STANDARD OPERATING PROCEDURE

Procedure   : How to Make STP Bogor Video Project
PIC   : Dir. Academic & Student Affair
Department   : Academic & Student Affair Department
Purpose   : To standarize the procedures of making video Project
for STP Bogor students

STANDARD OPERATING PROCEDURE :

1.   The main purpose of making the video is to display students' Knowledge, Interest, and Skills in relation for their future improvement in the Hospitality Industry after they have finished studying. The content of the video is mainly consist of:
    a. Introduction Part
        • Personal Data/General Information
        • Educational Program
    b. Bridge Part
        • On The Job Training Experience
    c. Core Content
        • Knowledge, Interest, and Skills
    d. Closing
        • Vision and Mission

2.   Related to the Core Content of the video (please refer to point 1), students must be able to describe their knowledge about a particular subject, generate interest towards specific section in Tourism/Hotel/Travel, and perform the skills necessary.
3.   Ideal duration of the video ranges from 10 (ten) to 15 (fifteen) minutes.
4.   Insert these following mandatory items for the first title part (before entering the Introductory Part) of the video:
    a. Logo of Bogor Tourism for Higher Education (Sekolah Tinggi Pariwisata Bogor)
    b. Identity of the video which is STP Bogor Education Video
    c. Full name of the student
    d. Program of study, Major, Batch of class, Period of study
    e. Title of the video (related to the Core Content)
5.   Choose one of these following languages:
    a. Formal Bahasa Indonesia
    b. Basic Professional English
    c. Advanced Professional English
    d. Business English
6.   Please refer to these following guidance for the Core Content part:
    a. Clear pronunciation of the spoken language
    b. Proportional tone of voice and intonation
    c. No music attachment during the presentation part
    d. Avoid and reduce background noise

e. Emphasize natural bright lighting, avoid dark angle and backlighting
7. For Operational Video, the equipment and utensil should be clean and tidy
8. For video about how to make some food or beverage, the recipe and the instruction should be written after the presentation.
9. The sound of music can be given only before and after the presentation.
10. Set the video recording format in these following resolutions:
    a. 1080p (Full HD)
    b. 720p (HD)

    Video is available to be recorded with these following camera types:
    a. DSLR (Digital Single Lens Reflex) Camera
    b. SLR (Single Lens Reflex) Camera
    c. Mirror less camera
    d. Bridge/Presume Camera
    e. Digital Pocket Camera
    f. Smartphone's Camera (I phone, Samsung, Lenovo, Xiaomi, other brands)

11. Set the video project in the movie maker in these following size formats:
    a. 16:9 (Widescreen aspect ratio)
    b. 4:3 (Standard aspect ratio)

    Save/Render the video in these following final resolutions:
    a. 1440 x 1080 pixels
    b. 960 x 720 pixels

12. Format of CD Case please see at Guidance Book

Bogor, February 07, 2014

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