

CPHS MEDIA PRODUCTION FACILITY TEST

Students gain access to facility & resources upon scoring 100% on this TEST

Student Name: _____ Date: _____

List four 'food' products that are never permitted in the CPHS Media Production Facility

- 1 **GUM**
- 2 **CANDY**
- 3 **SODA + DRINKS**
- 4 **CHIPS + SNACKS + PROCESSED FOODS OF ANY KIND**

List **the three only** foods that are permitted in the CPHS Media Production Facility

- 1 **FRUITS**
- 2 **VEGETABLES**
- 3 **CLEAR WATER**

How many notices are there posted on the facility walls stating the food policy?

12 (TWELVE)

Where is the only place that approved foods are permitted?

INSIDE THE BLUE LINE

Where are approved foods **never** permitted?

OUTSIDE THE BLUE LINE – NEAR ANY COMPUTER

Why is it important to maintain food rules in the CPHS Media Production facility?

MAINTAIN CLEAN AND SANITARY FACILITY AND EQUIPMENT + SUGAR, SALT, & FLUIDS DESTROY ELECTRONICS

Why is there a **red line on the floor** of the sound stage?

STUDENTS MUST NEVER CROSS THE RED LINE WITHOUT TEACHER DIRECTIVE

List any six behaviors that are never permitted in the CPHS Media Production Facility

- 1 **RUNNING**
- 2 **THROWING**
- 3 **ROUGH HOUSING**
- 4 **HORSE PLAY**
- 5 **PUSHING**
- 6 **USING PERSONAL ELECTRONIC DEVICES OF ANY KIND = PHONES + MUSIC**

Why is it important to exercise special care in the CPHS Media Production Facility?

SPECIALIZED RESOURCES REQUIRE SPECIAL CARE + CANNOT BE REPLACED

What are the two penalties for violating conduct rules in the Media Production Facility?

LOSE ACCESS & PRIVILEGES FOR UP TO 2 DAYS = 2 DAYS OF BOOK WORK

How many projects are students required to complete each quarter? 4

Where are student projects and grades recorded?

- 1 **STUDENT 4-SQUARE PLANNER**
- 2 **BACK PAGE OF STUDENT PRODUCTION LOG**
- 3 **TEACHER GRADEBOOK**
- 4 **PRODUCTION AUTHORIZATION BINDER**

How are video productions authorized?

STUDENT SUBMITS PRODUCTION AUTHORIZATION FORM & 4-SQUARE PLANNER. TEACHER SIGNS BOTH DOCUMENTS.

What are the two forms students complete to request to borrow video equipment?

¼ PAGE BORROWING SHEET + PERMANENT CLIPBOARD RECORD

What are the two forms of identification required to borrow video equipment in class?

I.D. LANYARD + VALID PHOTO I.D.

What form of identification is required to borrow equipment overnight?

VALID PHOTO I.D.

When borrowing equipment in class, when must equipment be returned?

IMMEDIATELY AT THE WARNING BELL

When borrowing equipment overnight, when must equipment be returned?

BEFORE THE FIRST CLASS ON THE FOLLOWING SCHOOL DAY

What is the first thing each student must do each time they use a computer station?

SIGN IN ON THE COMPUTER USE RECORD ON THE CLIPBOARD

What are the three final things students must do when they leave a computer station?

LOG OUT + SIGN OUT ON CLIPBOARD + PUSH IN CHAIR

What technologies are in place to monitor each student's computer activity?

REMOTE DESK TOP

What technologies are in place to monitor student web activity?

REMOTE DESK TOP + SERVER RECORDS + CLIPBOARD

What are the three requirements for leaving the classroom?

- 1 **STUDENT MUST WEAR AN I.D. LANYARD**
- 2 **STUDENT MUST HAVE A SIGNED PASS**
- 3 **STUDENT MUST SIGN OUT AT THE CLIPBOARD NEXT TO ENTRANCE / EXIT**

What are the two forms of identification provided by CPHS / CPTV for each student?

LANYARD I.D. + PHOTO I.D.CARD

What is the purpose of each of these identifications?

- 1 **LANYARD IDENTIFIES STUDENT IN & OUT OF CLASS + VERIFIES PRIVILEGES**
- 2 **LEAVE I.D.CARD WHEN BORROWING EQUIPMENT**

How does a student earn an I.D. Lanyard?

COMPLETE THE 8-SHOT FILM ASSIGNMENT

What privileges come with having an I.D. Lanyard?

STUDENT MAY USE FACILITY & EQUIPMENT, AND VIDEOTAPE ON CAMPUS

List the forms students have on file with the teacher at all times

- 1 **RESPONSIBILITY FOR USING EQUIPMENT AT SCHOOL (2 SIDES)**
- 2 **RESPONSIBILITY FOR BORROWING EQUIPMENT OVERNIGHT (2 SIDES)**
- 3 **COMPLETED MPF TEST (4 PAGES)**
- 4 **PRODUCTION AUTHORIZATION FORMS (2)**

Is there a lab fee for this class? **NO**

What materials is the student responsible for supplying?

VIDEO TAPES, DVDs, AND CD's

How are student grades constructed?

40% **COMPLETED PROJECTS**

30% **PRODUCTION LOGS**

20% **PROFESSIONALISM**

10% **FINAL EXAM**

How often are student Production Logs collected and graded?

EVERY WEEK

How many entries are required each week? **2**

Where can students access course forms and information 24/7 ?

www.cptvweb.org – CLICK AUDIO/VIDEO CLASS – CLICK COURSE DOCUMENTS

Where can students find directions 24/7 for many of the technical procedures and policies used in video production class?

**www.cptvweb.org -- CLICK AUDIO/VIDEO CLASS – CLICK COURSE DOCUMENTS
CLICK CPTV OPERATIONS MANUAL**

How do students reserve time in the recording studio?

ASK TEACHER AND SIGN UP ON CLIPBOARD IN STUDIO

What is the dictionary definition of 'professionalism'?

THE CONDUCT, AIMS, OR QUALITIES THAT CHARACTERIZE OR MARK A PROFESSION OR A PROFESSIONAL PERSON

Why can we require professionalism from students who are not professionals?

VIDEO PRODUCTION CLASSES ARE PART OF CALIFORNIA STATE CAREER-TECHNICAL EDUCATION. THE GOAL OF CAREER TECHNICAL EDUCATION IS TO INTRODUCE STUDENTS TO THE ACADEMIC, TECHNICAL, AND BEHAVIORAL REQUIREMENTS OF TECHNICAL PROFESSIONS. STUDENTS ARE EXPECTED TO PREPARE THEMSELVES FOR WORKING IN A PROFESSIONAL ENVIRONMENT, INCLUDING PRACTICING PROFESSIONALISM SKILLS IN: FACILITY & RESOURCE MANAGEMENT, FOLLOWING DIRECTIONS, SELF CONTROL, AND INTERACTIONS WITH PEERS AND SUPERVISORS.