

## **Welcome to COM 243 Intro to TV and Film Production**

If you're able to access this website, it means that you are officially enrolled in this course. Be sure to read **all of the course information** contained in this site -- as your understanding of this information is critical to your success in this course. The first class meeting will be on Thursday, January 16, 2020.

We look forward to our Tuesday & Thursday, 1:30-2:45, RLC 106 and studio class sessions this semester! We'll be meeting in RLC 106 for our first session!

See you in class,  
Dr. H and Professor Rick

**Dr. Alan C. Hueth**

[alanhueth@pointloma.edu](mailto:alanhueth@pointloma.edu)  
619-849-2358

**Office Location** Cabrillo 203

**Office Hours** 10-11 a.m.

I do have an overload and a projects to work on this semester, so it's best to email me for an appointment. Just send me time frames of days and times you're available, and I'll pick a time that works for both of us!

**Professor Rick Moncauskas**

Media Operations Mgr. & Point Radio Advisor  
Adjunct Professor of Communication

TV Studio: 619-849-2910

**Office Location:** Point Radio

**Office Hours:** by appointment

### **Welcome to COM 243 Intro to TV and Film Production --PLNU's intro-level TV and film production course!**

This promises to be an exciting term. You will be learning about many aspects of video/film and audio production in this course, and it will include a combination of both theory and hands-on production.

This course is an overview of production operations and process for studio and field production, including camera operation and technique, sound, lighting, graphics, make-up, teleprompting, floor directing, technical directing, basic engineering, producing, directing, editing, and on-camera performance. Your learning will occur via lectures and class discussion about textbook and DVD-ROM content, lab demonstrations, and ungraded lab exercise, and equipment/performance competencies that you will be required to complete for this course. In addition, you will have one team project (graded) in this course, and a class project (ungraded) on the last day of the course. Also, a substantial portion of your learning about theories and techniques of production will be via the VideoLab 4.0 DVD-ROM, which is described in the required resources/textbook part of this website.

This course will also introduce you to PLNU's *Point TV* -- our student-operated online television station. This includes the *Point TV* website -- along with our *Point TV Facebook* and *Vimeo* pages. This includes an introduction to the programming and management staff responsible for the production and exhibition of all programs produced in the COM 425 TV Workshop class. You will also be allowed to serve as studio or field production crew for *Point TV* projects with the TV Workshop class--for extra credit points. The requirements for this part of the course are described in the "Assignments" section of this website.

### **Teamwork AND Specialization:**

Producing a television program requires teamwork. Therefore, it is necessary to have at least a general knowledge and understanding of the various staff and crew positions involved in producing a program. Also, depending upon where you work after you graduate from PLNU, you may be called on to "wear many hats"--writing, directing, editing, etc. Such "one-person bands" are common, so a diverse knowledge of production is also important in these situations. You do not have to be an expert on everything, but you must at least have some knowledge of the basic technical and creative aspects of each area of production. Specialization still is a part of production, however, every responsibility is affected by the others in the production process. Therefore, you need to begin to develop a working knowledge of all aspects of television production at an early stage.

### **Multiple Skills:**

This field requires many different kinds of skills--especially good interpersonal skills. One might say that television production is "interpersonal-relations intensive"--that is, (ideally), in order to get your foot in the door and succeed and advance, you must be good at what you do and nice to work with. You need to develop your interpersonal skills and, especially at this level, primadonna attitudes are frowned upon. Things honored in TV and film (and just about every other field) are initiative, energy, enthusiasm, dependability, and humility. These are most important, and will affect my evaluation (and studio mgt, and your peer's evaluation) of you as a prospective TV/film producer. In this course (and in future media production courses), you might be called on to record sound, run camera, carry something (serve as a PA or "grip"), climb a ladder and hang/adjust a light, or just sweep the floor. In other words, be prepared to "get your hands dirty"--no matter how menial you may consider the task to be.

### **Professional Socialization:**

Based on these assumptions, the challenge in this course is to begin to do the following: exhibit initiative, energy, enthusiasm, dependability, and humility--all in the process of beginning to understand and master the various positions in the production process. It will also provide you the opportunity to display your stewardship abilities. We are all stewards of our time, talent, and treasure. You'll display your stewardship of time via your ability to make this course a priority by getting things done on-time. You'll display your stewardship of talent by working well with others and doing well in your exercises, competencies, and assignments. And you'll display your stewardship of treasure by taking care of the equipment-technology entrusted to you in this course. You will be expected to take care of all equipment you use like it is your own and is irreplaceable. These are all important parts of your "professional socialization" in this field, and each is extremely important in your future success working in TV/film.

## RESOURCES

All students will have access to the following resources for this course.

- \* Television Production Handbook (11th edition), by Herb Zettl (Wadsworth-Cengage Learning)
- \* Video Lab DVD-ROM 4.0 and your own computer for loading and operation
- \* One DVD (to dub and submit your editing competency)
- \* One audio headset w/mini plug (for edit workshops in the Bresee or Mac Lab)

The textbook and DVD-ROM are available at the reserve desk in the library...just ask for the COM 2043 textbook OR the VideoLab DVD-ROM...and you can check them out for two hours in the library. I'm told that there are several books, and there are ten (10) copies of the VideoLab DVD-ROM. You can purchase a DVD for your editing competency from Rick at the studio. Plan to use your own headset for the editing workshops.

## A LAPTOP OR SMART PHONE

The course will include six (6) in-class online quizzes that must be taken on a laptop or smart phone that can access the course's Canvas website. Be sure to bring them to class on the scheduled quiz dates -- see the "Modules"- "Schedule" page for quiz dates.

## RECORDING CARDS

Each student will be provided one card for shooting production exercises and the group project. Any additional cards will be the individual student's/group responsibility to purchase. Also, make sure that you label your card with your name neatly printed on the label (provided) that is attached to the package of the card. **I will not accept any cards (for exercises, group projects, etc.) that are not labeled and not placed in the package that the card came with.**

## Edit Bays, Check-Out/Check-In Hours, and TA's:

The edit bays are open and available (along with equipment) when Rick Moncauskas or our Technical Assistants (TA's) are working. The TA's for this semester are:

Sommer Fox , junior, Media Com-Production  
Grace Ramos, freshmen, Media Com-Production  
Maile Raventos, sophomore, Media Com--Film Studies  
Hana Strickfaden, sophomore, Media Com Minor  
Leanna Thesken , sophomore, Media Com--Multimedia  
Luna Trevino , sophomore, Media Com--Multimedia

The editing and equipment hours will be posted on the bulletin board by the second week of the semester. These hours fall within the library hours--see below--however, the edit bays will not be open at all hours that the library is open...just so you know. Friday access will be limited to a couple of hours in the afternoon, and weekend access will be based solely on TA availability. If you have questions about this, please talk with Rick Moncauskas, Media Operations Manager, about this. His office is in the studio complex.

## Point TV Leaders:

You'll be working with the Point TV management team (and other advanced students) in COM 4025.

**Station Manager:** Acacia Laliotis, junior, Media Com--Production, and Ali Seaquist, sophomore, Media Com--Production

**Social Media Manager:** Sommer Fox, junior, Media Com-Production

**Coastline News AND Loma Sports Tonight (LST) Manager:** Maile Raventos, senior, Media Com--Film Studies, and Jakob Kleist, junior, Media Com-Production, *Coastline News* Production Assistant

**Productions Manager:** Adam Buffini, sophomore, Media Com-Film Studies

**Publicity Manager:** TBA

### **Watch Our *Point TV* Shows**

See all kinds of projects and films that can inform, inspire, and stir some creative thinking for this course and beyond.

Here's the ***Point TV*** ([Links to an external site.](#)) website that includes show descriptions, production schedules, crew lists for shows, press releases/news about the latest news about the station and the media com and broadcast journalism students and their activities.

### **STUDENT LEARNING OUTCOMES (SLOs)**

As a result of this course, students will display knowledge and/or skill in the following areas:

1. Basic technical and creative skills in the following areas: studio and field camera operation, audio production, video switching, graphics, teleprompter operation, lighting, make-up, basic engineering, camera and performer/actor staging, studio and field directing, scriptwriting and script breakdowns, digital-non-linear editing (Adobe Premiere software), and the writer-producer and performer roles in television/film production;
2. Basic principles of video and audio signal monitoring and processing;
3. Television production language and processes, and the unique demands and challenges of the production process; and
4. Through all of this, students will begin to exhibit a professional attitude and a sense of professional production values.

### **Course Activities**

This course will include the following activities:

- Self-guided lectures, video and graphical examples, and interactive activities on the basic areas of production on the VideoLab DVD-ROM
- Six (6) in-class, online, and timed quizzes on production (from the *VideoLab DVD-ROM*), including: process, camera, lighting, audio, switching, and editing
- Completion of thirteen (14) "Production Competencies" on camera, sound, lighting, etc. (see assignments page for more details)
- In-class lectures, discussion, and labs on TV/film production techniques
- Screening examples of outstanding student and professional television & film programs
- Equipment demonstrations and labs
- Two (2) 3-hour evening editing workshops (Adobe Premiere software) **REQUIRED PARTICIPATION TO PASS THIS COURSE--see dates on course schedule and put these dates on your calendar!**

- Individual, ungraded production exercises
- Serve as an observer or production crew member in one (or more) of the COM 4025 TV Workshop course's *Point TV* television or film programs (4 hours minimum--with extra credit points for additional hours)
- Production of one (1) short TV/film project (group project)-- a news package, short documentary film, or short film
- Production of class project: *Studio 2043*--a live-to-tape studio based interview show featuring this semester's group projects and a member of each project's crew

## LECTURES

### Lecture sessions will occur in two different venues:

1. In regular class and lab sessions; and
2. In the VideoLab 4.0 DVD-ROM

### The lectures will be on the topics listed below:

Camera operation and technique--framing, composition, and the technical aspects of video camera operation

Sound--including microphone types, pick-up patterns, recording techniques, levels, mixing, etc.

Lighting--for news, dramatic effect, etc.. Technique based on purpose, tone, and task

Directing--including camera angles and staging, camera movement, talent staging and movement for drama, news, and interview shows; also, basic directing language and technique for studio interview and news shows

Technical directing--including switcher operation for multi-camera live and live-to-tape production

Editing--including basic operational characteristics and techniques of Final Cut Pro editing software

Graphics--including purpose, and the basics of color, contrast, backgrounds, fonts and other aspects of graphic design for television and film (and a studio character generator and FCP graphics operations)

Basic engineering--including color balancing, shading (f-stop/iris control), and basic waveform monitor

Teleprompter operation--including text entry and operation for studio production

Producing--including project planning, crew assignments and meetings, project organization, and the basics of television scriptwriting

Basic performance--including narration for on and off-camera performance

We will also spend some time doing viewing, analysis, and critique of selected professional and past student television projects, along with student exercises that are assigned throughout the semester.

**You will also have two workshops on Adobe Premiere editing --see "Schedule" page on this website for specific dates, times, and locations. This is REQUIRED for the media com majors. All others: we suggest that you DON'T miss these workshops. All competencies must be completed. If you miss these workshops, it's likely that you won't be able to know how to edit the other project assignments in this course that require editing, and will not be able to complete the course. So, be sure to see the scheduled editing workshops, and put it on your calendar.**

## **COURSE POLICIES**

Recording Permissions, Copyright & Equipment Use, and Internet Posting

Recording Permission Process

First: **to shoot indoors** you must secure permission, in advance, if you wish to shoot INSIDE a building. Here's the [list](#) of the names and phone numbers of the various building coordinators/managers on campus, including dorms, that you can have a copy of to take with you.

Plan ahead! You must secure permission from the building manager BEFORE you can shoot in their building. Don't assume you can get permission just before OR on your way to the shoot. Ideally, it's best to request this kind of thing a week or more in advance. Some building managers may be okay with one (1) day prior to your shooting date -- but don't depend on it. Also, when you check out equipment, you will be issued a "Press Pass"—to be worn by the camera operator for the shoot—which lets the building managers know that you're PLNU students and are working on a PLNU class project.

Second: **to record outdoors.** We have arranged a system with Public Safety whereby, if you are shooting in an exterior common area (ie. outdoor areas between or around buildings), you have permission to shoot in those public areas on campus. That system is the "press pass." IF YOU ARE WEARING the press pass that will be in your camera bag when you check out your gear, you have permission from our department, and public safety, to shoot video outdoor on the PLNU campus. You need special permission to shoot in and around the Fermanian Business Center. Please call and get permission early. The camera operator must wear the "press pass."

Third: **to record off campus.** You are responsible to obtain permission for all off-campus shoots. This means that if you are setting up a tripod and/or lighting and any kind of extensive sound systems with crew and talent in public or private areas, you are responsible for getting permission to shoot--depending which entity (the city, county, state, or federal govt) "owns"/is responsible for that property. If you are shooting indoors on private property, you must get permission from the property owner. This can often require that you show that you have liability insurance--which PLNU provides for student shoots. You must contact Jim Bergherm in PLNU accounting office about insurance forms.

## **COPYRIGHT POLICY**

If you shoot video with signage (ie. Coca-cola) in the picture you must obtain the rights to show their logo in your footage if you plan to make your video public in any way. An example would be if you want to enter your video into a festival or post it on YouTube. This goes for PLNU signage as well. If you plan to have PLNU logos or signage in your video, you need to get permission from the school to use their copyrighted identifiers. The reason for this is clear. If your video defames the school in any way, you will not get permission. (The same is true of Coca-cola.) In most cases, assuming you are not doing anything to denigrate or besmirch the reputation of the

school, permission will, most likely, be granted. We want you to be aware that use of PLNU signage is not automatically assumed. My suggestion is, if you want to do something controversial, don't include signage (PLNU or other) in your footage.

## COPYRIGHT RELEASE

The PLNU Dept of Communication and Theatre owns the copyright to all student video and film projects created as individual or group projects. This includes projects created by the use of student's personal equipment OR the university's equipment in regular production courses and independent practicum course credit projects. The department has the right to make copies of student video and film projects, and display them on PLNU's Channel 23--the closed-circuit student cable channel, on the Point TV Vimeo channel, and at conferences and conventions for educational and program promotion purposes.

## EQUIPMENT USE FOR PROFESSIONAL PROJECTS

The student **cannot use** equipment for professional production purposes without notification to the instructor. This includes getting paid by third parties for production services using university equipment or selling partial or completed projects to third parties. If a student desires to use university equipment for professional projects and wants to rent the equipment, they may do so - going through the request process with the instructor and studio media operations manager. Also, if a student takes on a professional project, and the project was referred to the student by university personnel or the instructor, then the project client must agree to a financial donation to the university -- above and beyond payment to the student. This amount must be negotiated by the client and the instructor.

## INTERNET POSTS OF STUDENT PROJECTS

Students cannot put their programs on the Internet or distribute their programs in any way without university permission. The student may receive permission from the department by notifying Dr. Hueth and specifying what project they would like to distribute, in what venue (eg. YouTube, Vimeo, etc.) and when. The department will work with students to find the widest possible audience for their projects.

NOTE: Any violation of these policies will incur loss of equipment privileges.

## ATTENDANCE AND PARTICIPATION POLICY

From the Provost: Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except when absences are necessitated by certain university-sponsored activities and are approved in writing by the Provost.

Whenever the number of accumulated absences in a class, for any cause, exceeds ten percent of classes (this is equivalent to 3 class session absences in this course), the faculty member has the option of filing a written report to the Vice Provost for Academic Administration which may result in de-enrollment, pending any resolution of the excessive absences between the faculty member and the student. If more than 20 percent (6 absences in this course) is reported as missed, the faculty member may initiate the student's de-enrollment from the course without advance notice to the student. If the date of de-enrollment is past the last date to

withdraw from a class, the student will be assigned a grade of "F" or "NC." There are no refunds for courses where a de-enrollment was processed.

It is extremely important that you attend all course sessions, along with all of your scheduled project production sessions. I say this for several reasons:

1. Television production is a team effort and works best when the entire team is present. Always remember: others are depending on you to not only be present, but to perform well.
2. This is a very competitive business where the person with "the edge" will gain employment before others. The "edge" is often gained by prompt, consistent attendance in college classes.
3. There is much to learn, therefore, time is extremely precious.
4. There is very little repetition of areas in this course. Therefore, if you miss class session(s) on, say, camera or lighting (etc.), your understanding of technique and operation will be affected and, thus, it's quite likely that this lack of knowledge will be reflected in your work (your equipment competencies and especially your group project), and your grade will suffer.
5. Your attendance and participation grade will suffer.

Allowances are made for extreme sickness or injury (eg. you can't walk to class), death in the family, and legitimate co- or extracurricular activities and events. If you must be absent from class, a note and/or call or visit to the instructor (or fellow student-producer if you're doing a group project shoot)--well in advance--is advised.

## EQUIPMENT AND FACILITIES

Camcorders, microphones, lighting kits, and other equipment are available for check-out at the PLNU studio. Check-out and return times and policies are posted on the PLNU TV & Film bulletin board by the studio door. Unfortunately, we do not have enough equipment for everyone to use simultaneously. Students who do not abide by the policies will be penalized. Penalties include substantial late fee charges, and for those that abuse policies repeatedly: loss of equipment use privileges for the semester. Also, the person that checks out the equipment is responsible for the care of equipment. If equipment is lost or damaged, students are responsible for costs to replace or repair the equipment. See additional details posted on the equipment check-out policy sheet on the bulletin board by the TV studio door.

Our equipment and facilities are not only academic labs, but are also professional production facilities for on and off-campus constituents. The success and improvement of the academic program in media studies at PLNU is dependent upon the condition, quality, and success of this facility.

Eating and drinking is especially forbidden in the control room, the edit bays, and the studio. You will be required to clean-up, strike, and return all equipment and other items to their proper places after labs and project sessions. Also, please take everything out of the facility that you bring into the facility. If I, other faculty, or department TA's consistently find papers, books, scripts or other items traceable to a student, that student's participation grade will be affected. The studio and edit bays are work areas that need to be kept as neat and clean as possible.

**A Final Note:** please treat equipment as if it were your own, you depended upon it for your own livelihood, and you did not have any money to fix or replace it.

## TEST INFORMATION

### VideoLab DVD-ROM Quizzes

You will have six (6) online, in-class, and timed quizzes spread throughout the semester on the textbook and VideoLab DVD-ROM content and quiz questions in each section. These sections include: process, camera, lights, audio, switcher, and editing.

The test dates are included on the course schedule page on this website.

### Final Exam

The final exam will consist of 173 selected objective questions (T/F and multiple choice) from the DVD-ROM quizzes-- AND -- selected questions from the textbook AND in-class lecture material. Here's the study guide for the textbook and in-class lecture material:

*What "pathos" is and includes*

*The Elements of Drama*

*What "plot" consists of*

*The different kinds of "diction" in TV and film programs*

*What "spectacle" consists of*

*The meaning of "sympathy," "empathy," and "antipathy"*

The exam will be on the Canvas website (like the VideoLab quizzes), so you will need to bring your laptop to class for the final exam.

Test Date: **THURSDAY, MAY 2, 2019, 1:30-4:00 P.M.**

## EVALUATION - GRADING

Your grades for projects will be based upon the criteria and conventions of production identified in the VideoLab DVD-ROM, in class lectures and lab sessions, and in our in-class viewing and critique sessions. You will also be evaluated on your ability to work with others on the group and class projects--this includes your interpersonal skills, flexibility, dependability, teamwork skills, etc.

What you will not be evaluated on:

1. The amount of TIME it took to accomplish the established requirements-assignments in this course;
2. The amount of EFFORT you expended to accomplish the assignments in this course; or
3. Your perceptions of the relative artistic and/or technical merits OR your roommate's, friend's, mother's--or any other family members' opinions of the quality of your work.

You will be evaluated on the basis of **THE QUALITY OF YOUR PERFORMANCE/WORK** (based on your role: camera, directing, editing, audio, etc.), as determined by the instructors' combined experiences of over 45 years of screening entry-level student projects. Your grade will also be based on meeting deadlines and due dates detailed in this course.

Assignments & Weighting:

VideoLab DVD-ROM In-Class Online Tests (177)

Production/Equipment Competencies--13 (all required or you flunk the course)--NO POINTS ACCUMULATED

Point TV Project Production (100)

Project Pitch-Proposal (100)

First-Cut-Group Project (50)

Group Project (300)

Final Exam (173)

Professional Socialization--attendance, attitude, participation, equipment care, etc. (100)

Total Points: 1000

\* Students who participate in more than the required ten (10) hours for *Point TV* program production will earn an extra credit point for every hour they invest -- up to 20 hours and 20 points. All students doing extra credit must record and submit their hours on the TV Workshop Production Timesheet (available as link on "Assignments" page on course website) by/before the final exam.

### Grade Calculation:

Your course grade will be based upon the following cumulative point scale:

920-1000 A

900-919 A-

880-899 B+

820-879 B

800-819 B-

780-799 C+

720-779 C

700-719 C-

680-699 D+

620-679 D

600-619 D-

### Video Lab DVD-ROM

This course will include interactive DVD-ROM instruction on camera, lighting, audio, switching, editing, and the video production process. Our resource for this instruction will be Zettl's Video Lab 4.0 DVD-ROM. The DVD-ROM includes mini-video lectures, graphical and animated displays, interactive activities, and quizzes. You will need to load the DVD-ROM onto your laptop -- so that may be use the DVD on your own PC or Macintosh computer.

You are required to go through all of the content on the DVD-ROM and complete all quiz questions in every section. This content and these questions will be included on the in-class, online, and timed tests that will occur throughout the semester. The "Schedule" page on this website includes all of the test dates.

## PRODUCTION COMPETENCIES

### IMPORTANT NOTE!

Be sure to PRINT OUT all of the competency forms and the "Competency Completion Check Sheet" (at the bottom of this page) ...AND...bring them all to the studio this coming Tuesday--the FIRST Field Competency lab.

You must complete the thirteen (13) assigned (AND REQUIRED) production/equipment competencies **to pass this course**. You must complete them during class time, or during out-of-class time by yourself (or group members) or with a studio TA. Also, the competencies must be completed by the deadlines provided--AS NOTED ON THE COURSE SCHEDULE. AND you are responsible for placing your completed and initialed competencies in your competency folder, and checked off all competencies on the "competency completion check sheet" in your folder. Your folder is located in the COM 243 cabinet drawer in the studio office area.

Here are the competencies:

1. Field Camera
2. Field Lighting
3. Field & Studio Sound
4. Remote-Controlled Studio Cameras
5. Studio Lighting
6. Engineering
7. Switcher & Servers
8. \*Editing
9. Teleprompter
10. Performance
11. Make-Up
12. Graphics
13. \*Directing

\*NOTE: the directing competency is a pencil and paper exercise and is done as homework, and the edit competency is recorded on a DVD. Both of these competencies -- along with all of the other initialed competency forms -- must be placed into your competency file in the studio office area. All of the competency due dates are listed on the course schedule.

Links to the competency completion sheets are provided below. Some competencies will be started and **completed in lab sessions**, and others will require some out of class group or individual work. Please print out the "Competency Completion Check Sheet doc" (see below) and keep it in your competency folder in the studio office area. Be sure to bring your individual competency sheets on the day(s) that we are working on and completing these (or screening them in class)--based on the course schedule.

**Competency Completion Check Sheet Form: [COM 243 Competency Completion Check-Sheet.docx](#)** 

### Competency Forms

1. [Field Camera Competency-1.docx](#) 
2. [Studio & Field Sound Competencies.doc](#) 
3. [Field LightComp.docx](#) 

4. Directing the Short Film or News/Doc competencies (handout); [Directing Competency](#)  
\*Media com majors do the short film or news/doc, and journalism and broadcast journalism do the news/doc competency
5. Editing--jAdobe Premiere editing software--form provided by Rick, and you can buy DVD from him. This competency REQUIRES ATTENDING TWO 3-HOUR EVENING EDIT SESSIONS. This competency (as with all of the others) ARE REQUIRED TO PASS THIS COURSE. So, all must attend, even if you already know Adobe Premiere editing--all must be able to work with our file management and other systems. See the Course Schedule and put these dates and times on your calendar as soon as possible. NO EXCUSES will be accepted for missing these sessions -- except for death in the family or your own death. ;-)
6. [EngineeringComp.doc](#)
7. [StudioCamCompetency.doc](#)
8. [Studio Lighting Competency.docx](#)
9. [GraphicCompetency.docx](#)
10. [Teleprompter Competency.doc](#)
11. [Switcher & Server Competency.doc](#)
12. [Make Up Competency.docx](#)
13. [PerformanceComp.doc](#); also, print out and bring to class: [Performance workshop.doc](#)

**EXTREMELY IMPORTANT NOTE:**

YOU ARE RESPONSIBLE TO PLACE YOUR COMPETENCIES IN YOUR COMPETENCY FOLDER IN THE CABINET IN THE STUDIO OFFICE--as you complete them. Be sure to use the check-sheet (see link provided above) to keep track of your completion of your competencies in your competency folder. At the end of the semester, your folder will be checked to document that all competencies are completed--with student name, date, and either instructor (Hueth or Moncauskas) or TA initials included on each competency form. If any competencies are not completely filled out or are missing from your folder, A COURSE GRADE OF "F" WILL BE ENTERED FOR THIS COURSE.