

NAME: _____



RAMS Media Membership Guidelines and Information

BE ADVISED: This document contains very important information. All members are expected to pass the Placement Test/ Performance Assessment and fill out an application before continuing on in the program.

Course Objectives

- Students will learn how to maintain a news room studio
- Students will learn how to use video and photo editing programs such as Adobe Premiere
- Students will learn how to record professional videos
- Students will learn how to utilize a green screen
- Students will learn how to manage a website and a social media account
- Students will be expected to work in small to large groups

General Guidelines

R.A.M.S. Acronym: Highlands School District

R- Respectful

A- Accountable

M- Motivated

S- Safe

S.T.U.D.I.O- RAMS Media Acronym to remember for behavior rules

S- Stay in your assigned area

T- Treat each other, the instructor, the classroom and video equipment with respect

U- Use professionalism: Be in dresscode, don't chew gum and follow directions

D- Do your best- put 100% effort during each show and every assignment

Revised: November 21, 2017

RAMS Media Guidelines

I- Include Everyone: Make an effort to work fairly with everyone and publicize news and events for every group in the school

O- Organize: Keep the studio neat. Put everything away at the end of the period

1. Follow Directions
2. Respect Everybody and all the equipment
3. Keep your hands and feet to yourself
4. Use good language
5. No Harassment or Bullying
6. Stay in your area and on task
7. Do your best
8. Include everyone: make an effort to work fairly with everyone and publicize news and events for EVERY group in the school

Behavioral Guidelines (cont.)

9. Keep the studio clean and organized
10. Interruptions during presentations will *NOT* be tolerated
11. Any form of academic dishonesty is an **AUTOMATIC 10** day suspension for the first offense and a **25** day suspension for the second offense and a **termination** the 3rd offense
12. Be on time and present during all presentations

Dresscode

1. School Dress code applies
2. **PEOPLE GOING ON CAMERA: NO GREEN CLOTHES- This will cause the green screen to malfunction**
3. **ALL** members are expected to dress professionally when presenting publicly
4. **ALL** members are expected to wear proper identification (RAMS Media I.D Cards) when attending events for RAMS Media Productions

RAMS Media Identification Cards

1. All members are expected to present this pass when representing RAMS Media
2. The pass will be suspended under the following circumstances. Please refer to *Pass Suspension Guidelines* for more information
3. RAMS Media ID cards will be terminated for
 - a. Skipping classes using the pass
 - b. Falsifying ID to gain admission in to events
 - c. Failure to report to the RAMS Media Meetings
4. All members must show IDs to gain entrance into the studio
5. During events, RAMS Media passes **MUST** be on a Highlands lanyard or on a name tag clip
6. Replacement passes will cost \$1

Consequences: Warnings, Pass Suspensions, and Pass Terminations

The RAMS Media Consequence system is as follows (strikes reset every 5 school days)

1. 1st Strike- The student will receive a verbal warning
2. 2nd Strike- The student will receive a Formal Written Warning
3. 3rd Strike- The student's pass will be suspended for up to 5 days

RAMS Media Guidelines

4. 4th Strike- The student's pass will be suspended for a minimum of 5 days and up to 25 days
5. 5th Strike- The student's pass will be terminated
 - a. The student must go through the *RAMS Media Study Program*

Academic Dishonesty Policy

1. 1st offense: 10 day pass suspension
2. 2nd Offense: 25 day pass suspension
3. 3rd Offense: Pass Terminated

Pass Suspensions: Pass suspensions will not last more than 25 days (5 weeks)

A student will receive a pass suspension when the student has received a written warning but persists on breaking the rules set forth in these guidelines

When a student receives a Pass Suspension, the student will be expected to complete the following steps before receiving their pass back

1. Student must sign the pass suspension
2. When it is signed, the student's suspension will begin.
3. The student must be present in order for the day(s) to count
4. When the student returns, he/she will maintain the strikes for 5 days
5. When the student is suspended, he/she is prohibited from participating in any projects or RAMS Media Events

Pass Terminations

The student will no longer be able to continue in the RAMS Media Program if they reach 5 strikes.

The student must:

1. Sign the Pass Termination Form
2. Surrender all equipment
3. Surrender their pass
4. They can regain their pass after completing the *RAMS Media Study Program*

Jobs and Responsibilities in the RAMS Media Program

- All members must pass a Performance Assessment with at least a 60% and meet the criteria for their position
- Any members who scored an 80% or above and has been in the program for 1 full year or longer **OR** has scored a 600 or above in the study program along with an 80% on the Placement Assessment will be eligible for leadership positions

Reporter

- The reporter is expected to present facts in a televised format
- The reporter is the team leader for projects
- The reporter is responsible for the paperwork submission of the project

Camera Operator

- The camera operator is expected to operate a camcorder or a DSLR camera

RAMS Media Guidelines

- The camera operator is expected to film the presentations given by reporters
- The camera operator is responsible for all equipment used
 - **If someone else needs the equipment, check it out from under your information and transfer it to the other person or YOU will be held responsible**
- The camera operator is permitted to use a laptop for the purpose of transferring photos and videos and make sure the video editor uses the same SD card and computer
- Camera Operators must email the video editors the files they need *via the goldenrams.org google account*

Video Editors

- The video editor will obtain the video via email, SD card, or flash drive
- The video editor is responsible for the overall submission of the project
- The video editor is responsible for creating a title screen via Windows Paint
- The video editor will be expected to use a video editing software to complete the projects
 - Adobe Premiere is downloaded on the HSLIBRARYCART laptops
 - If you need assistance, see a leader or click F1 key on the keyboard in the Adobe Primer

REPRESENTATIVE JOBS

Organization Reporter

- The organization reporter is expected to gather information about the assigned club or organization
- The organization reporter is expected to submit a written, typed report to be submitted to hhsramsmedia@goldenrams.org and present them in the RAMS News.
- The organization reporter is allowed a team of 3 reporters
- Requirements
 - You must pass the test requirements
 - Sign a *Leadership form*
 - Obtain a Organization Reporter Form
 - Receive the recommendation from the sponsor
 - Turn in the form

Sports Reporter (SEASONAL POSITION: FALL, WINTER AND SPRING)

- The sports reporter is expected to coordinate film coverage for **ALL HOME SPORTS EVENTS for that sport**
- The sports reporter will be expected to provide sports schedules
- The sports reporter is permitted to have a team of 3 members
- Provide footage for all sporting events
- *See Camera Operator Job Description for what is expected of each project*
- Requirements:
 - Meet the test requirements
 - Sign a *Leadership form*

RAMS Media Guidelines

- You must demonstrate sufficient knowledge in camera operating and reporting
- Obtain a Organization Reporter Form
- Receive the recommendation from the Athletic Director
- Turn in the form

Cafeteria and Official Announcements Reporter

- The Official Announcements Reporter is expected to gather the official announcements and cafeteria menus
- The Official Announcements Reporter is also a leadership position. They will be expected to efficiently manage the reporters
- Requirements
 - Pass the test requirements
 - Sign a *Leadership form*
 - You must pass the Reporting Section and the test
 - Turn in the form
 - Get elected

On Air Anchor

- Reporters who qualify will rotate out of this position
- The On air Anchor is expected to read from a teleprompter

LEADERSHIP POSITIONS- RAMS MEDIA COUNCIL

STUDENTS WHO WISH TO APPLY FOR A LEADERSHIP POSITION MUST HAVE BEEN IN THE PROGRAM FOR AT LEAST 1 YEAR OR SCORE A 600 OR ABOVE IN THE *Rams Media Study Program*

Website and PowerPoint Manager/ Analytics Director

- The website manager is expected to maintain the website located on weebly.com
- The website manager is expected to remain respectful and motivated attitude
- The website manager is expected to review YouTube and Social Media Stats
- The website manager is also responsible for removing old slides and inserting new slides into the powerpoint for the T.V PowerPoint Viewers
- Requirements
 - Obtain a leadership contract and test
 - You must pass the Written and Reporting Section of the test
 - Turnitin
 - Campaign and get elected

Equipment Manager/ Camera Operator Manager

- The equipment manager is expected to manage the cameras and equipment in the newsroom
- The equipment manager will be expected to offer basic troubleshooting advice
- The equipment Manager is the head of the Camera Operators
- Requirements:
 - Pass the test requirements
 - Sign a *Leadership form*
 - Turn in the form
 - Get Elected

RAMS Media Guidelines

Cafeteria and Official Announcements Reporter/ Reporter Manager (same position as listed above in *Representative Jobs*)

- The Official Announcements Reporter is expected to gather the official announcements and cafeteria menus
- The Official Announcements Reporter is also a leadership position. They will be expected to efficiently manage the reporters
- Requirements
 - Pass the test requirements
 - Sign a *Leadership form*
 - Turn in the form
 - Get Elected

Executive Director and Producer/ Video Editor Manager

- The Executive Director and Producer is expected to operate and lead the RAMS Media Program
- This is a teacher appointed position
- The Executive Director and Producer is permitted to have a team of 3 (2 assistants and him/her)
- The Executive Producer is the head of the program and the leader of the video editors

Assistant Executive Director:

- Expected to assist the Executive Director in any advice and his/hers task. The advisor to the Executive Director
- To be elected if they pass all of the leadership requirements and get majority of votes. Is expected to manage newsroom and is 3rd in command

Classroom Procedures

Schedule

- ***THIS CLASS REQUIRES BEFORE AND AFTER SCHOOL COMMITMENTS***
- ***Before School and Homeroom:*** All filming and projects are to be completed during this time.
- **MEDIA 1: Class Period will be used to complete the RAMS Media Study Program**
- ***ALL MEMBERS MUST REPORT ON TIME***
- ***Flex:*** Instructional Meeting and Project Assignments along with group planning.
 - ***Friday@Flex:*** filming of RAMS News- the formal newscast

Projects

All Projects are worth 25 points. You must complete at least 4 projects each 9 weeks (1 project every 2 weeks).

- 1) Project Assignments
 - a) If you are assigned the *Creative Project* or you want to create your own project, fill out the *Project Request and Approval* form must be filled out
 - b) Look for your assignment located in the folder at your table
- 2) Complete the project and fulfill the checklist
 - a) All project paperwork must be kept in the student's folder

RAMS Media Guidelines

- 3) Turn in the project: Fill out the *Project Completion* form and turn it into the turn in bin
- 4) Turn in the video to hhsramsmmedia@goldenrams.org
 - a) In the subject line type in the name of your project and in the body, type the names of everyone involved

Equipment

1. Some equipment may be checked out under your Student ID# on your library
2. Computers and laptops must remain inside the library and studio
3. **YOU ARE RESPONSIBLE FOR THE FULL COST OF REPLACEMENT AND REPAIR OF ANY EQUIPMENT DAMAGED OR LOST WHILE CHECKED OUT UNDER YOUR NAME!**
4. Please return any equipment used overnight fully charged
5. BE RESPECTFUL TO ALL EQUIPMENT

Other Worksheets

Other worksheets may be assigned for various reasons

- a. **Alternate Project-** If someone has their pass suspended or other various reasons, then, an alternate project will be assigned. These are worth **25 points**
- b. **Homework-** Will be used to practice knowledge outside of a classroom environment. These are worth **10-20 points**
- c. **Assessments-** Will be used to assess the necessary knowledge needed for the newsroom. These are worth **50-100 points**

Placement Test

- The student must achieve a grade of 60% on the test
- The test will contain a section on
 - Professionalism (10 points)
 - Reporting (20 points)
 - Filming (20 points)
 - Video/Photo Editing (20 points)
 - Demonstration (20 points, 5 points per item, also counts toward section)
 - Essay (10 points)
- Students can pass a certain section but fail the test. If so, the student is ineligible but can retake the test
- Passing and Failing
 - In order to pass a section you must...
 - Get 3 points in the Multiple Choice and Written Section
 - Get 6 points in the Demonstration Section
 - In Order to Pass the test you must get a 60%
 - If you fail, you can take the test again when you receive your grade

Grading

RAMS Media Guidelines

- **Projects (Alternate projects will be graded the same way)**
 - **25/25 points:** The project is completed well and fulfills the checklist
 - **15/25 points:** The *Project Completion* form is incomplete and/or not turned in **OR** the project does not fulfill the checklist
 - **10/25 points:** The project is late or is not of on-air quality
 - **0/25 points:** No project is turned in
- **Homework**
 - **10/10 points:** Homework is done and turned in ontime
 - **5/10 points:** Homework is incomplete OR late
 - **2/10 points:** Homework is incomplete AND late
- **Assessments**
 - **Will be graded on accuracy. Each question is weighted accordingly**

RAMS Media Leadership Council

Rules and Guidelines

1. All candidates must score at least an 80% on the Performance Assessment/ Placement Test
2. All council members must follow all rules and guidelines outlined above
3. Any council member can fill out a Disciplinary Meeting Form
4. Any council member who receives 3+ suspensions will be terminated from the council
5. Council members must have completed TV Journalism 1

Elections/Voting

- Every Student will be allowed 1 vote per office
- ANY mark made in the check box will count as a vote
- Students must write their name at the top of the ballot
- Candidates are permitted to run for 2 Offices but can only get into one office
 - In the event that the candidate wins both offices, the candidate will pick the offices they want and the other office will be granted to the runner up.
- The person with the most events for that office wins that office

When elected into an office:

General Meetings:

- **These meetings could possibly happen after school**
- These meetings will be moderated by the Executive Director
- The meeting will begin with addressing the agenda
- Once the agenda is addressed, each problem/solution will be reviewed
- Then, the council will vote
 - The council will vote by raising their hand, majority rules (3 votes to win majority)

Disciplinary Meetings

- **These meetings will take place on Thursday during Flex**
- These meetings will be moderated by the Executive Director

RAMS Media Guidelines

- The meeting will begin by a roll call of all the people who showed up
- These meetings are handled on case by case basis.
- The person will be presented with the case
- The person will be allowed up to 2 minutes to present their argument
- The Executive Director will give the sentence based on the guidelines below
 - *For Strike Accumulation:*
 - 3rd Strike- The student's pass will be suspended for 1-10 days
 - 4th Strike- The student's pass will be suspended for 10-25 days
 - 5th Strike- The student's pass will be terminated or suspended for 20-25 days
 - *Academic Dishonesty*
 - 1st offense: 10 day pass suspension
 - 2nd Offense: 25 day pass suspension
 - 3rd Offense: Pass Terminated
- The council will vote for it the same way as in a general meeting
 - If decided yes:
 - a Disciplinary Action form will be filled out
 - The student will sign the form
 - The student will serve the punishment
 - If decided No:
 - The student will lose all accumulated strikes for that incident

Vetoing

- The sponsor overrules the council
- Anything can be revoked if it gets a majority vote **UNLESS STATED BY SPONSOR**
- If the sponsor makes a rule, the council cannot overrule without the sponsors permission

Idea admissions

Anybody is permitted to submit ideas. Ask the Executive Director when the next meeting is.

Administration Rankings

Below is the rankings for RAMS Media.

1. Sponsor
2. Executive Director
3. Assistant Executive Director
 - i. Video Editors
4. Managers
 - a. Equipment/Camera Manager
 - i. Camera Operators
 - b. Official Announcements Reporter
 - i. Reporters
 - c. Website/ Analytics Manager
5. The *i* located in the 3 AND 4 section: Camera Operators, Reporters, and Video Editors

RAMS Media Study Program (New Members)

- All members must complete the *RAMS Media Study Program*

RAMS Media Guidelines

- The student must pass the placement assessment
- The student must achieve the minimum points required to pass
- Any student scoring a 600 or above is eligible for a leadership position

Sample Project Checklist

Interviews

Pre-Interview

- Reporter:** Type up the questions
- Camera Operator:** Equipment Check
 - Camera
 - Battery
 - SD Card
 - Charger
 - Lenses
 - Tripod (if necessary)
- Reporter:** Questions are copied 3 times and one copy is turned in to the Executive Producer/Director
- Reporter and Camera Operator:** Meet the interviewee and schedule an appointment or conduct the interview
- Video Editor:** Create a title screen

Interview

- Camera Operator:** Setup the camera
- Reporter:** Introduce Yourself
- Reporter:** Conduct Interview
- Camera Operator:** The video meets the criteria below
 - Audio is recorded
 - Video is recorded
 - The subject filmed is centered in the view of the camera

Post-Interview

- Reporter:** The *Project Completion* form is completed
- Camera Operator:** Submit the video to the editor
- Video Editor:** Make sure the video makes the following criteria
 - The video contains a title
 - The video contains a name tag for the reporter and the interviewee
 - The video contains credits
 - The video is published in .mp4 format
- EVERYONE:** The video is submitted to hhs_rams_media@goldenrams.org

Creative Videos and Newscasts

Prep

RAMS Media Guidelines

- Reporter:** Type up the script
- Camera Operator:** Equipment Check
 - Camera
 - Battery
 - SD Card
 - Charger
 - Lenses
 - Tripod (if necessary)
- Reporter:** script is copied enough for everyone to receive a copy including the Executive Producer/Director

Video

- Record Video
- Make sure the audio and video is recorded

Editing and Publishing

- Reporter:** The *Project Completion* form is completed
- Camera Operator:** Submit the video to the editor
- Video Editor:** Make sure the video makes the following criteria
 - The video contains a title (the title screen you created)
 - The video is edited to the project's standards
 - The video contains credits
 - The video is published in .mp4 format
- EVERYONE:** The video is submitted to hhsramsmmedia@goldenrams.org

Contact Information and Links

Project Submission

hhsramsmmedia@goldenrams.org

Questions or Concerns

724-226-1000 ext.4116 or email hhsramsmmedia@goldenrams.org

Announcements and Website

Remind: Text 81010 the message

Lvl. 1: @ramsmediaa Lvl.2: @ramsmediab Club:@ramsmediac Leadership Council:

@ramsmedial

Website: hhsramsmmedia.weebly.com