



DEPARTMENT OF DEFENSE  
DEFENSE MEDIA ACTIVITY  
DEFENSE INFORMATION SCHOOL  
6500 MAPES ROAD  
FORT MEADE, MD 20755-5620

## **Welcome to the Intermediate Photojournalism Course**

### **DESCRIPTION**

Welcome to the Intermediate Photojournalism Course (IPC). The course educates photographers and journalists in established communication theories and provides training in current best practices of photojournalism, so that graduates will be effective multi-platform communicators for their commands. Areas of instruction include visual and written communication theory, writing and photography interrelationships, news and feature writing, design principles, and intermediate photographic equipment and techniques to include electronic imaging, desktop publishing, digital cameras, image transmission, and archiving.

IPC is a content-heavy course that requires students to maintain a high level of focus for 40 training days. Much of your time out of class will be spent gathering content and completing assignments. A typical day of classroom training begins at 0755 and concludes at 1600, with assignments to be completed after the training day concludes. The days are long but the products created in this course are on par with content being produced by our civilian counterparts.

Students will create multimedia products that incorporate design, photo, audio and video elements. Graduates will be able to effectively combine the understanding of theory with practical application. While the main emphasis of the course is on learning to be an effective storyteller, students in this class will also be given the tools to become better editors and leaders in an ever-changing career field.

### **KEY COURSE EVENTS**

The first portion of IPC will focus on providing necessary instruction to assist students' capability to tell effective, memorable stories via photography, multimedia and written techniques. Students will also complete multiple assignments to ensure they have a firm understanding of the basic technical skills required to complete future assignments. The second portion of the course consists of four multimedia story packages, including human-interest, personality, news/event and a capstone piece to measure their ability to be effective multi-platform communicators.

This course requires you to research and coordinate content on your own. Subjects are not given to you, you must go out and find them. We encourage you to explore the Baltimore-Washington area for your assignments. We want you--our advanced students--to find subjects off post to challenge yourselves. There are hundreds of DINFOS basic course students who are required to stay on base for their assignments, which saturates the community with requests for interviews and makes finding a subject on post very difficult. Much of your time is spent gathering content and working under intense deadlines--often demanding that you return to a subject several times in order to tell an in-depth story.

An informal graduation takes place on the final training day. Do not schedule flights departing from Baltimore/Washington International (BWI) Thurgood Marshall Airport prior to 1800 on the final training day. You will not be released early.

### **ITEMS TO CONSIDER**

IPC classroom instruction includes training in both written and visual communication. Prior to attending the course, you are expected to be proficient in PA basics; if not, you will find it more challenging to perform well during this course. It is also beneficial for students to have a working understanding of Adobe Photoshop and Premiere Pro.

### **EQUIPMENT AND TECHNOLOGY**

Students will be provided with two DSLR cameras and a video editing laptop. They will also be provided with a tripod and audio recording equipment, including recorders, shotgun microphones, and wireless lavalier microphones.

You are not required to bring a computer, but it is encouraged if you have one at your disposal. **You will be provided a DINFOS-issued laptop on Day 1.** Wi-Fi will be available inside of DINFOS. If you do bring a computer, it should be loaded with Microsoft Word, PowerPoint and a web browser (preferably Google Chrome).

Students who have not used Google apps, such as Google email, Classroom, Hangouts, documents, etc., please watch the first four minutes of this [introductory video](#). Students will receive an @dinfos.edu email address, which will provide access to these Google apps during the course.

Students must have completed their annual Cyber Security Awareness Challenge in order to access DINFOS computer systems. Please have both a hard copy and access to an electronic copy available on Training Day One.

### **REASONABLE ACCOMMODATIONS**

If you require reasonable accommodations, please inform the Registrar (dma.meade.dinfos.list.academic-records@mail.mil) as soon as possible so the office can work with the training department and logistics to provide needed resources on training day one.

### **UNIFORM AND CLOTHING REQUIREMENTS**

DINFOS military students are expected to maintain their personal appearance in accordance with applicable service regulations. Civilians are expected to be professional in appearance.

#### **For Daily Wear:**

- All Services: Current Duty Uniform. Flight suits are not an authorized uniform at DINFOS. See service specific guidelines at: [uniform policies](#)
- Students are required to wear dress uniforms (without service coat) on the last Friday of the month.
- Civilians: Business casual. No jeans.

#### **Off Base and on Filming Location**

- Business casual clothing (collared shirts, slacks or jeans) that presents a professional image is worn during off-post shoots. Remember you are representing both your service and DINFOS to the local community.

### **LATE ARRIVALS**

Students arriving late risk losing their course reservation to a person on the "standby" list. If you are going to be late, contact the DINFOS Registrar's Office at (301) 677-4648.

### **ABSENCE POLICY**

Absences for non-emergency, personal reasons are not normally approved. Clear your schedule now. Absence requests will be reviewed individually and granted for emergencies only.

### **DIRECTIONS TO FORT GEORGE G. MEADE**

The address for DINFOS is: 6500 Mapes Road, Fort Meade, MD, 20755. You will need a valid DOD identification card to enter the base.

**Caution:** Mapping software like Google Maps may recommend a route through an unauthorized part of the base (i.e., National Security Agency). Do not proceed past signs saying "NSA EMPLOYEES ONLY." Even with a DOD ID card, you are not allowed to traverse through NSA areas, and you may be detained. To be safe, we recommend you enter through one of these three gates: Reece Road (main gate on the northeast part of the base); Rockenbach Road, also known as MD-713 or Route 713 (on the northern part of the base); or Mapes Road, off of MD-32 or Route 32 (on the southern part of the base).

**Flying:** If you arrive by commercial air, we recommend you fly into Baltimore/Washington International Airport (BWI). Fort George G. Meade is about 10 miles south of the airport. Military transportation is not available. Taxi service is available from BWI to Fort Meade at an estimated cost of \$20 for one person. A rental car may be beneficial if it is authorized on your orders. The other two major airports in the region, Ronald Reagan Washington National (DCA) and Washington Dulles International (IAD) airports, are a considerable distance from Fort Meade. Taxi fare from DCA is approximately \$65, while a taxi from IAD can run as high as \$150.

### **BILLETING/LODGING**

Candlewood Suites (an IHG Hotel) is located on Fort Meade. Please contact them directly at 410-674-7700 for reservations. If you are Active-Duty Army, ARNG, and USAR you should already have a reservation in the system. All other branches, ie. Air Force, Navy, Marines, Coast Guard and Civilians will be required to make individual reservations.

If lodging is full, the Candlewood staff will provide a list of approved off post lodging. If you encounter problems with your reservation, or have other questions about billeting, please contact your appropriate military detachment.

Please note: All MARINE E5s and below, with the exception of those physically stationed at Ft. Meade will be issued a barracks room and meal card for the duration of their course. Per MCO 10110.47A, any Marine receiving ComRats will have them suspended during this period.

### **INPROCESSING**

Please follow your service specific instructions for prior-service members. These instructions are provided at [dinfos.dma.mil](http://dinfos.dma.mil) under "STUDENT INFO"

### **RENTAL CARS**

Rental Cars are unit funded. DINFOS does NOT provide transportation. We *highly recommend* rental car authorization for students in order to find story subjects, conduct face-to-face pre-production with their subjects, site surveys of shooting locations, and for multi-day shoots students are expected to complete. Rental vehicles are also recommended in the likely event that students are billeted off-post.

### **HEALTH CARE**

Kimbrough Ambulatory Care Center, located on Fort Meade, is not a full-service hospital and may not be able to provide the health care you require. However, Walter Reed National Military Medical Center and the hospital at Andrews Air Force Base are within driving distance. If you have specific healthcare issues, it would be best to call Kimbrough Ambulatory Care Center and/or your regional Tricare representative before you arrive. For government civilians who are enrolled in a health benefits plan, most plans are accepted at civilian facilities in this area. It is strongly recommended that you contact your insurance provider prior to arrival, in case medical care is needed while you are away from home. You may have to change your Tricare region prior to arrival at Fort Meade. Ensure you bring an adequate supply of any prescription medications.

### **DINING FACILITY**

All Service members on TDY orders MUST follow their orders in regards to MEALS and LODGING. Per Diem is typically not authorized for those lodged on base.

### **PAY**

Ensure your pay is properly arranged through your unit/organization before you arrive. There is a very limited finance center located on Fort Meade.

### **QUESTIONS**

Please work with your training POC in your organization with any questions or concerns. You can also contact the DINFOS Registrar [dma.meade.dinfos.list.academic-records@mail.mil](mailto:dma.meade.dinfos.list.academic-records@mail.mil) and your [student service detachment](#) on Fort Meade for any orders, logistics, and or service-related concerns.

***Strength Through Truth***