

Print Name _____

VIDEO PRODUCTION EXPECTATIONS

GENERAL EXPECTATIONS OF CONDUCT

- All students are expected to show respect and courtesy to all members of the class.
- As a member of a video team and as a representative of the Video Department and of Darien High School, students are expected to act professionally and respectfully with any members of the school community or the public.
- Students are expected to refrain from vulgar and profane language and practice language that would be used in any professional broadcast.
- Students are expected to treat the video equipment carefully. Not only is the equipment very expensive, it is vital to the class and studio operation. **UNDER NO CIRCUMSTANCE, IS THE EQUIPMENT TO BE LOANED TO ANYONE NOT ENROLLED IN THE CLASS. YOU WILL BE HELD RESPONSIBLE IF ANY DAMAGE OCCURS BECAUSE OF YOUR NEGLIGENCE.**
- Any equipment signed out overnight is expected to be returned before the first period class on the next school day.
- No food or drinks are to be brought into the studio or editing classroom.

COURSE REQUIREMENTS

- Students will be expected to be on time and prepared for class each day. Promptness is a courtesy we owe each other and a discipline that broadcasters need to master.
- Students will be expected to tape 2 extra curricular activities and hand in a broadcast ready (edited) tape of approximately 10 - 15 minutes within a reasonable time after the activity. Activities may include concerts, plays, interscholastic athletic games, or events not taking place during the regular school day. Activity tapes will be graded as a major test grade.
- Because broadcasts wait for no man (or woman), students are expected to meet the deadlines agreed upon without excuses. Equipment problems are understandable yet students are expected to problem solve and get the show on the air.
- When students are absent, they are expected to see the teacher immediately upon return to make up any missing work. Tests must be made up within 2 days of return after absence.
- The editing classroom will be open during the day for students to work on their projects. The room will also be open 40 minutes before and after school. Ms. Timmons will be available to assist students. Students are expected to use their free time wisely to produce their projects in a timely manner. Only Video Production students will be allowed to use the room without specific permission from the instructor.

I understand and agree to comply with the expectations and requirements of the video

production course. _____

student signature

_____ date