

JOU 3101 Reporting Syllabus

Lab Section 4994 (15200)

Instructor: Professor Joanna Hernandez

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Office: Weimer 3046 — Office Hours:

Tuesday 8-10 a.m., Wednesday 9 a.m.-noon, Thursday 2-4 p.m.

*Please Make Your Appointment at Least 24 Hours in Advance
Via the Calendar App on Canvas.*

Lab Meets Online Every Thursday Fall 2020 Semester
8-10:25 a.m.

MULTIDIMENSIONAL GOALS

THE UNIVERSITY OF FLORIDA College of Journalism and Communications Department of Journalism embraces a commitment toward an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion.

We expect each of our journalism courses to help foster an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.

COURSE DESCRIPTION

THIS REPORTING course is designed to teach you the tenets of good journalism.

YOU WILL ATTEND a series of seminars where you will learn, through a series of hands-on experiences, the basics of storytelling and how to put together a compelling piece as you aim to become publishable.

THE SKILLS learned in this course are transferable skills that can be used in all practices of communication.

YOUR WORK for lab will be conducted in teams as well as independently.

YOU WILL RECEIVE feedback that will improve and strengthen your work in new and creative ways.

INCLUSIVE CLASS ENVIRONMENT

REPORTERS TELL STORIES of a community and all individuals who make up a given community. We serve, help and inform everyone.

IN ORDER TO best carry out these ideals, we must exhibit respect, inclusiveness and an understanding for all people. These expectations during field work will also be carried into this classroom.

OUR DIFFERENCES WILL serve as a strength that we embrace as we discuss relevant story ideas, developing contacts within a community or even storytelling techniques.

OUR EXPOSURE TO perspectives, values, ideals and experiences will make us all better, more compassionate and understanding journalists. We all learn best and maximize our outcomes when we feel comfortable.

PLEASE LET ME know what I and your classmates can do to make sure you feel respected and welcomed in this space.

COURSE OBJECTIVES

- Students learn the best practices of reporting, writing and editing.
- Students can identify a news story, its elements and structure.
- Students practice meaningful research that will add facts and depth to content.
- Students conduct interviews to include additional sources and background.
- Students gain hands-on experiences through lab work and homework assignments.
- Students collaborate with other budding journalists who have different strengths than their own.
- Students apply grammar, punctuation and the elements of AP Style.
- Students develop attention to detail that is crucial when practicing editing skills.

ZOOM PROFESSIONALISM

Please be mindful of maintaining a professional appearance and conduct via our remote lecture meetings. Consider your wardrobe and hygiene just as you would were we all in the same room, as well as your audio and visual backgrounds.

You are expected to have your camera on during Zoom sessions. If you go to black screen for a significant amount of time, points will be deducted from your attendance/participation score at the instructor's discretion. Note that lectures will be recorded for educational purposes. If you have extenuating circumstances or concerns about Zoom attendance, please see the instructors.

Virtual backgrounds

You are encouraged to use virtual backgrounds for Zoom if you want to protect the privacy of your environment or surroundings.

COVID-19 Related Practices

- Lab during this semester is 100% online. If we were to meet face-to-face, or you are physically on campus for any reason, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of everyone's interactions:
- You are required to wear approved face coverings at all times within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- There are physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing. Please do not move desks or stations in classrooms.

- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down.
- Practice physical distancing to the extent possible when entering and exiting the classroom, an office or buildings.
- If you are experiencing COVID-19 symptoms ([Click here for guidance from the CDC on symptoms of coronavirus](#)), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms](#).
- Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work. [Find more information in the university attendance policies](#).

Recorded Materials

Our class sessions will be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded.

If you are unwilling to consent to have your profile or video image recorded, let the instructor know and be sure to keep your camera off and do not use a profile image. Likewise, students who unmute during class and participate orally are agreeing to have their voices recorded.

If you are not willing to consent to have your voice recorded during class, your participation will be based on your use of the “chat” feature. You will need to keep your mute button activated and communicate exclusively using the chat feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

ATTENDANCE POLICY

1. Attendance is mandatory.
2. Missing more than two synchronous classes will result in a one- letter grade reduction in your final grade; missing four classes, a two-letter grade reduction.
3. If you must miss lab, you are expected to do the work and hand it in before 11:59 p.m. the following Wednesday. **No makeup lab work will be accepted afterward.**
4. If your video is not turned on, you attend class while in bed and/or you are not dressed appropriately, you will receive a 50%-point grade reduction for that day.
5. If you know you will miss lab for any reason, let me know as soon as you know and before class starts.
6. If you arrive after attendance has been taken, make sure to inform me before the lab session has ended.
7. *If you are absent and want to make up your lab work, you have until 11:59 p.m. the following Wednesday to receive credit (90%). No lab work will be accepted after that time.*

MATERIALS YOU'LL NEED FOR LAB

- The Associated Press Stylebook – physical book and/or online.
- A good dictionary (AP suggests Webster's New World College Dictionary, 5th Edition).
- Knowledge of UF Library resources.
- A laptop/desktop and decent internet connectivity.*

*We all will experience issues with technology from time to time. But if you are having ongoing issues, let me know and contact your PATH counselor for possible solutions.

ASSIGNMENT FORMAT INSTRUCTIONS

Follow the format on Page 8 of this syllabus for every paper submitted – or you will receive five points deducted for each deviation.

LAB GRADES

Lab comprises 75% of your overall course grade.

10% – Weekly Digital Learning Journal (Adobe Spark)

- A reflection of what you are learning in Reporting: Insights from the lecture, from lab and the journalism work you are doing.
- Each post must contain minimum of two art elements with captions, headline, three paragraphs
- Five points deducted for each missing item:

DEADLINE: 11:59 p.m. Sundays – five points deducted for each day late

15% – Attendance/Participation

- If you arrive after attendance has been taken, make sure to inform me before the lab session has ended.

15% – Tip Sheets

- Teams **MUST MEET WITH ME** twice during the semester with a Tip Sheet draft.

20% – AP Style and Current Events quizzes

20% – Lab Assignments

If you are absent, you have until 11:59 p.m. the following Wednesday to receive partial credit (10%); work submitted after that will receive 5% credit.

15% - Present; participated; submitted lab work

10% - Absent; submitted lab work before 11:59 p.m. following Wednesday

5% - Absent, submitted work after 11:59 p.m. following Wednesday

0% - Absent; didn't submit work

20% – Field Assignment (news stories completed outside lab)

- Every Field Assignment must be LISTED ON YOUR TIP SHEET. No exceptions.
- Field Assignment stories must be submitted by 11:59 p.m. Wednesday.
- Story LENGTH must be MORE THAN TWO PAGES, double-spaced. (SEE FORMAT INSTRUCTIONS ON PAGE 8 OF THIS SYLLABUS.)
- DEADLINES: **Spot News** (speech, event, meeting): 9 a.m. next weekday; **All Other Stories** (interviews, features): 11:59 p.m. Wednesdays.

PLEASE NOTE: No game stories (sports), entertainment reviews, opinion pieces

This lab does not give minus or plus grades; here's the scale and descriptions:

A (superior): 90-100

Original idea, high newsworthiness and beyond-basic reporting (at least three sources); well-structured and tightly written; no events or speeches (unless there is some kind of exceptional angle or very original reporting approach). Content that would be publishable with very few edits

B (highly competent, above average work): 80-89

High newsworthiness, thorough reporting; two to three sources expected; well-structured and tightly written

C (average): 70-79

Average newsworthiness, two sources; structural issues; lack of clarity in writing

D (below average): 60-69

No newsworthiness, lacks live sources, major mechanical or structure issues

E (unsatisfactory): 59 or below

NOTE: All work is kept in your folder, and your grades will be marked there. You can see where you stand at any time.

TIP SHEETS:

- a) Each student, working with no more than two partners, will submit at least one Tip Sheet (on paper) during the term with a minimum of 20 (30 for teams of three) or more tips likely to yield good stories;
- b) Tips should be for hard news and news-feature stories;
- c) Label each tip (for example: Interview, Meeting, Event);
- d) At least **15 tips** should be for **interview stories**. **Loading it with meetings and events will lower your grade;**
- e) The Tip Sheet will be graded on:
 1. Usefulness and accuracy of each story idea.
 2. Research details (must include time, location, names and sources' phone numbers). ***Do enough research on the idea to be sure a story is possible—no guessing or assumptions.***
 3. Clips/materials/press releases/etc. supplied for background.

LATE PAPERS: Deadlines are deadlines – and late stories don't make the news, so they are not acceptable in this class. HOWEVER, with **my permission in advance**, **some** stories – those with no hard news peg – *might* be accepted up to 24 hours after deadline, with a 10-point penalty. **Papers not turned in within that 24-hour period won't be**

accepted. If you get in trouble, talk to me. (A zero is as bad as it sounds.) 😞

ERRORS/PENALTIES: Edit stories carefully. Five points off for errors of punctuation, grammar, AP style, etc. A factual error gets 50 points off.

CHANGING ASSIGNMENTS: Sometimes a tip-sheet suggestion will not pan out – for example, a key source isn't available, events are canceled or not enough information is available. If this happens, talk to me about an alternative story idea.

SOURCES: Multiple-sourcing is required. That involves contacting as many people and/or documents as possible for your information. NO ONE-SOURCE STORIES ACCEPTED. When choosing sources, keep in mind that we live in a DIVERSE CULTURE and a wide variety of viewpoints are necessary. Minimum work – two pages, two sources – will get a minimum grade.

IMPORTANT NOTE

- If a source asks to read your story before you turn it in, be diplomatic but firm and deny this request. You might offer to call the source after the story is written and read the person's direct and paraphrased quotes to him or her – we call this fact-checking. **Anonymous or off-the-record material is not acceptable, nor is the use of hypothetical people.** Regarding documents, remember that you are writing news, not research papers. The internet, documents, reports, etc., can be valuable as background material, sources of questions, etc.
- Students currently enrolled in reporting may **not** be used as sources unless they are ***involved directly*** in a story. The same is true of your family, sorority sisters, frat brothers, roommates and friends.

SOURCE INFORMATION: Every Field Story should include a list of sources used and their contact information – phone number, email address, etc. – so I can check with them if I have a question. **Failure to include a source sheet will cost one letter grade, 10 points.**

NAMES: Names of sources are important. If a source refuses to give his or her full name, be sure to ask why and include the reason in your story

COPIES: Create of digital folder to keep a copy of each story you turn in. This is for your protection. If a story you submitted can't be found, you will be asked to submit a copy of it the same day.

NO SPORTS, REVIEWS, ETC.: Sports stories, as well as reviews of plays, performances, restaurants, art exhibits, coverage by TV, are **not** acceptable. If you think you have a legitimate news story in one of these areas, discuss it with me. Don't include these on tip sheets.

RECYCLING OLD STORIES: This class is designed for you to learn by doing, and that means fresh topics and stories. Sometimes, however, it is possible to redo a subject that you wrote about for another class. (In fact, one of the Hearst-winning stories in the course pack is case in point.) If you want to do so, tell me about it in advance so we can discuss how to make it a substantial update and/or improvement.

PLAGIARISM: Using someone else's work and presenting it as your own is stealing and lying rolled into one. (This includes press releases and internet information.) It is a serious breach of ethics and will result, at the very least, in a failing grade. See the college policy on academic honesty at <http://www.jou.ufl.edu/academic/jou/honesty/>.

Attribute everything.

🤔 Questions?

Please ask. Don't wait until the last few weeks to raise concerns.)

A Message from the University of Florida:

Lectures and materials in this class are the property of the University/faculty member. Lectures may not be recorded without permission from the lecturer and may not be used for any commercial purpose. Students found in violation may be subject to discipline under the University's Student Conduct Code.

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 information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 392-1261.

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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.

FORMAT

USE THIS FORMAT FOR ALL YOUR ASSIGNMENTS.

Topic: Lab Work or Field Story — Plus one or two keywords that describe the story
Your name
Date assignment is due

One-line Headline Centered, First Letter of Each Word Uppercase

Start your story. No dateline is needed. Start to double-space. Use 12-point Times New Roman for all your copy. Make your margins 1-inch all around (top, bottom, left, right).

Indent the beginning of each paragraph. In addition, your copy needs to be double-spaced — but do not double-space between paragraphs.

All stories must be, at minimum, two pages long. Staple your pages — if you don't have a stapler, I will bring a stapler to class for you to use. If you don't see the stapler, ask me for it.

Remember to include your sources separately at the end of the story. A separate sheet is not necessary. Include your sources' names and contact information. I might want to contact the source. A minimum of two sources per story is required.

To be clear, if you do not format your assignments in this manner, your grade will be lowered for each deviation.

If you do not understand anything about format instructions, ask me.