify the major steps involved in the production process
- 003 Describe target audience and develop objective statement

002 Application of Spot Production Techniques

- 001 Write/Storyboard a local command information spot
- 002 Produce a local command information spot

TOTAL TPFN TIME: 12.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 2.00 – L (1:12)
- 10.00 – PE (1:12)

**FUNCTIONAL AREA 4
COURSE ADMINISTRATION**

TPFN: DINFOS-EJC-004-

TERMINAL TRAINING OUTCOME: The students will complete the following administrative tasks at the beginning and end of the course.

UNITS:

- 001 Course Administration
 - 001 Course welcome
 - 002 Information assurance
 - 003 Academic records in-processing
 - 004 Equipment issue
 - 005 Provide end-of-course critique
 - 006 Academic records out-processing
 - 007 Equipment turn-in
 - 008 Graduation

TOTAL TPFN TIME: 8.0 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:
8.0 – AD (1:12)

References

MANUALS

Broadcast Writing Style Guide, DINFOS
Code of Ethics, National Press Photographers Association
Digital Manipulation Code of Ethics, National Press Photographers Association
Digital Nonlinear Editing, New Approaches to Editing Film and Video, Thomas A. Ohanian
Professional Code of Ethics and Professional Conduct, Radio and Television News Directors Association

BOOKS & MISC.

Fundamentals of Voice and Articulation, 12th Edition, Lyle Mayer
Lighting for Video, Gerald Millerson
Location Lighting for Television, Alan Bermingham
Matters of Light and Depth, Ross Lowell
Nonlinear Editing, Storytelling, Aesthetics and Craft, Bryce Button
Television Field Production & Reporting, 4th Edition, Frederick Shook
Television Production Handbook, 9th Edition, Herb Zettl
Writing Broadcast News, Shorter, Sharper, Stronger, Mervin Block