

Journalism 4202

Editing Practicum

Fall 2017

Tuesdays, 4:05 p.m.-4:55 p.m.

Instructor: Tim Drachlis
Email: tdrachlis@jou.ufl.edu
Office hours: By appointment

The practicum

Journalism 4202 students work on deadline as editors checking other editors' work, responding to breaking news and making sure social media headlines and refs are correct. As you are aware, you are working in real time for a real audience, so you are expected to perform each task as a professional would.

The work

You will work with other students to make sure their work is publishable, edit stories, write headlines, write cutlines and push out content to various platforms. You will:

- Help edit online articles and broadcast scripts.
- Communicate with broadcast managers to identify web-first stories that are available for broadcast.
- Handle breaking news and social media alerts.
- Monitor news wires, the station's inbox and social media traffic.
- Handle questions from students and staff.
- Post multimedia components to WUFT.org.

In addition: You will develop your abilities to develop coverage plans for breaking news and planned events, along with maintaining a log of all the stories that you edit for the INC.

The INC

The Innovation News Center is a working newsroom. You are expected to treat your shifts at it like a job. Do not schedule any other work, class meetings or appointments during your shift. If you must miss a shift, please trade with a classmate. Dress is business casual – no jeans or shorts.

The books

All editors need at least three references available to them at all times:

- A dictionary, the INC uses Webster's New World College Dictionary, Fourth Edition.
- An AP Stylebook
- A grammar book – since you already bought "When Words Collide" for another course, you should continue to use it.

The grade

Your grade comes from three sources:

INC shift work 60%
Editing analysis 10%
Coverage plans 30%

The shift work

Your grade for this portion of the class will be based on assessments of your work in the INC. News managers – and me -- will assess how well you performed your editing functions. Going into this assessment will be how good your headlines are for the web and for social media, how well you edit stories, your ability to respond to breaking news and notice news.

The analysis

For each story that you edit/back read, you must submit the following to me every Tuesday: The story version that you call up to edit, the story version once you are DONE editing, and an analysis of your thought process. This analysis should include an explanation of what you caught/changed, a summary of your interaction with the 4101 editor and/or reporter, what was easiest about the story to edit, and what was the hardest. I will be tracking your work in Wordpress as well.

The plans

Part of an editor's job is to part reporters in positions to succeed and to manage coverage. To get at that aspect, you will be required to submit three coverage papers during the semester. The three are a beat memo, a breaking news plan and a long-term coverage plan. Each of these papers will be detailed during the seminar portion of the practicum and will require a heavy amount of research on your part but not a lot of writing.

The 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 outside stories. See the college policy on academic honesty at <http://www.jou.ufl.edu/academic/jou/honesty>.

The 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 whom 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 pledges 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.

Class Schedule

WEEK 1

Aug. 22

Discussion: Introduction, the three reads of the copy editor

In class: Read practice

WEEK 2

Aug. 29

Discussion: Nut grafs, background, other essentials, the editing checklist

In class: Beats, story components

Homework: The beat memo

WEEK 3

Sept. 5

Discussion: SEO headlines and readouts

Homework: Beat memo

WEEK 4

Sept. 12

Discussion: Editing on social media – what to pick, what to write

Homework: Beat memo

WEEK 5

Sept. 19

Discussion: Working with reporters, newsroom issues I

Homework: Beat memo

WEEK 6

Sept. 26

Beat memo due

Discussion: Tighter writing, when to rewrite

WEEK 7

Oct. 3

Discussion: Coverage plans

Homework: Breaking news coverage plan

WEEK 8

Oct. 10

Discussion: Crime and court stories

Homework: Breaking news coverage plan

WEEK 9

Oct. 17

Discussion: To hold or not to hold

Homework: Breaking news coverage plan

WEEK 10

Oct. 24

Discussion: Captions, newsroom issues II

Homework: Breaking news coverage plan

WEEK 11

Oct. 31

Breaking news coverage plan due

Discussion: Photos and videos

Homework: Long-term coverage plan

WEEK 12

Nov. 7

Discussion: Research, fact checking in a hurry, where to find answers

Homework: Long-term coverage plan

WEEK 13

Nov. 14

Discussion: Diversity, different perspectives

Homework: Long-term coverage plan

WEEK 14

Nov. 21

Happy Thanksgiving!

No class

WEEK 15

Nov. 28

Discussion: Newsroom issues III

Homework: Long-term coverage plan

WEEK 16

Dec. 5

Long-term coverage plan due

Discussion: Wrapup