

## **SYLLABUS**

**RTV 4930: Fall 2017**

**(REPORTER)**



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

Meeting times: Mon. 3rd period (11:00 am -12:15pm), and shifts as scheduled

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**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 your supervisor for your role. Reporters are expected to complete 10-15 hours weekly in their role.

**Evaluation:** Reporters' semester grade will be determined in the following way:

Class Attendance: 10% - 10 points

Fulfillment of weekly hours: 20% - 20 points

Teamwork, attitude, and professionalism: 20% - 20 points

Effort & Improvement in all tasks of role: 10% - 10 points

Quality of work, including reporting/writing/anchoring: 20% - 20 points

Meeting deadlines; completion of assigned work: 20% - 20 points

\*It is imperative that you abide by the rules and comply with the expectations. Points will be deducted for missing class without a viable excuse. For example, if you miss two classes without an excuse, that is 5 points that will be deducted for each absence. And if attendance represents 10 of a possible 100 points, then you will already be 10 points short. Points will also be deducted for not meeting deadlines. Remember, you are producing REAL work, that reaches a REAL audience. You are expected to comply with the rules and expectations as you would in any newsroom. If you have questions, please let me know.

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.

Recommended: While there are high quality audio recorders assigned just to Noticias WUFT for check out (Equipment Room, lower level of Weimer or with your instructor) 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 8pm** each Monday after the Noticias Plus class, you will send me your ideas via Google Drive. 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.

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

- Deliverables: Reporters are required to produce approximately 2 “wraps” (self-contained, recorded news stories that contain sound bites and written text)\* each week, or a combination of wraps, SOTs (sound-on-tape) and readers as assigned, though this number can vary based on show needs. *One of the wraps must involve you going out into the field (outside of the newsroom) to interview your source(s)*. These stories will be a combination of current stories that would air that same week, and “evergreen” readers (a feature-type story that will not be dated, which can be aired during a holiday or school break week). Assignments are due at the end of your Noticias shift (**firm deadline**). 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, Whatsapp 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. Your communication with me as your Noticias instructor is important, but your communication with the rest of the team is also important.

\*At least one of these wraps must have natural sound and/or interviews from the field (going on site and using the audio recorder for interviews).

- In addition to writing/producing wraps for the weekly show, you may be asked to write additional news stories for our website. These include, but may not be limited to, local reactions on a national/international topic, or a developing local story. These stories will also include visual aspects, when available, such as pictures and/or video.

- With Noticias in 90 in full swing, every student will have the opportunity to produce/present a Newsbrief. Noticias in 90 will air every Monday through Friday at 5:58. It will be 90 seconds of the day's top stories. If you sign up to be part of Noticias in 90, you will be required to be in the newsroom between 1 – 5 pm the day of your shift. If more than 5 students sign up, they will be paired up and each will alternate their “anchoring” day.

- Google Drive Folder: Each week you will need to review all edits to the stories you produced that particular week. Tracked changes will be revised during your one-on-one meeting with the instructor. Make sure to include your story ideas with the stories produced each week. The one-on-one meetings will occur at least once every other week. Your newscast critiques should also be included in your Google Drive Folder.

- Dress Code: There is a newsroom (INC) dress code, which must be followed at all times. You will receive a copy for reference. If you want your 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. (Break room with refrigerator is upstairs.) 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 your Google Drive Folder 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, 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):

- Aug 21** Welcome to Noticias ~ Introduction and Orientation  
*Regular week. Note: A regular week consists of producing content for the current week's show and evergreen content during shifts.*
- Aug 28** Regular week
- Sept. 04** NO CLASS. (Labor Day). *Produce regular show this week during your shifts. If your shift is Mondays, you need to arrange an alternative shift time for this week's shift with the instructor.*
- Sept. 11** Regular week
- Sept. 18** Regular week
- Sept. 25** Regular week
- Oct. 2** Regular week (*Friday Oct 6 is homecoming; please plan your work accordingly*)
- Oct. 9** Regular week + **Approval of Nov. 25 Show**
- Oct. 16** Regular week
- Oct. 21** Regular week + **Approval of Dec. 16 Show**
- Oct. 30** Regular week + **Approval of Dec. 23 Show**
- Nov. 6** Regular week
- Nov. 13** Regular week + **Approval of Dec. 30 Show**
- Nov. 20** Two day week because of Thanksgiving holiday
- Dec. 4<sup>th</sup>** **Last day of Noticias Fall class + Approval of Jan. 6 Show**

**Evergreen shows air Nov. 25, Dec. 16, Dec. 23, Dec. 30, and Jan. 6**