

Media Education Foundation of Georgia (MEFGA)

Broadcast Video Production – Industry Certification Standards

Standard 1- Organization and Administration

1.1 Course design

1.1A Shows clearly stated goals and objectives for program

- a. Name and description of each course taught in program area
- b. Course syllabus and grading criteria for each course taught
- c. Copy of curriculum
- d. Written policy or handbook for BVP procedures for classroom and lab

1.2 Financial allocations

1.2A Manages budget for the program

- a. Accounting of consumable and equipment money received and spent for previous and current school years
- b. Procedure for requesting funds
- c. Maintains records of spending

1.3 Student recruitment

1.3A Has an ongoing procedure to market program to potential students

- a. Methods of marketing program and recruiting potential students such as flyers, brochures, or website

1.4 Description of live work policy

1.4A Has an approved live work process in place, if applicable

- a. Copy of live work policy
- b. Procedure for integrating live work into curriculum

1.5 Public relations for BVP program

1.5A Provides public relations information for the BVP program

- a. Brochures, web pages, or newsletters for potential students and their parents
- b. News releases, school broadcasts

1.6 CTAE Media Network

1.6A Participates in CTAE Media Network

- a. A student production created, video uploaded to an online distribution application accessible to NUMEFGA, e.g. Schooltube

1.7 Advisory committee

1.7A Maintains and meets with a program advisory committee

- a. Meets twice a year
- b. Minutes from past two years

- c. Minutes show evidence of curriculum and goals review by committee
- d. Committee makeup is indicative of areas taught within the BVP program

1.8 Student/teacher ratio

1.8A Has the number of students is appropriate for optimum learning situation

- a. Class schedule with number of students in each class
- b. Number of instructors including resource teachers available

Standard 2 - Learning Resources

2.1 Availability of resources

2.1A Has the learning resources appropriate for the number of students taught in each course

- a. List of resources

2.1B Has the number of computers appropriate for instruction

- a. Software current, loaded, and up to date
- b. Budget is available to purchase updates
- c. Computers all running

2.1C Has consumable, materials and supplies appropriate for teaching the curriculum

- a. Consumable inventory
- b. Reference materials, periodicals, or relevant internet resources listed

Standard 3 - Students

3.1 Management of records

3.1A Maintains student records in an orderly method

- a. Copies of attendance records
- b. Description of record-keeping system of student performance
- c. Progress charts or other record-keeping
- d. Copies of current grade books without student names

3.2 Safety

3.2A Demonstrates on-going instruction in safety

- a. Description of classroom and lab safety, emergency and first aid procedures
- b. Safety lesson plans
- c. Copies of completed safety tests on file for each student
- d. Accident report form
- e. Emergency evacuation procedures

3.3 Instruction

3.3A Provides sequenced instruction to meet objectives for each course

- a. Three sets of lesson plans, student products, and the assessment instruments that illustrate examples of pre-production, production and post-production

3.3B Provides instruction for addressing different learners' needs

- a. Examples of differentiation in assignments, (special needs, ESOL)

3.4 Assessment

3.4A Evaluates student work

- a. Written explanation of grading process
- b. Policy for make-up work
- c. Examples of rubrics, rating scales, or other assessments

3.5 Student opportunities

3.5A Acknowledges outstanding student performance

- a. List of student recognition

3.5B Provides in-class and out-of-class experiences for students

- a. Guest speakers
- b. Opportunities for job shadowing, work-based learning experiences, externships
- c. Field trips

3.5C Participates in a CTSO

- a. Copy of student membership in national student organization(s), SkillsUSA and/or TSA.
- b. Evidence of local SkillsUSA or TSA activities.
- c. List of region and state participation in CTSO's.

Standard 4 - Instructional Staff

4.1 Program instructor(s)

4.1A Maintains state certification

- a. Copy of current Georgia certificate

4.1B Participates in local and state staff development

- a. List of staff development activities for current and previous four years
- b. List of staff development specific to CTAE instructors

4.2 Other resource personnel directly related in instruction

4.2A Has adequate support personnel

- a. List of any other instructors who work in your program, i.e., ESOL, interpreters, special needs

Standard 5 - Facilities and Equipment

5.1 Lab and classroom

5.1A Maintains a safe, well-ordered working environment for learning

- a. Provide a drawing of classroom and lab layout showing student stations
- b. Safety equipment in place and marked
- c. Safety rules posted
- d. Written policy regarding safe use, operation, and maintenance of equipment
- e. Fire extinguishers show current inspection tags attached and meet fire codes
- f. Lighting and wiring appropriate for performance and safety
- g. Walkways and work spaces unobstructed
- h. Exits clearly marked and free of obstructions
- i. Evacuation plan posted
- j. Telephone access easily available to the instructor
- k. Call button available in student areas

5.2 Storage

5.2A Maintains secure, clean, well-organized storage

- a. Storage areas for equipment and consumables secure, clean, and well-ordered
- b. Storage adequate for student work

5.3 Equipment

5.3A Has equipment in accordance with state equipment list for BVP

- a. Equipment inventory
- b. State equipment list

5.3B Maintains equipment in safe, working order

- a. Defective equipment appropriately marked and repair order in evidence

For additional information on Broadcast/Video Production Industry Certification Standards or to obtain information regarding MEFGA, please contact:

Liz Pharr

Email: lizpharr@yahoo.com

Web Site: <http://nmefga.wordpress.com/>