

SYLLABUS



RTV 4930: Spring 2018

Instructor: Dania Alexandrino, email: alexandrinodania@ufl.edu

Office: Innovation News Center (INC) Rm 2318

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

Meeting times: Mon. 3rd period (9:35-10:40am), and shifts as scheduled

Objectives: Special study in Spanish language news production. Possible roles include writer, reporter, sports reporter/anchor, and co-anchor/executive producer. For the Live TV cast, producer, associate producer, writer, reporter, sports reporter/anchor, and co-anchor, entertainment reporter/anchor, camera operators, teleprompter.

Evaluation: Semester grade will be determined in the following way:

Class Attendance: 10% - 10 points

Fulfillment of weekly hours: 15% - 15 points

Teamwork, attitude, and professionalism: 15% - 15 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(Readers/participation in Social Newscast): 20% - 20 points

WEB Stories – 10% - 10 points

Current Events quizzes 2 at 5 points each: 10% - 10 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. However, you do need your own thumb drive for this class, to save story scripts and audio files. We recommend at least 8GB of storage. One will be provided at the beginning of the Semester, but you must return to your instructor at the end.

Recommended: While there are high quality 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. This also applies to the TV equipment for the weekly cast. There is equipment assigned to Noticias Students, but on occasion, and ONLY on occasion you may use your iPhone for some b-roll or interviews. This also applies to the TV equipment for the weekly cast. There is equipment assigned to Noticias Students, but on occasion, and ONLY on occasion you may use your iPhone for some b-roll or interviews. **

**TV/Social Newscast will only take place during Fall and Spring semesters or on occasion when summer enrollment is at cap.

(ANCHOR/EXECUTIVE PRODUCER/WEB Editors)

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

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 one story idea 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.

Please also have two ideas for Asuntos Públicos guests/topics. A printed copy of your brief critique, and Asuntos Públicos ideas must be turn in at the beginning of Noticias Plus. (In addition to the story idea sheets, your instructor 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.)

- 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: 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(some exceptions may apply)**. The final show script (for recording) will be due **by 12 pm on Thursdays**, with show approving taking place **Fridays from 10am-12pm**. 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).

- In addition to writing readers, anchoring and producing 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.

- For the FACEBOOK LIVE weekly newscast, every student will have rotating roles... The roles will include but not limited to: Producer, Assistant/Associate Producer, floor camera operators, Reporter, Outside Camera person/editor, producer, prompter, anchor, entertainment anchor/producer, sports anchor/producer.**

- 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 and are assigned a *Noticias en 90 Segundos* shift you will be required to be in the newsroom from 1 – 5 pm the day of your shift. This is in addition to your shift for the Noticias radio show. If more than 5 people sign up for *Noticias en 90 Segundos* you will be paired up with someone that is already experienced and you will both alternate the On-camera presence each week.

-- We will continue with Deportes in 60 and Noticias in 90. Depending on demand, we may be alternating, Three days Noticias and two days Deportes. Or if there are enough people wanting to do Noticias, on Tuesdays and Thursdays, Noticias crew can come in earlier and share their things only on Social media.

** Everyone will be expected to go to provide TWO WEB stories.

- 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 and Asuntos Públicos description with the stories produced each week. Also include a copy 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 your Google Drive Folder.

(REPORTER and/or Social Media Producer)

Reporters are expected to complete 10-15 hours weekly in their role.

- In addition to writing and reporting for the radio show and for the Weekly social media newscast, the Social Media Producer is in charge of ALL of Noticias WUFT social media accounts. He/She will upload, monitor, share and interact with followers. Everything must first be approved by instructor if it entails sensitive issue.
- 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 WILL be expected 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. Writing for the web will NOT be voluntary. Every student will be expected to submit story ideas for a web story. If assigned, you will have two days to work on it. At times you may be paired up with another student for the story, and both will contribute to it.

(WRITER)

Assigned duties: As described on the pink form you completed with your supervisor for your role. Writers are expected to complete 8-10 hours weekly in their role.

- Deliverables: Writers are required to produce approximately 5 “readers” (brief news stories) each week, or a combination of SOTs and readers, though this number can vary based on show needs. These 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). Writing 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 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.

- In addition to writing/producing wraps for the weekly show, you WILL be expected 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. Writing for the web will NOT be voluntary. Every student will be expected to submit story ideas for a

web story. If assigned, you will have two days to work on it. At times you may be paired up with another student for the story, and both will contribute to it.

- For the FACEBOOK LIVE weekly newscast, every student will have rotating roles... The roles will include but not limited to: Producer, Assistant/Associate Producer, floor camera operators, Reporter, Outside Camera person/editor, producer, prompter, anchor, entertainment anchor/producer, sports anchor/producer.**

GENERAL Information for Everyone

- 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. (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 your instructor's 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):

- Jan. 7** 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.*
- Jan. 14th** Regular week
- Jan. 21st** NO CLASS. (Presidents 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.*
- Jan. 28th** Regular week – START FACEBOOK LIVE NEWSCAST – Wed. Jan. 30th

Feb. 4th Regular week
Feb. 11th Regular week
Feb. 18th Regular week + **Approval of Mar. 9th Show**

Feb. 25th Regular week
Mar. 4th SPRING BREAK WEEK
Mar. 11th Regular week
Mar. 18th Regular week + **Approval of Apr. 27th Show**
Mar. 25th Regular week
Apr. 1st Regular week + **Approval of May 4th Show**
Apr. 8th Regular week
Apr. 15th Regular week + **Approval of May 11th Show**
Apr. 22nd **Last day of Noticias Spring class**
LAST Noticias LIVE CAST on Wednesday Apr. 24th

******* Evergreen Radio shows air Mar. 9th, Apr. 27th, May 4th,
and May 11th *******