

AUDIO VIDEO PRODUCTION I SYLLABUS SPRING 2026

RTVB 1305.296-297

What is Audio Video Production?

AVP is a Career and Technical Education class taught by Lubbock ISD-TV staff members. Students will be preparing for life after high school with special emphasis on media and communications. Using industry standard audio and video equipment and techniques, students will focus on learning to write, shoot, and edit their own videos! Students will work in a state-of-the-art TV studio and mobile production truck to create content for various aspects of the media industry including; broadcast news and sports, film and social media.

Some other things you need to know:

- This is a college level class, Dual Credit...FREE, but enrollment will take place in the spring semester!
- This class **requires** work outside of the classroom. This includes; but is not limited to being a crew member during our live sports broadcasts, filming videos/events outside of the classroom, and or completing necessary assignments on Google Classroom when class time is not used appropriately. More details under grading.

What supplies do you need?

- 1 (16 GB or larger) SD card is required. These will be labeled & returned at the end of the year. 
- *Recommended* Personal wired headphones  A class set is available, so this is personal preference.
If there is an issue or questions regarding any of these items...PLEASE let your teacher know ASAP!

What does grading look like?

- Videos, projects, and tests will be weighted equally (100%) under the Assessments category in the gradebook. There will be a minimum of 9 grades here (probably more).
- Since creating videos can be subjective, each video/project assigned will be graded using a rubric.
- Rubrics will be posted on Google Classroom for each assignment.
- Per LISD policy, if an assignment is 1 day late (without a verified excuse) = 10 points deducted, 2 days late = 20 points deducted, 3 days late = 30 points deducted, 4 days late = 40 points deducted, 5+ days late = 50 points deducted.
- If you receive a grade below an 80 on a particular assessment (not counting late points), in order to make that grade up to an 80, you should:
 - Study/better prepare for that assessment
 - Email kimberly.couch@lubbockisd.org and your parents to request your makeup assessment within 1 week of the grade being posted in the gradebook.
****Per district policy, if you do not add your parents to the email, I will respond with either your parents and/or Mrs. Roup added to the email.**

Three of those grades each 9 weeks will be Crew Credits.

Each student must earn 3 Crew Credits per 9 weeks grading period in AVP I.

- These are most commonly earned by serving as a crew member during one of our live broadcasts.
 - Possible broadcasts: football, Band X, volleyball, basketball, baseball and softball.
 - The schedule will be released on SportYou when available.
 - Final crewing will take place a few minutes after call time each event day. If you sign up, we are counting on you to be there!
- You can earn your 3 crew credits at any point in the 9 weeks. They do not roll over.
- 1 crew credit grade will be put in the gradebook every 3 weeks.
- Other common ways to earn Crew Credit credits include: attending an AV Club event, shooting video at an approved LISD event, or completing a Bonus Assignment posted on Google Classroom (all graded on the rubric below)

CREW CREDIT RUBRIC					
KNOWLEDGE & SKILLS	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4 CREATE A ___	LEVEL 4 WORK AN EVENT
History, Industry Trends, Education	Article, YouTube Video on subject with multiple choice quiz to confirm reading or watch	Article, YouTube Video on subject with a written essay on topic	Article, YouTube Video on subject with a video essay/Vlog on the topic or prompt	Article, YouTube Video on subject with a fully produced video commentary that includes graphics	
After Hours Event Coverage	Attend and record broll. Give broll to staff for use	Attend and record broll plus one interview. Give video to staff for use	Attend and record broll plus at least 2 interviews. Give video to staff for use	Attend, record broll plus at least 2 interviews, and edit a PKG for use outside of class requirements	Show up at call time (one hour prior), work the duration of the event, help strike.
Competition Practice	Alignment to contest from teacher	Grade from rubric by teacher or contest			
	70	80	90	100	100

ATC Expectations:

- Be courteous and kind. 🙏
- Your time at the ATC is short. Hurry to class. (AKA...your "passing period" is your bus time!)

- Be respectful of other students and your teachers, as well as yourself.
- You are here to learn! All students should wear their badges - visible in front.
- Hang up and Hang out! District Cell phone policy 📱 :
 - In accordance with House Bill 1481, Lubbock ISD has implemented a district-wide policy that prohibits students from using personal communication devices while on school property during the school day. This includes all instructional time, lunch, and hallway passing periods. The policy is designed to minimize distractions and support a focused learning environment. Disciplinary measures will be enforced for violations, and devices may be confiscated if used inappropriately.
 - Personal communication devices include, but are not limited to, cell phones, smartwatches, tablets, radios, pagers, gaming devices, AirPods, and any other device capable of telecommunication or digital communication. Devices provided by the school or district are not subject to this restriction. Students may use personal devices only if required by an Individualized Education Program (IEP), Section 504 Individual Accommodation Plan (IAP), or a documented medical directive. Student Support Team (SST) plans do not override this policy.
 - Unless approved under an IEP, 504 plan, or medical need, all personal communication devices must be turned off and kept out of sight throughout the school day.
- No outside food to be brought to the ATC. 🍔🍟🍕
 - We do have “popcorn/pickle” Fridays and should you choose to purchase that...it will not be allowed in the classroom unless it is in your backpack.

TV Expectations of Professionalism:

- Our class is taught by Lubbock ISD-TV Staff Members. So, lucky you...you have more than one teacher here! You will frequently be working with Lubbock ISD-TV staff members in addition to the teacher whose name you see on your schedule. **Respect towards all students, staff members, and guests of the ATC and Lubbock ISD-TV is expected.**
- There is Audio and Video being recorded at the station every day. Therefore, **language and behavior will be professional at all times.**
- Each day, you will work with industry standard equipment. Misuse and/or mistreatment is grounds for loss of privilege and will result in alternate assignments and risk of **losing privileges.**
- Our goal is to showcase **ALL** student work on Lubbock ISD-TV Channel 12 & our social media outlets. Therefore, all projects will be school appropriate & subjective to approval by Ms. Couch & the Lubbock ISD-TV Staff.
- Just like food and drink is not allowed in the classroom...it should never enter the studio, control room, production truck, or **anywhere else where technology is found.**
- If you miss class, it is **your responsibility** to find out how you need to make it up!
- **We want you to check out equipment!** But...it can't interfere with class and you always have to return it the next class day!

Lubbock Independent School District does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Kami Finger, Assistant Superintendent for School Support and Special Services, telephone 806-219-0400, 1628 19th Street Lubbock, TX 79401, 806-219-0400, kami.finger@lubbockisd.org. Distrito Escolar Independiente de Lubbock no discrimina por motivos de raza, color, origen nacional, sexo, o discapacidad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: Kami Finger, Superintendente Adjunto de Apoyo Escolar y Servicios Especiales, telephone 806-219-0400, 1628 19th Street Lubbock, TX 79401, 806-219-0400, kami.finger@lubbockisd.org.





Lubbock ISD-TV Crew Contract

2025-2026

The purpose of this contract is to make sure that all students know what is expected of them by being enrolled in Audio Video Production with Lubbock ISD-TV. These are guidelines that will help you in planning and scheduling your activities as they pertain to Lubbock ISD-TV. There is an expectation that all students will be creating content for Lubbock ISD-TV and their social media...high quality is the standard. These guidelines will hopefully make your time on the Lubbock ISD-TV Crew a successful, enjoyable experience.

All Lubbock ISD-TV Crew Members...

1. will **read** and follow all in the LISD Student Code of Conduct.
2. will follow the ATC Student Expectations and TV Expectations of Professionalism.
3. will treat all equipment (such as computers, cameras, tripods, microphones, lights, audio boards, etc...) **with care and respect.**
4. Understand that in the event a piece of equipment needs repair, you are to **notify a Lubbock ISD TV staff member immediately.**
5. Understand that **any abuse, misuse, or failure to exhibit reasonable care** of any and all equipment will result in the loss of privilege of using that equipment and may lead to disciplinary and/or financial responsibility.
6. Will dress **appropriately and as professionally as possible** when you know you will be appearing in front of the camera. Failure to do so will result in loss of on-camera privileges or being asked to wear something from the TV closet.
7. Will earn the **3 crew credits per 9 weeks** as assigned by your instructor via serving as a crew member during a live production or working with your instructor to find a reasonable alternative.
8. Will follow the equipment checkout procedures as needed and **return all equipment the following day.**
9. Understand that by being enrolled in Audio Video Production, your name, voice, image, and projects **will air** on Lubbock ISD-TV, other local media outlets (including social media), and will be streamed on the Lubbock ISD-TV website.
10. Understand that **deadlines are critical** and will work to meet each deadline to avoid late points and letting down the rest of the crew.
11. Understand that **all of this plus my grades and attitude** will be used to evaluate my eligibility for extra opportunities; including but not limited to Lubbock ISD-TV Fall Trip, STN convention, SkillsUSA trips, and more.

By signing this Lubbock ISD-TV Crew Contract, I acknowledge that I understand and agree to all of the guidelines within. Failure to follow these guidelines may result in disciplinary actions and/or removal from the Lubbock ISD-TV Crew.

SIGNATURE: _____ PRINTED Name: _____

Parents and Guardians....

Date: _____

By signing this Lubbock ISD-TV Crew Contract, I have read and acknowledge that I understand all of the guidelines within. I will help hold my student responsible to the best of my ability and will direct any questions or concerns directly to my student's instructor.

SIGNATURE: _____ PRINTED Name: _____

Date: _____ Phone # of Parent/Guardian: _____

Best Way to reach you: Phone Call Email Text Mail

Any notes about contact: