

Journalism 3101
Lab - 3028 Weimer Hall
Fall 2021

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Office hours: By appointment

YOUR FIELD GUIDE

The Goals

To learn many facets of basic news gathering and writing with an eye toward readability and to instill habits of accuracy and responsibility in reporting news. Furthermore, the lab aims to help develop your news sense, inspire curiosity and hone time management skills.

Lecture and Lab

The lab is designed to complement and reinforce the lecture class. While the lab draws on many of the same resources and concepts as the lecture class, the lab may not exactly mirror the lecture's modules or schedule. Furthermore, neither the assignments nor the schedule in this lab may be the same as assignments or schedules in other JOU3101 labs.

The Work

The modules cover various aspects of reporting and writing. You will receive various assignments that will be completed during the lab period. You also will receive assignments that will be completed outside the lab.

The Modules

Each module will cover a topic designed to help you become a better reporter and writer.

Recording and Zoom

The class will not be recorded. The class will not be available by Zoom. You are expected to attend in person.

Lab Etiquette

Water bottles are permissible. (No ice). Otherwise there is no drinking or eating allowed in the lab. Please turn your phones on silent.

The Grade

Your grade will come these areas:

1. Exercises. You will have assignments - in the form of exercises - to be completed in the lab.

2. AP Quizzes. There will be AP style quizzes. It is important you have your own copy. Do not navigate this course without it.

3. Stories. You are required to report and write a number of stories. They will include hard news stories, meeting stories, obituaries, features, and other types of stories such as trend or explanatory stories. Some of the assignments will be done in the lab. Others will be done outside the lab.

The stories can not be sports stories. They can not be music or restaurant reviews. They can not be commentaries or columns. This is not an opinion writing class. You will lose points for inserting commentary or your opinions in your stories.

Each story should be at least 600 words but no longer than 750 words.

Word. 12-point type.

Most of the stories will be worth 100 points.

BASIC RUBRIC FOR WRITING ASSIGNMENTS. *Each story will be judged on:*

- *newsworthiness, (10 points)*
- *clarity and organization, (20 points)*
- *AP style, (20 points)*
- *lede and nut graf, (20 points)*
- *quotes, (20 points)*
- *sources. (10 points)*

Each story must be sourced. Typically, sources should be included in the body of the story. On some occasions they may be identified after the story. Sources listed this way would not be included in the word count.

Grading Policy

Your grade will come from the following:

- Outside stories: 1,000 points
- Exercises including stories: 1,250 points
- AP Quizzes: 400 points

Total: 2,650 points

The Grading Scale

2,385 points and above: A

2,120-2,384 points: B

1,855-2,119 points: C

1,590-1,854 points: D

1,589 points and below: F

Extra Credit

Extra credit assignments are not given in this lab.

Readings

- Required:

- [“The Associated Press Stylebook.”](#)

The AP Stylebook is published each year in the spring. Each edition includes new terms, changes in previous rules (such as changing from e-mail to email), and new guidelines for social media use. You may purchase the book in paperback or as an interactive e-book. To purchase the interactive e-book, go to:

<http://www.apstylebook.com>.

- A dictionary.

Each module could have links to other required readings. Be sure to check for reading assignments in each module. Modules also may include guides to help you with a particular module.

- Highly Recommended:

“Inside Reporting.” Tim Harrower. New York, NY: McGraw-Hill.

“Writing Tools: 55 Essential Strategies for Every Writer.” Roy Peter Clark. New York, NY: Little Brown and Company. This is one of the best books about writing that you can own.

A daily news website (such as the Tampa Bay Times, The Gainesville Sun, the Sun-Sentinel, etc.) that will help prompt story ideas and reflect how a news story is structured and written.

Free digital subscriptions to the Wall Street Journal, The New York Times and The Economist are available to UF students. Go here to learn more:
<https://businesslibrary.uflib.ufl.edu/wsj/nyt/economist>

The Penalties

Deadlines: Deadlines are a major part of a professional's life. Journalists live with them almost by the hour. The same can be said for PR practitioners. Consequently, you need to embrace them now. You will be expected to submit all assignments and stories by their due dates and times. Typically, but not always, deadlines for "outside stories" will be 4 p.m. on Mondays.

You will lose points every hour you are late. 25% the first hour. 50% the second hour. 75% the third hour.

***** After four hours, you will receive zero (0) points.**

Late assignments will only be accepted in cases of documented emergencies, family emergencies, and documented technical issues, on a case-by-case basis.

You must email me, the instructor, no more than 24 hours after an assignment is due if you wish to make-up an assignment. If you do not contact me within 24 hours of the due date, you will receive a zero on the assignment.

Errors: Professional reporters and PR practitioners are judged on their copy. You will be too. You will lose points for errors.

Source lists: Failure to include adequate sources - either in the body of a story or in a list at the end of your story - will result in deductions from your score.

Format: Use this format with each assignment.

Date

Your Name

Lab Assignment (Name of Assignment)

Word. 12-point type.

In almost all cases, you will be asked to upload a copy of your work to Canvas and make a hard copy to turn in at the end of the lab. **You will need to purchase and bring to the lab each week, a two-pocket folder. Print your name on the front. Use a Sharpie.**

Plagiarism

Using someone else's work and presenting it as your own in stealing and lying rolled into one. This includes any press release and information found on the Internet.

Your work will be consistently checked for plagiarism and you will receive a failing grade if it is found.

Attribute every piece of information, except known facts, in all of your assignments.

Honor Code

The University of Florida honor code was voted on and passed by the student body in the fall 1995 semester.

The preamble: In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action. A student-run honor court and faculty support are crucial to the success of the honor code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the honor code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

For more information about academic honesty, contact, Student Judicial Affairs, P202 Peabody Hall, 391-1261.

Disabilities

Students requesting classroom accommodation must register with the Dean of Students Office. The dean will provide documentation to the student who must provide documentation to the instructor when requesting accommodation.

Diversity

The University of Florida's College of Journalism and Communications Department of Journalism embraces a commitment toward an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class, age, political views and religion. We expect each of our journalism courses to help foster an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.

Reporters report the stories of a community and the individuals who live there. Their aim is to engage many and wide audiences with their work.

Exposure to different views and experiences make us better journalists and PR practitioners. They expand our perspectives, increase the number of our sources, and prompt different ideas or angles for stories and assignments.

As a professional in the field and as a student in this class, you will encounter ideas and thoughts you don't share. This is to be expected.

These differences should serve as a strength that we should embrace as we discuss relevant story ideas, topics, developing contacts or possibly even storytelling techniques. You should expect and welcome this wide exposure to different views.

People you cover and write about, your classmates, and your instructor deserve respect for their views, perspectives and experiences.

Everyone also deserves common courtesy. Please let me know what I can do to make you feel respected and welcomed.

HOW TO CONTACT:

The best way to reach me is through the Canvas email system. During the week, I usually respond to emails within 48 hours. I am available to meet by video chat, phone or on campus. Email me to arrange an appointment.

If Canvas is down, and you need to ask a question, feel free to send your question to my email address. In emergencies, you may email me at patrickyack@gmail.com.

I encourage you to reach out if you need clarification about an assignment or the feedback you have received. However, do not wait until the last minute to ask a question. You may not get an answer in time for it to be helpful.

There may be occasions in which I am not able to get to the lab precisely by 4 p.m. or at all.

I will notify the class and provide instructions for how best to use the time.

Changes to the syllabus: The professor reserves the right to adjust modules, topics, and deadlines during the course of the term.

MODULES. SEE BELOW.

THE MODULES

Module 1

August 23

Topics: Course introduction

Discussion: Introductions and goals.

Lab Assignments: #1 Exercise. Write a classmate profile.

Outside Assignment: Purchase AP Stylebook.

Readings: Independent reading. Hard news stories.

Module 2

August 30

Topics: Building blocks. Organizing and writing basic stories.

Discussion: Focusing your reporting, writing and editing.

Lab Assignments: #2 Exercise. Organize news stories. #3 Exercise. Write hard news stories.

Outside Assignment: #1 Outside Story. Hard news. Due: September 13.

Readings: Independent reading. Hard news stories.

Module 3

September 6

Independent Work - No Lab - Labor Day

Outside Assignment: Study for AP style quiz. Finish work on #1 Outside Story.

Readings: Independent reading. Hard news stories. Focus on ledes, nut grafs, organization.

Module 4

September 13

Topics: AP Style. Ledes, nut grafs, organization.

Quiz: #1 AP style.

Discussion: Ledes, nut grafs, organization.

Lab Assignments: #4 Exercise. Write ledes.

Outside Assignment: Study for AP style quiz. #5 Exercise. Write ledes. Due: September 20.

Readings: Independent reading. Hard news stories. Focus on ledes, nut grafs, organization.

Module 5

September 20

Topics: Ledes, nut grafs, organization.

Quiz: #2 AP style.

Discussion: Ledes, nut grafs, organization.

Lab Assignment: #6 Exercise. Write hard news stories.

Outside Assignment: Study for AP style quiz.

Readings: Independent reading. Meeting stories. Focus on ledes, nut grafs, and organization.

Module 6

September 27

Topics: Meeting stories.

Quiz: #3 AP style.

Discussion: Meeting (and speech) stories.

Lab Assignments: #7 Exercise. Write meeting story.

Outside Assignment: #2 Outside Story. Meetings. Due: October 11.

Readings: Assigned readings. Interviews. Q/As.

Module 7

October 4

Topics: Interviewing.

Quiz: #4 AP style.

Discussion: Interviewing and multiple sources.

Lab Assignment: #8 Write an interview (classmate) story.

Outside Assignment: #3 Outside Story. Interview. Due: October 18.

Readings: Assigned outside readings. Features.

Module 8

October 11

Topics: Basic features.

Discussion: Reporting and writing features.

Lab Assignment: #9 Write a feature story.

Outside Assignment: #4 Outside Story. Feature. Due: October 25.

Readings: Assigned readings. Features.

Module 9

October 18

Independent Work - No Lab

Outside Assignment: Complete #4 Outside Story.

Readings: Assigned readings. Advanced features.

Module 10

October 25

Topics: Curiosity and journalism. Finding stories. Details.

Discussion: Finding stories. Capturing details.

Lab Assignments: #10 Exercise. Curiosity checkup. #11 Exercise. Finding a story within a story. #12 Advanced ledes.

Outside Assignment: #5 Outside Story. Advanced feature. Due: November 8.

Readings: Assigned readings. Profiles.

Module 11

November 1

Topics: Profiles.

Discussion: Putting together basic tools.

Lab Assignment: #13 Write a classmate profile.

Outside Assignment: #6 Outside Story. Profile. Due: November 15.

Readings: Assigned readings. Obits.

Module 12

November 8

Topics: Obits.

Discussion: Obits v profiles.

Lab Assignment: #14 Write an obit.

Outside Assignment: Determine a nearby place to visit for reporting a possible story.

Readings: Assigned readings. Sense of place stories.

Module 13

November 15

Topics: Sense of place stories.

Discussion: Capturing a scene, setting and activity.

Lab Assignment: #15 Exercise. Field trip.

Outside Assignment: #7 Outside Story. Sense of place. Due: November 22.

#9 Outside Story. Reporter's Choice. (Write an advanced feature, profile, sense of place, trend or explanatory story.)

Due: December 6. (This is your final outside reporting assignment.)

Readings: Assigned readings. Trend and explanatory stories.

Module 14

November 22

Topics: Trend and explanatory stories.

Discussion: The elements of trend and explanatory stories.

Lab Assignment: #16 Exercise. Spotting trends.

Outside Assignments: #8 Outside story. Write a trend story. Due: November 29.

Module 15

November 29

Topics: Writing and rewriting.

Lab Assignment: #17. Writing and rewriting.

Module 16

December 6

Outside Assignment: Final story due.