

RTV 3303 Electronic News Writing and Reporting One Summer 2018



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Section: 8887
Room: 2050 Weimer Hall
Periods: 7 & E1 on Mondays (5:00 PM – 8:15 PM)
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RTV 3303 is designed to offer instruction and training in news gathering, writing, interviewing and reporting. Special emphasis is placed on improving writing skills, basic news production, and actual multimedia reporting assignments. Students receive practical experience in the WUFT newsroom.

Objectives and goals of the course include:

- (1) writing news stories acceptable for on-air and station website use under deadline pressure
- (2) ability to record audio via phone or in-person, and edit audio
- (3) ability to write “sound stories”
- (4) an understanding of the variety of sources used
- (5) an opportunity, and an expectation that work produced in the class and the newsroom can and will be used on the air and web
- (6) opportunity to voice your work, live or recorded, on the air
- (7) a better understanding of news and current events
- (8) an understanding of websites for research, as well as to produce content for station website
- (9) and finally, “develop a nose for news”

Course Eligibility: You must be in the College of Journalism and Communication----you must have had a “C” grade in RTV 2100 and RTV 3007, and passed the News Placement Exam. If you haven’t met this requirement, please come forward ASAP.

Required Equipment: you will be able to check out digital audio recorders for projects, and the newsroom has recorders for you to use as well (See guidelines for checking out equipment).

Required Equipment:

- Digital recorder (will be provided)
- SD card (will be provided)
- 4-6 AA batteries

Recommended Equipment:

- A cell phone that can record audio, access and use social media, and take photos

Required materials:

- WUFT News Handbook (Available on WUFT website)

Class demeanor expected: students will be expected to participate in class discussions, turn off all cell phones BEFORE class starts or be prepared to surrender cell phone to instructor if it goes off in class, and treat your instructor and classmates with respect. Be on time for class---- story pitches are presented at start of class and are allotted a certain amount of time. If you miss them, or are late, you will be penalized. **PLEASE PRINT BEFORE CLASS. DO NOT EMAIL ME WEEKLY PITCHES.**

Course Evaluation: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>

Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>

The University of Florida Honor Code was voted on and passed by the Student Body in the Fall 1995 semester. The Honor Code reads as follows:

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, 392-1261.

Accommodation for Students with Disabilities: Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

University counseling services and mental health services:
<http://www.counseling.ufl.edu/cwc/Default.aspx>
352-392-1575

Resources:

Start reading this site and going through the information on it: http://journalistsresource.org/
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Information on current University of Florida grading policies can be found at:
<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Grading Components

Newsroom Recap	5%
Weekly Story Pitches	10%
Project One	10%
Project Two	10%
Project Three	15%
Project Four	15%
Newsroom	20%
Website	5%
Final Exam	10%

Grading Scale:	A	(93-100)
	A-	(90-92)
	B+	(87-89)
	B	(83-86)
	B-	(80-82)
	C+	(77-79)
	C	(73-76)
	C-	(70-72)
	D+	(67-69)
	D	(63-66)
	D-	(60-62)
	E	(below 61)

Newsroom Work: Training sessions will be held during the SECOND week of the semester at WUFT-FM in the INC. The sessions will be held at 6pm unless otherwise stated. **Attendance is mandatory!** You are required to work six hours per week during the semester at the station, which is where your newsroom grade is derived. In the event of a holiday, when you would otherwise be scheduled to work, you must make up your shift work. This is also true if you are sick and can show documentation of your illness. In both cases your shift work will be made up either with you presenting an original story idea to one of the news directors at the station, or you will be notified of a story to cover on a day when you would not otherwise be scheduled to work. These additional shifts may be at night or on the weekends. **Newsroom shifts must be covered--Go to Forrest, Ryan, or Ethan with questions----if you can't work, you will need to get someone to work for you, and you will need to make your shift up that week.**

Final Exam: The final will consist of two essays written during the exam, the 1st will be on the role of news in today's society. The 2nd will be on what you learned during the semester. More info to be given during the semester.

Participation: Participation requires attending class. Absences prevent you from participating in class discussions and gaining a full understanding of the material. Not being in class means you won't have full knowledge of how to be successful in the Newsroom and as a reporter.

Class Projects (details to come)

Project One: Wrap with two sound bites, 1:30 in length

Project Two: Event Story 1:30-2:00 in length

Project Three (feature): Wrap with 4 sound bites, 3:00-4:00 in length

Project Four (investigative): Wrap with minimum of three sound bites, 3:30-4:00 in length

You will need to pitch a story idea at least one week before your project is due. You can email me your pitches ahead of time. To the earliest timestamp goes the story.

Website: Your goal should be to have your work seen by as many people as possible to improve your brand and to begin to establish yourself as a professional and experienced reporter. This means getting your stories air, and for the stories to be published on the WUFT website, and having a means to present this work to potential employers. The goal is for you to create your own personal website where you can showcase your work this semester. We will review websites in class at the end of the semester, but you should begin setting up your website by week FIVE.

You must be prepared to create a personal website to showcase your work. The most user friendly options to create your own website are Weebly, WIX, and Webs. A finished website will include any stories you did for the WUFT site, radio stories done for WUFT-FM, a professional Twitter, a LinkedIn account, a Google + account, a bio which is a summary of your resume on the home page, your resume, and photos of you working. You can go beyond the minimum requirement, but it should be something that will benefit you as you continue your career in media.

Story Pitches: Each week, in a team of three or so, you will present what the group believes are the most important local, national and international stories for the week. These are not just stories you are interested in, but that the WUFT audience would be interested in. Your group will have :45 to pitch each of the three stories and who you would interview to cover these stories. Think of this as a morning meeting pitch. Each group member will present one of the stories. You will be graded based on the stories you select, the justification, and who you would interview for each story. Your group's pitches will then be judged against the pitches from the other groups. There are only so many stories that will run during the news day, and this will be good practice pitching your stories to be selected to air. It is possible groups will present the same stories which is why you will want to explain who you would interview.

Weekly Newsroom Recaps: Select weeks, we will discuss what you worked on during your time in the WUFT newsroom. This will familiarize everyone with the local news flow, stories, and contacts. Additionally, it helps identify areas that not everyone may have worked in, or stories not everyone may be aware of. **YOU MUST BE PRESENT DURING THE PARTICIPATION TO RECEIVE CREDIT FOR THIS.**

- Module I:** *What is News?* (Weeks 1-3)
Module II: *You the Reporter* (Weeks 5-8)
Module III: *Types of News Coverage* (Weeks 9-13)

COURSE SCHEDULE

Week #1	5/14	Weekly Topic: Begin Module I: What is News? For the newsroom: sign up for training Additional Activities: Class intro & info, syllabus recap
Week #2	5/21	Weekly Topic: Story Flow, Local Angles Projects: Assign project one In the newsroom: Training begins
Week #3	5/28	No Class – Memorial Day Projects: Project one pitches due (via canvas) In the newsroom: Shifts start
Week #4	6/4	Weekly Topic: Begin Module II: You the Reporter Projects: Project one due, assign project two Additional Activity: Provide websites, Newsroom Recap
Week #5	6/11	Weekly Topic: Brand Management Projects: Project two story pitches due on class Facebook site, assign project three
Week #6	6/18	Weekly Topic: Ethics & Opinions Projects: Project three story pitches due Additional Activity: Newsroom Recap
Week #7	6/25	No Class, Summer Break
Week #8	7/2	Weekly Topic: Begin Module III: Types of Coverage Projects: Project two due, assign project four
Week #9	7/9	Weekly Topic: Dealing with Death & Those with Disabilities Projects: Project three due, project four story pitches due
Week #10	7/16	Weekly Topic: Courts, Crime Stories, & the Legal System Additional Activity: Check on websites, Newsroom Recap
Week #11	7/23	Weekly Topic: Elections, Politics, & Covering Meetings
Week #12	7/30	Weekly Topic: Emergency, Weather, & Fire Stories
Week #13	8/6	Weekly Topic: Course wrap-up Projects: Project four due

Radio 1 Newsroom Performance Phases

Phase One objectives (**MINIMUM** basic skills you should develop)

1. Ability to work recording booth, record over phone
2. Ability to edit sound bite and write sound story. Save sound to proper audio list.
3. Can do proper fact sheet on the story with ALL pertinent information. Attach background to fact sheet
4. Answer and transfer telephones
5. Does call back sheets on all stories
6. Ability to pitch stories and determine sources for stories independently.
7. Proper leads on stories
8. Proper setting of audio levels
9. Consumes news product, including INC platforms

Phase Two objectives (To be better than “**average**”)

1. Ability to do in person interviews in the field on stories
2. Tweet from the field
3. Send in voicers for newscasts
4. Ability to do wraps for both short and longer newscasts
5. Stories with MORE than one source
6. Continued mastery of phase one

Phase Three objectives (Advanced and recommended)

1. Audition to get air cleared for hourly newscasts.
2. Do newsroom “special assignments”, more in-depth pieces.
3. Produce work that can be put on web
4. Ability to add natural sound to wraps using adobe
5. Higher level of expectation for field work----perhaps breaking news, other higher level news stories with more productivity for hourly and Front page newscasts.
6. Continued mastery of phases one and two.

Radio 1 INC Make-Up Shift Policy

Everyone in Radio One is required to work one **six-hour** shift per week. These shifts start in week three of the semester and run through exam week. You have the option of working your last shift or taking a written exam in class.

Missing Shifts

If for some reason you can't make it to your scheduled shift for a particular week you need to let Forrest and Ryan know as soon as possible. Reasons for missing and what you should do are as follows:

Holidays: Excused

Sickness: You need to have a doctor's note

School-sanctioned/class-related reasons: A note from your instructor, coach, or administrator

Planned events: Traveling for a wedding, vacation, or football game is not a reason to miss a shift. Neither are Greek-related functions, doctor's appointments, or projects.

Extreme circumstances: We understand certain things don't fall under the previous classifications and will deal with those occasions as they arise.

Making Up A Missed Shift

Make-up shifts are for students who have an excused absence. Make ups happen typically outside of the normal shift coverage schedule. Throughout the semester Forrest and Ryan will notify students owing a make-up shift of an event usually at night or on the weekend that we want covered for WUFT. A student will accept that shift and complete it as they would a normal shift including fact sheet, sound story and wrap to satisfy their requirement of making up a shift.

You cannot make up a shift without approval from Forrest or Ryan. If you try and do a make-up shift on your own without the approval of a news manager it will not count towards what you owe.

A Few Important Notes

Most of you should know well in advance if you are going to miss a shift for a planned reason like a doctor's appointment or a vacation. Let us know with plenty of time in written advance. These are not excused. Same with needing to miss because "I have a really busy schedule." An option available to you is switching a shift with a classmate. As long as both shifts are covered, and Forrest and Ryan know, that is perfectly fine for satisfying those instances in a semester when life gets in the way of your shift.

I acknowledge and agree to the policy set forth here on make-up shifts for Radio 1.

Print name

Signature

Date