

2010/2011 DoDEA Student Competency Record
Video Communications II
 PTV402 - 36 weeks

Student	School Year
Grade	Term (fall, spring)
School	Teacher Signature

Mastery is a level of performance that indicates a student has demonstrated the knowledge, skills, and abilities for a unit of instruction or subject area as defined by a recognized standard. DoDEA defines mastery as being competent in the task and non-mastery as needing task remediation.

As students complete each competency, the student or teacher should assess the student's level of performance and mark the appropriate column next to the competency. This record should be used to provide information about competencies mastered to employer, student-employee, or another school/teacher.

PTV402 36 weeks	Video Communications II TASKS/COMPETENCIES	Mastery	Non-Mastery
Implementing DoDEA's CTE Course Requirements			
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.		
• 002	Identify issues related to the field of study that affect the environment and impact local and global communities.		
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.		
Practicing Safety on the Set			
• 004	Wear appropriate safety apparel and properly use gear for the location.		
• 005	Maintain clean and orderly work area and professional conduct.		
Writing for Electronic Media			
• 006	Write/edit a news story.		
• 007	Write/edit a lead-in for a story package.		
• 008	Write an open and close for a show.		
Managing Pre-Production Activities			
• 009	Check equipment readiness (i.e., camera, audio, lights).		
• 010	Identify procedures and protocols for shooting on location, using non-school personnel on-camera and/or using copyrighted material.		
• 011	Research a production topic.		
• 012	Identify video/audio sources and prepare appropriate equipment.		

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• 013	Create a storyboard.		
• 014	Brainstorm program ideas.		
Practicing the Talent Role			
• 015	Perform in front of a camera (e.g., deliver a news story, perform a stand-up, intro/close, live shot, act in a television drama, and choose the appropriate clothing for each).		
• 016	Read teleprompter/cue cards.		
• 017	Participate as talent in a studio program.		
• 018	Perform audio narration/voice-over.		
Using Video Production Equipment			
• 019	Set up studio camera(s) for operation.		
• 020	Shoot basic shots with a studio camera (e.g., establishing, wide, medium, close, extreme close).		
• 021	Move and reposition camera using a tripod, dolly, and pan tilt-head.		
• 022	Setup and use a system that allows the technical director to communicate with talent and/or floor personnel. (e.g. an intercom system.)		
• 023	Deliver scripts to talent using a prompter device or cue cards.		
• 024	Record master program using video recording device.		
• 025	Prepare titles for shows using text feature of editing software.		
• 026	Feed audio to the technical director and/or sound technician.		
• 027	Operate video playback device.		
• 028	Check video sources and program output using monitors.		
• 029	Mix video sources using production switcher.		
Practicing the Director Role			
• 030	Function as a floor manager on a studio show demonstrating hand signals (e.g., commercial, wrap-up, speed-up, time remaining, speak-up).		
Practicing Lighting			
• 031	Control light levels.		
• 032	Apply various lighting techniques to light subjects and sets.		
Practicing Media Criticism			
• 033	Articulate a personal response about the effects of a specific medium.		
• 034	Analyze audio/video techniques and effects as they pertain to the message.		
• 035	Submit a broadcast-ready video to broadcast media outlet such as AFN for critique and/or feedback.		
Managing Audio			
• 036	Prepare music (original or preproduced) to be edited into a segment.		
• 037	Record narration.		
• 038	Record live audio, using appropriate microphones.		

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• 039	Control audio mix using various mixing techniques.		
• 040	Obtain music and sound effects from audio libraries and the Internet.		
Managing Equipment			
• 041	Maintain audio and video cables using a cable testing device (if available).		
• 042	Checkout and return video equipment.		
• 043	Charge and handle camera batteries.		
• 044	Report problems and broken equipment.		
• 045	Label and handle a videotape.		
Using Signals, Data, and Routing			
• 046	Burn a data or audio CD/DVD.		
• 047	Transfer data from removable media to a hard drive.		
• 048	Label and save computer files.		
• 049	Send data over a computer network.		
• 050	Convert audio/video data for distribution.		
Production			
• 051	Demonstrate production skills by producing a capstone project.		
• 052	Produce a PSA or similar spot and submit to a media outlet (local AFN affiliate, AFN Network, or the base's Commander's Channel).		
Designing Graphics and Animation			
• 053	Obtain images from various sources.		
• 054	Use software to prepare images for display on television.		
• 055	Compose digital still images.		
• 056	Prepare video titles for television.		
Shooting Field/Location Video			
• 057	Position and level a camera on a tripod.		
• 058	Shoot location video using appropriate camera equipment.		
• 059	Shoot for editing with pre-roll.		
• 060	Compose and shoot static shots.		
• 061	Compose and shoot motion shots.		
• 062	Shoot B-roll footage.		
• 063	Control picture quality using camera settings.		
Mastering Post-Production/Editing			
• 064	Interpret SMPTE time code.		
• 065	Combine various elements into a program using an editing system.		
• 066	Edit montage of still images.		
• 067	Edit a simple motion sequence.		
• 068	Key a graphic or a title-over video.		
• 069	Digitize video onto computer hard drive.		
Creating a Portfolio			
• 070	Put together a demo reel (electronic portfolio) of student-produced		

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	work; include a diverse selection of productions.		
• 071	Create a DVD or CD of the demo reel.		
• 072	Write a cover letter (electronic or hardcopy) to accompany the reel.		
Enhancing Career Exploration and Employability Skills			
• 073	Conduct a job search.		
• 074	Create or update a portfolio containing representative samples of student work.		