Instructor: Ronnie Lovler, email: rlovel@jou.ufl.edu

Office: Innovation News Center (INC)
Office hours: Mon. 10:30am-1:30pm; Tues., 11am-2pm

Location(s): Innovation News Center (INC) and Weimer 1074

Meeting times: Mon. 3rd period (9:35-10:25am; at onset; as we are a small group, we may opt to change meeting time after our first session.

Objectives: Special study in Spanish language news production. Possible roles include writer, reporter, sports reporter/anchor, and co-anchor/executive producer.

Assigned duties: As described on the yellow form you completed with Dr. Coffey for your role. The anchor/executive producer is expected to work approximately 18-20 hours weekly.

Evaluation: Anchor/Executive Producer's semester grade will be determined in the following way:

Class Attendance: 10%
Fulfillment of weekly hours: 20%
Leadership, teamwork, attitude, and professionalism: 20%
Effort & Improvement in all tasks of role: 10%
Quality of work, including reporting/writing/anchoring: 20%
Meeting deadlines; completion of assigned work: 20%

Grading:
A 94-100%
A- 90-93.95
B+ 87-89.95
B  84-86.95
B- 80-83.95
C+ 77-79.95
C  74-76.95
C- 70-73.95
D+ 67-69.95
D  64-66.95
D- 60-63.95
E   Below 60

**Required Materials:**

There is no required text. However, you do need a 3-ring binder (for the carpeta) and your own thumb drive for this class, to save story scripts and audio files. We recommend 8GB of storage.

**Recommended:** While there are high quality Edirol audio recorders assigned just to Noticias WUFT for check out (Equipment Room, lower level of Weimer) and these are our preferred recording device, you may also wish to invest in a year-long subscription to an app called TapeACall ($9.99/year), for situations in which you get a last-minute interview or one after business hours, you are not in the newsroom, and did not have a chance to check out a recorder. However, remember you must always get consent from any interviewee, prior to making a recording of your interview.

**Weekly Responsibilities:**

- Attend the Monday class (Noticias Plus). Come prepared to this meeting by being an informed news consumer at the local, state, national, and international level.

- **By 3pm** the each **Saturday** prior to Noticias Plus class, you will email me your ideas at rlovler@jou.ufl.edu. You should think of two story ideas from each category (local, state, national, international, sports, calendar): one story for the current week, and the other for an “evergreen” show (dates for these shows are at the end of this syllabus, you will need to pick one for each story). Alternatively, please make sure you bring your iPad or laptop to be able to review/share them with your team.
- By 7pm the Sunday before Noticias Plus, listen to the recently aired Noticias newscast. Submit a brief critique (3 paragraphs) of what worked, what didn’t, etc. You will be able to access a digital file of the show if you didn’t listen live Saturday AM. These critiques should also be included in your carpeta (see below).

Please also have two ideas for Asuntos Públicos guests/topics. A printed copy of your story ideas and Asuntos Públicos ideas must be turn in at the beginning of Noticias Plus. (In addition to the story idea sheets, Prof. Lovler will meet with you monthly to develop a semester plan for A.P. topics and guests, to ensure this segment is the best it can be for our listeners.)

- Positive team attitude, professional behavior and respect for co-workers, good work ethic, strong news judgment and time management skills, ability to honor and meet deadlines without exception.

- Deliverables: Anchors will produce wraps or readers or SOTs (or some combination) each week as the show needs warrant, as well as produce one “Asuntos Públicos” interview each week (one anchor will produce the current week’s interview, while the other should produce an “evergreen” Asuntos Públicos segment). Writing assignments are due at the end of your Noticias shifts (firm deadline), and the Asuntos Públicos interview needs to be completed by 1pm on Wednesdays. The final show script (for recording) will be due by 3pm on Wednesdays, with show approving taking place Fridays from 3-5pm. Anchors will also provide a brief biographical sketch about their weekly Asuntos Públicos guest (including a photo) and the interview’s content for upload to the web together with a brief summary of the show where that interview will run, this is due Thurs. by noon. Keep in mind that some of your Noticias time will also need to be completed outside of your newsroom shift. Please also be an attentive communicator (e.g. check email and phone messages regularly). Your scripts will usually need revisions before they are ready for air, and you will need to respond to revision requests in a timely manner in order for show production to stay on schedule. Additionally, as executive producer, you will have to make sure that the writers and reporters on your team are on track with their stories, and also provide guidance and support when they need it (of course, you can always contact me for additional help when necessary).

During this summer semester, anchors will alternate doing the Sports section and the calendar of events. The anchor that does not do Sports will do the AP that week.

- Carpeta de Noticias: At the end of each week you will need to review all edits to the stories you produced that particular week and make a print out of them. Once you are done reviewing, please make print outs of the copies with track changes so that you have that ready for your one-on-one meeting with me. Make sure to include your story ideas and Asuntos Públicos description with the stories produced each week. Also include a print out
of the web blurb you submitted for each week. The one-on-one meetings will occur at least once every other week. Your newscast critiques should also be included in the carpetas.

- **Dress Code:** There is a newsroom (INC) dress code, which must be followed at all times. You will receive a copy. If you want sources, employers, and others to take you seriously as a professional, this is the first step. If in doubt, take it “up a notch” for the newsroom, and keep it more conservative/professional. 😊

- **Food and Drink Policy:** Beverages with lids ONLY are permitted in the newsroom. Otherwise, there is absolutely no food or drink permitted. Please set an example for others, and if you see any violations, kindly remind others of this policy as well.

- **Workspace Courtesies:** Please keep your workspace clean. There are many others who will use the same computer or seating areas throughout the day. Whether you are working in the designated Noticias workspace (table) or elsewhere in the newsroom, please clean up after yourself and respect the environment. In addition, do *not* leave your work on the newsroom computers’ desktops (unattended). It is likely to get erased. Save your work *often* and on your personal jump drive or thumb drive. Also, please make sure you follow all the steps for saving your scripts and audio as described in El Cuaderno.

- **Attendance:** Consider your participation on the Noticias WUFT news team as a job—that’s exactly what it is, although you are also learning how to be a journalist. Everyone else on the Noticias team is counting on you. Thus, you are expected to be here at the assigned times and complete all weekly assignments. If for some reason you have a family emergency, become ill, etc., you must contact me to let me know.

- **Timesheet:** Please fill in your electronic timesheet daily for the hours worked each day. Tabulate at the end of each day, so that you do not lose track. You will receive an email with the link to this electronic timesheet the first week of classes. A printed copy of this timesheet should be included in the “carpeta” at the midpoint of the semester as well as at the end of the semester.

- **Tips:** Take advantage of my office hours for feedback on your writing, interviewing, and reporting skills. You will enhance your learning, and learn quicker, by seeking this feedback during my office hours (in newsroom). In addition:

  - Always have a backup plan (Plan B, Plan C). Often, your first story idea will not pan out. Be ready in case it doesn’t. The show still has to go on the air.
  - Allow more time than you think you’ll need to complete your stories. Whether writing a reader or a wrap, sometimes things take longer due to needed fact-checking, rescheduling of interviews, the storyline changing by the minute, editing
or technical problems, etc. Better to get the story done a bit early than not make deadline.

- Ask for help when you need it. Whether it’s who to contact as a source for a story, or how to adjust the audio level or microphone when recording, don’t be afraid to ask questions. At the end of the day, our highest concern must be the editorial and production quality of our newscast. Don’t feel embarrassed... we are all learning, and asking questions is one of the best ways to do so!

Other Notes, Resources
Students requesting classroom/newsroom accommodation must first register with the Dean of Students Office. This office will provide documentation to the student, who must then provide this to his/her instructor when requesting accommodation.

UF Counseling Services: http://www.counseling.ufl.edu/cwc/Default.aspx or call (352) 392-1575.

Schedule (tentative and subject to change)
Week of (all dates listed are Monday):

May 9    Welcome to Noticias ~ Introduction and Orientation
          Regular week.; Clara AP; Krystalle Sports, Calendar

May 16   Regular week.
          Krystalle AP; Clara, Sports, Calendar

May 23   Produce evergreen content for June 25 (summer break) show.
          June 25 Evergreen Show Clara AP; Krystalle Sports, Calendar
          Evergreen show (immigration special) airs this Saturday, May 28.
          Professor Lovler will meet with you Monday, but is away through May 31.

May 30   Memorial Day holiday. No Noticias Plus class, but regular week for June 4 show.
          Possible spotlight on Honduras with Victoria Molina’s lengthy story and her
          special AP segment. In this case, Clara will do sports; Krystalle the Calendar. We
          will discuss.

June 6   Regular week + approval for June 25 evergreen show
          Regular show: Clara AP; Krystalle, Sports, Calendar
June 13  Regular week. Also produce evergreen content for August 13 show.

**Regular show -- Krystalle AP; Clara Sports, Calendar**

Aug. 13 Evergreen Show, Clara, AP; Krystalle, Sports, Calendar

J

June 20  **Summer break.** (No Noticias Plus class.) *Evergreen show airs on Sat., June 25.*

June 27  Regular week. Also prepare Evergreen content for August 20 show.

**Regular show, Clara AP, Krystalle, Sports, Calendar**

Aug. 20 Evergreen show, Krystalle, AP, Clara, Sports Calendar

July 4  No Noticias Plus class (July 4 is holiday; UF closed). But assemble rundown and produce regular show for air (for Sat., July 9).

**Clara AP, Krystalle Sports, calendar**

July 11  Regular week + approval for August 20 evergreen show.

**Krystalle AP, Clara Sports Calendar Regular Week**

July 18  Regular week

**Clara AP, Krystalle, Sports, Calendar**

July 25  

Regular week + New team begins training (if here).

**Krystalle AP, Clara Sports, Calendar**

Aug. 1  

Regular week. New team continues training.

Last week of summer classes. (Classes end Friday, Aug. 5.) Last regular show we prepare airs Aug. 6.

**Clara AP, Krystalle Sports, Calendar**

**Evergreen shows air:** *May 7, May 28 (immigration special),
June 25, Aug. 13, and Aug. 20.*