

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



Approved by:

5/21/2015

**X** John S. Hutcheson

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Commandant

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Commandant Defense Information School  
Supersedes TPI dated 26 March 2012



**ELECTRONIC JOURNALISM COURSE  
TRAINING PROGRAM OF INSTRUCTION**

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## TRAINING PROGRAM OF INSTRUCTION

### Preface

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

**TITLE:** Electronic Journalism Course

**TRAINING LOCATION:** Defense Information School, Fort Meade, MD

**SPECIALITY 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:** Resident

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

**SERVICE PREREQUISITES:**

Service	Prerequisites:	Notes:
<b>USA</b>		
Enlisted	E-1 through E-5	Soldiers who possess MOS 46Q/R. APAC is the approving authority for all Army waivers.
Civilians	GS-9 through GS-12	Must hold a public affairs or communications position series 1001, 1035, or 1082 and must have CP22 program manager approval. Must have completed all CES requirements for grade level.
<b>USAF</b>		
Enlisted	E-3 through E-6	Student must possess 5 skill-level in AFSC 3N0XX and be a graduate of BPASC, VPD, BSP or BPJC-USAF.
Civilians	GS-5 through GS-9	With SAF/PA approval
<b>USN</b>		
Enlisted	E-1 through E-6	Must possess Mass Communication Specialist rating.
<b>USMC</b>		
Enlisted	E-1 through E-6	Must be a graduate of the BPASC

<b>International</b>
International students attending this course must have an English Comprehension Level (ECL) of 85.
<b>Interagency/DOD Civilians</b>
Interagency students must be in a GS series 1035, 1061, 1071, or 1084 position requiring electronic journalism skills.

**Waivers:** Requests for 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.

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

**CLASS SIZE:**

Maximum	12 students
Minimum	3 students
Annual capacity	72 students

**COURSE LENGTH:**

Academic Hours	150.5 hours
Administrative Hours	9.5 hours
Total Course Length	160 hours, 20 days

**TYPE/METHOD OF INSTRUCTION:**

Lecture (L)	35.25 hours
Demonstration (D)	17.5 hours
Performance Exercise (PE)	34.75 hours
Exam Performance (EP)	53 hours
Written Exam (EW)	10 hours
Administrative (AD)	9.5 hours

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**COURSE MEASUREMENT PLAN:** Located in the Course Training Standard.

**TRAINING START DATE:** 3 February 2015

**ENVIRONMENTAL IMPACT:** No environmental impact.

**MANPOWER:** The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required. The Course Design Resource Estimate (CDRE) contains this information.

**EQUIPMENT AND FACILITIES:** The CDRE contains this information.

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Directorate of Training, Fort George G. Meade, MD 20755

**REFERENCES:** Located in the last section of this TPI.

**SAFETY FACTORS:** Routine.

**POC:** Course Development Department, [lorrenda.d.thornton.civ@mail.mil](mailto:lorrenda.d.thornton.civ@mail.mil), 301-677-3886.

**FUNCTIONAL AREA 1**  
**ELECTRONIC JOURNALISM PRINCIPLES AND TECHNIQUES**

**TRAINING OUTCOMES:**

**UNIT 001 APPLY BROADCAST WRITING PRINCIPLES:** Students study the elements of broadcast writing including the six basic broadcast writing rules. They will identify the five “W”s and the “H” (who, what, when, where, why, how) in story development and demonstrate how to use them to attract viewer attention. Students will distinguish between active versus passive voice and will correctly apply attribution and special formats in television writing. They will use facts and sound bites from a sample story to produce a news script.

**UNIT 002 OPERATE VIDEO CAMERA SYSTEMS:** Students will identify the components and operation of an electronic news gathering camera system. They will demonstrate how to properly set up the tripod and camera system and integrate external accessories, including wired and wireless microphone systems. Students will demonstrate proper microphone selection and placement, headphone usage, tripod leveling, white balancing, and record and playback functions. They will 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.

**UNIT 003 APPLY TELEVISION NEWS FUNDAMENTALS:** Students discuss the techniques of news reporting and identify the elements that make a story newsworthy. They will explain the differences between hard and soft approaches to reporting the news, then identify the proper techniques used to produce a news story. Students also demonstrate how to incorporate interview sound bites and reporter stand-ups into a broadcast news product.

**UNIT 004 DESCRIBE HOW LEGAL ISSUES AFFECT BROADCAST PRODUCTS:** Students discuss ethical broadcast journalism practices and will review Department of Defense policy on the manipulation of official imagery. They will identify broadcast law issues relating to copyright, intellectual property rights and fair use of copyrighted material as it pertains to news and spot production.

**UNIT 005 APPLY BROADCAST LIGHTING TECHNIQUES:** Students apply basic principles of lighting for electronic journalism. They develop skills on the use of lighting in different scenarios and various environments, and will practice those skills in subsequent video productions. They will identify types of lighting and lighting situations and discuss the difference between quantity and quality of light and then observe a lighting demonstration. They will also observe a demonstration of the set-up and safety precautions to be used when working with lights, the use of color correction, color effect gels, intensity control and three-point lighting, the use of reflectors, creating depth and dimension, and light control measures. Students will use lighting to create an aesthetically pleasing picture. Students will apply these techniques in several exercises.

**UNIT 006 APPLY FOUNDATIONS OF PHOTOJOURNALISM:** Students discuss 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. They must demonstrate how to collect that sound and include it in story productions. Students will incorporate audio and demonstrate mastery of those skills in a completed edited production.

**UNIT 007 APPLY NON-LINEAR EDITING TECHNIQUES:** Students will observe a demonstration of editing a package with voice-over and video with natural sound. They will narrate a prewritten script, conduct an interview, gather supporting video and audio, and edit a finished package. Students will identify basic components of an editing system and demonstrate basic non-linear editing skills to include various types of edits, media bin organization, project workflow, and audio capabilities. They will demonstrate ease of basic effects, titles, file compression and media management.

**UNIT 008 PRODUCE A COMMAND INFORMATION SPOT:** Students will explain how spot production differs from news production and will produce a spot announcement. They will develop an idea and construct a storyboard to include identification of a target audience and an objective statement. Using this information, students will write, light, shoot and edit a 30-second, local command information spot announcement. The final product must meet the stated command information policy objectives and comply with Department of Defense command information guidelines.

**UNIT 009 ESTABLISH/EXPLAIN VISION ID/DVIDS ACCOUNT:** Students demonstrate media management, file compression, color correction, and DVD authoring skills garnered in the course.

**UNIT 010 EVALUATIONS:** Students will use the knowledge and skills gained in this course to shoot, write, and edit two practical exercises and four performance exams to include television news stories, spots and newscasts. Each student must complete the comprehensive written exam. They must demonstrate satisfactory application in each of the seven critical competencies at least once across four graded exercises.

**FUNCTIONAL AREA 2**  
**COURSE ADMINISTRATION**

**TRAINING OUTCOMES:**

**UNIT 001 COURSE ADMINISTRATION:** Students are required to complete certain administrative tasks necessary for effective course management. Administrative tasks include in-processing and orientation, diagnostic testing, equipment issue, out-processing, and participation in graduation activities.

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