

Directions:

Evaluate the student by checking the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partially Demonstrated** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitively Demonstrated** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

0	1	2	3	4	5	6	A. Appreciate and apply all personal and work place safety procedures	Notes:
							1. Demonstrate appropriate safety practices (e.g., housekeeping, electrical, PPE, power tools, lifting, carrying, equipment, fall protection, ladder and scaffold)	
							2. Recognize when first aid is needed for occupational injuries and follow proper procedures	
							3. Identify types, purposes, and operation of fire extinguishers and suppression systems	
							4. Observe and adhere to safety signs and codes (e.g., transmitter area)	
							5. Identify and report potential safety hazards	
							6. Move or transport production equipment safely	
							7. Operate remote vehicles safely	
							Other:	

0	1	2	3	4	5	6	B. Demonstrate basic trade and applied academic skills	Notes:
							1. Professionally communicate using television editing terms	
							2. Describe television editing equipment functions and uses	
							3. Demonstrate basic academic skills (e.g., English, math, and science)	
							4. Use correct industry terminology	
							5. Manage simultaneous job responsibilities	
							6. Interact appropriately with the public (e.g., clients and consultants)	
							Other:	

0	1	2	3	4	5	6	C. Select, handle, and connect cables consistent with industry and safety standards	Notes:
							1. Select and use cables correctly (e.g., sizes, types, handling, and storage)	
							2. Identify cable connectors (e.g., BNC, RCA, XLR, and jacks)	

								3. Explain basic electrical theory (e.g., Ohm's law, current voltage, and circuit loading)	
								Other:	

0	1	2	3	4	5	6	D. Operate and manage basic computer systems	Notes:
							1. Demonstrate file/system management (e.g., install software, create files, maintain system backup, manage files, and use applications)	
							2. Apply word processing, email, database, internet, and spreadsheet applications within the radio and television environment	
							3. Demonstrate computer malfunction problem solving	
							Other:	

0	1	2	3	4	5	6	E. Demonstrate general production techniques	Notes:
							1. Troubleshoot production and equipment problems	
							2. Operate analog control mechanisms	
							3. Operate digital control mechanisms	
							4. Describe the radio/television market and environment	
							5. Describe different program formats	
							6. Explain the stages of production	
							7. Select appropriate digital compression formats	
							8. Research and write production material (e.g., commercials and interviews)	
							Other:	

0	1	2	3	4	5	6	F. Operate radio production equipment consistent with industry standards	Notes:
							1. Operate an analog editor	
							2. Operate a digital editor	
							3. Operate mixing boards	
							Other:	

0	1	2	3	4	5	6	G. Operate television production equipment consistent with industry standards	Notes:
							1. Log tapes	
							2. Edit tapes (e.g., insert, assembly, and roll transition)	
							3. Demonstrate non-linear editing	
							Other:	

0	1	2	3	4	5	6	H. Demonstrate general technical skills consistent with industry standards	Notes:
							1. Operate a broadcast board	
							2. Identify options for program sources	
							3. Solve production problems	
							4. Demonstrate sequencing as it relates to a program format	
							5. Describe interruptible feedback (I.F.B.) systems (e.g., intercom and PA system)	
							6. Demonstrate production-specific writing skills (e.g., script format)	
							7. Maintain appropriate audio levels using VU meter	
							8. Demonstrate microphone use (e.g., differentiate, select and set up)	
							9. Describe signal flow principles (e.g., inputs and outputs)	
							10. Describe satellite base station administration	
							11. Select different media formats	
							12. Determine appropriate media format for various productions	
							13. Record and playback using various recording devices	
							14. Demonstrate proper production hand signals	
							Other:	

0	1	2	3	4	5	6	I. Demonstrate radio-specific technical skills	Notes:
							1. Monitor and control radio transmitters	
							2. Describe radio station broadcast systems	
							Other:	

0	1	2	3	4	5	6	J. Demonstrate television specific technical skills	Notes:
							1. Operate studio camera with appropriate framing, focus, and depth of field	
							2. Set up EFP/ENG camera with tripod	
							3. Operate EFP/ENG camera using appropriate framing, focus, and depth of field	
							4. Calibrate the camera color using white balance procedures	
							5. Determine appropriate camera shots for various production procedures	
							6. Demonstrate shot types (e.g., xcu, os, pov, and ls)	
							7. Demonstrate how to use switchers (e.g., cut, dissolve, and wipe)	
							8. Compare and contrast lights and hangers	

								9.	Set up cross-key lighting	
								10.	Set up a subject using three-point lighting principles	
								11.	Identify types of filters and describe/explain their uses	
								12.	Demonstrate production graphics (e.g., placement, font, color, and size)	
								13.	Operate a studio camera using appropriate camera movement (e.g., pan, truck, zoom, tilt, pedestal, arc, and dolly)	
								14.	Design sets for various productions	
								15.	Explain different types of Teleprompters	
								Other:		

0	1	2	3	4	5	6	K.	Execute remote operations	Notes:
							1.	Explain basic principles of television and radio microwave technology	
							2.	Describe radio satellite downlinks	
							3.	Describe TV satellite uplinks and downlinks	
							4.	Explain remote telephone systems (e.g., TV and radio)	
							Other:		

0	1	2	3	4	5	6	L.	Use and explain the impact of audio and video aesthetics	Notes:
							1.	Establish and influence audience mood (e.g., sound, light, and color)	
							2.	Influence audience responses (e.g., “inframe” techniques, symmetry, asymmetry, graphic mass, color, and/or other design forces)	
							3.	Apply production aesthetics (e.g., timing and pacing)	
							4.	Evaluate how production styles affect audience response (e.g., audio and video)	
							Other:		

0	1	2	3	4	5	6	M.	Analyze future trends in media	Notes:
							1.	Explain cable operations	
							2.	Describe ATV (e.g., advanced TV and digital)	
							3.	Describe procedures and technologies for multimedia and webcasting	
							4.	Describe direct satellite broadcasting	
							Other:		

0	1	2	3	4	5	6	N. Market and operate radio and TV business services	Notes:
							1. Describe the basic business operations of cable, TV, and radio stations	
							2. Interpret rating shares (e.g., Arbitron and Nielson)	
							3. Describe the flow of programming formatics	
							4. Read and interpret program logs	
							Other:	

0	1	2	3	4	5	6	O. Appreciate and apply federal, state, and local laws and regulations	Notes:
							1. Comply with state and local laws affecting program content	
							2. Explain Federal Communications Commission (FCC) regulations regarding operating and broadcasting procedures	
							3. Maintain an operating log to conform to FCC regulations	
							4. Adhere to state and federal environmental/regulatory requirements/codes (e.g., OSHA and EPA)	
							5. Explain Federal Aviation Administration (FAA) air traffic safety regulations related to broadcast and equipment	
							6. Explain First Amendment libel, slander, and defamation issues	
							Other:	

0	1	2	3	4	5	6	P. Demonstrate situation-appropriate announcing skills	Notes:
							1. Differentiate among types of announcers	
							2. Ad lib/perform impromptu speaking as situations arise	
							3. Use correct grammar	
							4. Use appropriate annunciation and pronunciation	
							5. Use appropriate vocal quality (e.g., tone, pitch, and volume)	
							6. Use appropriate breath control	
							7. Recognize and appreciate the importance of “on air” presence	
							Other:	

0	1	2	3	4	5	6	Q. Demonstrate leadership skills in the classroom, industry, and society	Notes:
							1. Demonstrate an understanding of SkillsUSA, its structure and activities	
							2. Demonstrate an understanding of one’s personal values	
							3. Perform tasks related to effective personal management skills	

									4. Demonstrate interpersonal skills	
									5. Demonstrate etiquette and courtesy	
									6. Demonstrate effectiveness in oral and written communications	
									7. Develop and maintain a code of professional ethics	
									8. Maintain an appropriate professional appearance	
									9. Perform basic tasks related to securing or terminating employment	
									10. Perform basic parliamentary procedures in a group meeting	
									Other:	

0	1	2	3	4	5	6	R.	Explain and demonstrate skills in a specialization area identified by the instructor	Notes:
								1.	
								2.	
								3.	
								Other:	