

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



Approved by:

Commandant  
Defense Information School  
Supersedes TPI dated February 2003



**ELECTRONIC JOURNALISM COURSE  
TRAINING PROGRAM OF INSTRUCTION**

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## DEPARTMENT OF DEFENSE

### Defense Information School

6500 Mapes Road  
Fort George G. Meade, MD 20755-5620

12-Aug-08

## MEMORANDUM OF CHANGE TO DINFOS COURSE TRAINING PROGRAM OF INSTRUCTION (TPI)

**SUBJECT:** Change to DINFOS- Electronic Journalism Course (EJC) Training Program of Instruction as follows:

### CHANGE FROM:

**International Students:** Students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test; have completed Specialized English Training (SET); obtain a score of 2+/2+ on the Oral Proficiency Interview, and be able to type. These requirements cannot be waived.

### CHANGE TO:

**International students** attending this course must have an English Comprehension Level (ECL) of 85.

POC for this action is: DINFOS Course Development Department, 301-677-3246,  
[dinfosdotcddleadership1@dinfos.osd.mil](mailto:dinfosdotcddleadership1@dinfos.osd.mil)

Darline Glaus, DODC  
Head Course Development Department

# 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.

**COURSE DESCRIPTION:** In the Electronic Journalism Course, emphasis is placed on the principles and techniques needed to produce television news and spot production. The students learn writing for electronic journalism (EJ); voice-over and stand-ups; news coverage; operation of television camera systems; lighting; and non-linear editing.

### **PREREQUISITES:**

**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, DI0320, DIO330, DIO340, DIO345, DIO350, DIO351, DIO370, and DIO390.

**US Navy:** Enlisted personnel in grades E-1 through E-6 and a graduate of MC A school, or any legacy media rating, or have one-year television news department experience at an AFRTS/AFN station, or currently working in an electronic journalist assignment that requires this training, or currently projected for an assignment that requires electronic journalism skills.

**US Marine Corps:** Enlisted personnel in grades E-1 through E-6 with a MOS of 4341.

**International Students:** Students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test; have completed Specialized English Training (SET); obtain a score of 2+/2+ on the Oral Proficiency Interview, and be able to type. These requirements cannot be waived.

**Interagency:** Students' pay-grade, duty position description, and selection in accordance with specific agency guidance, policy and procedures.

**DoD CIVILIANS:** Civilian personnel requiring the need of electronic journalism skills.

**WAIVERS:** Waivers may be granted by the Commandant, DINFOS and must be obtained prior to arrival for training.

**SPECIAL INFORMATION:** Previous graduates may attend EJC as a refresher course providing they graduated at least three years prior to class start date.

**VOICE REQUIREMENT:** None

**SECURITY CLEARANCE:** None

**CLASS SIZE:**

|                   |    |
|-------------------|----|
| MAXIMUM           | 12 |
| MINIMUM           | 3  |
| ANNUAL COURSE CAP | 24 |

**COURSE LENGTH:** **15 Training Days**

ACADEMIC HOURS: 114 Hrs

ADMINISTRATIVE HOURS: 6 Hrs

TOTAL COURSE HOURS: 120 Hrs

**INSTRUCTOR CONTACT HOURS:** 394 Hrs

**TYPE/METHOD OF INSTRUCTION:**

|                              |          |
|------------------------------|----------|
| Lecture (L)                  | 24 Hrs   |
| Performance Exercise (PE)    | 43 Hrs   |
| Demonstration                | 8.5 Hrs  |
| Examination Performance (EP) | 38.5 Hrs |
| Administration (AD)          | 6 Hrs    |

**TRAINING START DATE:** October 2008

**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**

### **VIDEO CONCEPTS AND TECHNIQUES**

**TOTAL FA HOURS: 52.5**

**TERMINAL TRAINING OUTCOME:** The student will demonstrate principles of broadcast writing and developing a story from various sources. They will learn basic broadcast articulation and vocal delivery as well as common delivery pitfalls that affect the communication of ideas in news story and spot production. Students will learn the basic building blocks of news story production and the differences between hard and soft news reporting approaches. They'll also learn storytelling strategies, the use of commitment statements to focus story production, and ethical broadcast journalism standards. Students will identify the components and operations of the ENG camera/recorder system and learn about shot sequences and their impact on story production. Students learn how to create depth, dimension and texture with light and how lighting can enhance story production and communication. Students also learn basic non-linear editing techniques. 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:**

|         |  |
|---------|--|
| 001-001 | Writing for Electronic Journalism                  |
| 001-002 | Voice Dynamics and Delivery                        |
| 001-003 | News Coverage and Electronic News Gathering Skills |
| 001-004 | Camera Operations/Camera Techniques                |
| 001-005 | Shot Selection and Visualization                   |
| 001-006 | Lighting for Electronic Journalism                 |
| 001-007 | Principles of Broadcast Editing                    |

#### **TPFN HOURS AND TYPE:**

|                           |      |
|---------------------------|------|
| 22 – Lecture              | (L)  |
| 8.5 – Demonstration       | (D)  |
| 22 – Performance Exercise | (PE) |

**FUNCTIONAL AREA 1  
VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS-EJC-001-001**

**UNIT TITLE:** Writing for Electronic Journalism

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 5 L, 1 PE

**TOTAL INSTRUCTIONAL HOURS:** 6

**TASK (S):**

- 001 Identify basic broadcast writing rules
- 002 Identify the five "W"s and "H" in story development
- 003 Write a news script

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

- *Television Field Production & Reporting*, 4th Edition, Frederick Shook
- *Broadcast Writing Style Guide*, DINFOS
- *Writing Broadcast News: Shorter, Sharper, Stronger*, Mervin Block
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl

**FUNCTIONAL AREA 1  
VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS-EJC-001-002**

**UNIT TITLE:** Voice Dynamics and Delivery

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** Students will review the fundamentals of voice dynamics training, including principles of voice training, proper copy interpretation and articulation.

**INSTRUCTIONAL HOURS AND TYPE:** 1L, 1PE

**TOTAL INSTRUCTIONAL HOURS:** 2

**TASK (S):**

001 Demonstrate copy interpretation and articulation principles

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

- *Broadcast Writing Style Guide*, DINFOS
- *Writing Broadcast News: Shorter, Sharper, Stronger*, Mervin Block
- *Fundamentals of Voice and Articulation*, 12<sup>th</sup> Edition, Lyle Mayer

**FUNCTIONAL AREA 1  
VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS-EJC-001-003**

**UNIT TITLE:** News Coverage and Electronic News Gathering Skills

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 6.5L

**TOTAL INSTRUCTIONAL HOURS:** 6.5

**TASK (S):**

- 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 Describe broadcast ethics, copyright and intellectual property rights
- 006 Identify types of sound bites

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

- *Television Field Production & Reporting*, 4<sup>th</sup> Edition, Frederick Shook
- *Broadcast Writing Style Guide*, DINFOS
- *Writing Broadcast News: Shorter, Sharper, Stronger*, Mervin Block
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl
- National Press Photographers Association *Code of Ethics*
- National Press Photographers Association *Digital Manipulation Code of Ethics*
- Radio and Television News Directors Association *Professional Code of Ethics and Professional Conduct*

**FUNCTIONAL AREA 1**  
**VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS -EJC-001-004**

**UNIT TITLE:** Camera Operations/Camera Techniques

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 2.5 L, 1.5D, 3 PE

**TOTAL INSTRUCTIONAL HOURS:** 7

**TASK (S):**

- 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

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

- *Television Field Production & Reporting*, 4th Edition, Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl

**FUNCTIONAL AREA 1**  
**VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS-EJC-001-005**

**UNIT TITLE:** Shot Selection and Visualization

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 3L

**TOTAL INSTRUCTIONAL HOURS:** 3

**TASK (S):**

- 001 Identify field of view
- 002 Identify visual composition
- 003 Explain shooting strategies

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Be careful with electrical extension cords needed to operate lighting equipment. Tripod stands for lights are not stable. Use Kevlar gloves when handling light fixtures. The lights produce a great amount of heat and can severely burn if handled without gloves. Ensure the pin on top of the light is firmly locked and rotated away from the front of the lamp face to prevent the plastic end from melting and smoking. Be careful with the video cable from camera to monitor.

**REFERENCES:**

- *Television Field Production & Reporting*, 4th Edition, Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl

**FUNCTIONAL AREA 1**  
**VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS -EJC-001-006**

**UNIT TITLE:** Lighting for Electronic Journalism

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 2 L, 2 D, 4 PE

**TOTAL INSTRUCTIONAL HOURS:** 8

**TASK (S):**

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

**INSTRUCTOR/STUDENT RATIO:** 1:12 (L); 1:3 (D); 1:3 (PE)

**SAFETY FACTORS:** The students must be aware of electrical hazards present inside the equipment.

**REFERENCES:**

- *Matters of Light and Depth*, Ross Lowell
- *Lighting for Video*, Gerald Millerson
- *Location Lighting for Television*, Alan Bermingham
- *Television Field Production & Reporting (4th Edition)*, Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl

**FUNCTIONAL AREA 1**  
**VIDEO CONCEPTS AND TECHNIQUES**

**TPFN: DINFOS -EJC-001-007**

**UNIT TITLE:** Principles of Broadcast Editing

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** 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.

**INSTRUCTIONAL HOURS AND TYPE:** 2 L, 5 D, 13 PE

**TOTAL INSTRUCTIONAL HOURS:** 20

**TASK (S):**

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

**INSTRUCTOR/STUDENT RATIO:** 1:12 (L); 1:12 (D); 1:3 (PE); 1:6 (PE)

**SAFETY FACTORS:** Alert students about possible traffic hazards while carrying several pounds of equipment across busy streets. Students should also be aware of electrical hazards while using lights, and should use Kevlar gloves when handling them because of the extreme heat. Students should allow the lights to cool before storing them.

**REFERENCES:**

- *Digital Nonlinear Editing, New Approaches to Editing Film and Video*, Thomas A. Ohanian
- *Nonlinear Editing, Storytelling, Aesthetics and Craft*, Bryce Button
- *Television Field Production & Reporting*, (4th Edition), Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl

## FUNCTIONAL AREA 2 – OVERVIEW

### APPLICATION OF ELECTRONIC NEWS GATHERING (ENG) TECHNIQUES

**TOTAL FA HOURS: 52**

**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:**

002-001            Application of ENG Techniques

**TPFN HOURS AND TYPE:**

20.5 – Performance Exercise            (PE)

31.5 – Examination Performance        (EP)

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

**TPFN: DINFOS-EJC-002-001**

**UNIT TITLE:** Application of ENG Techniques

**UNIT INTERMEDIATE TRAINING OBJECTIVE:** Students will demonstrate the application of videography concepts and techniques. Students will light, shoot, write, voice and edit practical and graded exercises, gradually increasing in duration and including elements like reporter stand-ups and multiple sound bites. Using the ENG camera system, the students select a shooting strategy, set up and conduct an interview, use appropriate lighting, and gather supporting video and audio that demonstrates proper composition and field of view. Students must attain at least a 70% score on both graded exercises.

**INSTRUCTIONAL HOURS AND TYPE:** 20.5 PE, 31.5 EP

**TOTAL INSTRUCTIONAL HOURS:** 52

**TASK (S):**

- 001 Shoot a news story
- 002 Shoot and conduct an interview
- 003 Perform Reporter Stand-Up
- 004 Write a news story
- 005 Perform a voice-over for a news story
- 006 Edit a news story

**INSTRUCTOR/STUDENT RATIO:** 1:3

**SAFETY FACTORS:** Students should be aware of electrical hazards while using lights, and should use Kevlar gloves when handling them because of the extreme heat. Students should allow the lights to cool before storing them.

**REFERENCES:**

1. *Digital Nonlinear Editing, New Approaches to Editing Film and Video*, Thomas A. Ohanian
2. *Nonlinear Editing, Storytelling, Aesthetics and Craft*, Bryce Button
3. *Television Field Production & Reporting*, 4th Edition, Frederick Shook
4. *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl
5. *Matters of Light and Depth*, Ross Lowell
6. *Lighting for Video*, Gerald Millerson
7. *Location Lighting for Television*, Alan Bermingham
8. *Broadcast Writing Style Guide*, DINFOS
9. *Writing Broadcast News, Shorter, Sharper, Stronger*, Mervin Block
10. *Fundamentals of Voice and Articulation*, 12<sup>th</sup> Edition, Lyle Mayer

## **FUNCTIONAL AREA 3 - OVERVIEW**

### **SPOT PRODUCTION**

**TOTAL FA HOURS: 9.5**

**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:**

|         |   |
|---------|---|
| 003-001 | Spot Production                           |
| 003-002 | Application of Spot Production Techniques |

**TPFN HOURS AND TYPE:**

|                             |      |
|-----------------------------|------|
| 2 - Lecture                 | (L)  |
| 0.5 - Performance Exercise  | (PE) |
| 7 - Examination Performance | (EP) |

**FUNCTIONAL AREA 3**  
**SPOT PRODUCTION**

**TPFN: DINFOS-EJC-003-001**

**UNIT TITLE:** Spot Production

**UNIT INTERMEDIATE TRAINING OBJECTIVE:**

Students define Electronic Field Production (EFP) and explain how it differs from Electronic News Gathering (ENG). They'll identify the major steps involved in the production process 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.

**INSTRUCTIONAL HOURS AND TYPE:** 2L

**TOTAL INSTRUCTIONAL HOURS:** 2

**TASK (S):**

- 001 Describe how spot production differs from ENG
- 002 Identify the major steps involved in the production process

**INSTRUCTOR/STUDENT RATIO:** 1:12

**SAFETY FACTORS:** Routine

**REFERENCES:**

- *Digital Nonlinear Editing, New Approaches to Editing Film and Video*, Thomas A. Ohanian
- *Nonlinear Editing, Storytelling, Aesthetics and Craft*, Bryce Button
- *Television Field Production & Reporting*, 4th Edition, Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl
- *Matters of Light and Depth*, Ross Lowell
- *Lighting for Video*, Gerald Millerson
- *Location Lighting for Television*, Alan Bermingham
- *Broadcast Writing Style Guide*, DINFOS
- *Writing Broadcast News, Shorter, Sharper, Stronger*, Mervin Block
- *Fundamentals of Voice and Articulation*, 12<sup>th</sup> Edition, Lyle Mayer

## FUNCTIONAL AREA 3 SPOT PRODUCTION

**TPFN: DINFOS-EJC-003-002**

**UNIT TITLE:** Application of Spot Production Techniques

**UNIT INTERMEDIATE TRAINING OBJECTIVE:**

Using the idea and storyboard constructed in the previous unit of instruction, students write, light, shoot, voice, and edit a local command information spot announcement. Students will use an ENG camera system to shoot all required videotape, they'll perform a voice-over, and they'll also edit the assignment—all within an allotted time. The spot must meet a stated command policy objective.

**INSTRUCTIONAL HOURS AND TYPE:** 0.5 PE, 7 EP

**TOTAL INSTRUCTIONAL HOURS:** 7.5

**TASK (S):**

- 001 Identify target audience and develop objective statement
- 002 Write/Storyboard a local command information spot
- 003 Produce a local command information spot

**INSTRUCTOR/STUDENT RATIO:** 1:6 (PE); 1:12 (EP); 1:3 (EP)

**SAFETY FACTORS:** Alert students to electrical hazards while using lights. The students are required to wear Kevlar gloves when handling lights. Caution the students to allow lights to cool off before returning them to the case.

**REFERENCES:**

- *Digital Nonlinear Editing, New Approaches to Editing Film and Video*, Thomas A. Ohanian
- *Nonlinear Editing, Storytelling, Aesthetics and Craft*, Bryce Button
- *Television Field Production & Reporting*, 4th Edition, Frederick Shook
- *Television Production Handbook*, 9<sup>th</sup> Edition, Herb Zettl
- *Matters of Light and Depth*, Ross Lowell
- *Lighting for Video*, Gerald Millerson
- *Location Lighting for Television*, Alan Bermingham
- *Broadcast Writing Style Guide*, DINFOS
- *Writing Broadcast News, Shorter, Sharper, Stronger*, Mervin Block
- *Fundamentals of Voice and Articulation*, 12<sup>th</sup> Edition, Lyle Mayer

**FUNCTIONAL AREA 4  
COURSE ADMINISTRATION**

**TPFN: DINFOS-EJC-004-001**

**PREREQUISITE TPFN: N/A**

**UNIT TITLE: Course Administration**

**UNIT INTERMEDIATE TRAINING OBJECTIVE: N/A**

**INSTRUCTIONAL HOURS AND TYPE: 6AD**

**TOTAL INSTRUCTIONAL HOURS: 6**

**TASK(S):**

- 001 Command Group Welcome
- 002 Academic Records In-Processing
- 003 End-of-course critique
- 004 Academic Records Out-processing
- 005 Out-processing
- 006 Graduation

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

**SAFETY FACTORS: Routine**

**REFERENCES: N/A**