

JOU 4111  
Syllabus Fall 2020

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August 31

*Introduction - syllabus day*

*What sets podcasts apart from other mediums?*

- Schedule time over the next two weeks (before Sept. 14) to talk to Sara about what topic interests you. <https://calendly.com/saraganim/jou-4111>
- Assignment: Create your reporter notebook in Google Drive, and share it with [saraganim@gmail.com](mailto:saraganim@gmail.com)
- **Listen: WDWK Season 1 Episodes 0, 1 & 2.**

September 7 – no class, Labor Day

September 14

*What are public records?*

*What is a data desert?*

*Filing a FOIA together*

*Google sheet basics*

- Assignment: Start filing FOIAs on your topic and log them in the spreadsheet.
- Assignment: **Listen: Criminal Ep. 112 – The Mail**
- Read: How to File a FOIA one-sheet in google drive
- Watch: Basic tutorial on google sheets
- Read: case study on criminal justice reporting

September 21

*WDWK Season 2 - Crime and justice*

- Assignment: Complete filing at least half of the FOIAs on your topic
- Start thinking about who you want to interview
- **Listen: The Daily Interview with Andrew Yang –**  
<https://www.nytimes.com/2019/09/12/podcasts/the-daily/andrew-yang-democratic-debate.html>

September 28

*How to record socially distant interviews*

*Legality of phone recordings (one and two party states)*

- Assignment: - Complete filing 100 percent of FOIAs on your topic
- Turn in a list of five people you could interview on your topic, with short bios and explanations for why you want to talk to them and how you plan to get them. Include contact information for all of them.

- Turn in at least three news articles that are relevant to your topic/reporting and explain how you will use them for context.
- Schedule office hours with Sara.
- **Listen: S-Town Episode 1**

### October 5

#### *Post-interview production*

- Watch: Combining audio files into a mix down track in Audition
- Transcribing with [rev.com](https://www.rev.com)
- Assignment: (you have two weeks to complete this. It's due October 19) Conduct one interview and add a description of the key moments to your reporters notebook.
- **Listen: Infamous America, Season 7, Episode 1**

### October 12

#### *Identifying characters vs. experts*

#### *Making data into sound*

- Assignment: Continue working toward completing your first interview, with transcript and notebook summary.
- **Listen: My Favorite Murder, episode 197 – Grandma Surprise**

### October 19

#### *Basic sound editing tutorial*

- Due: First interview
- Assignment: Work toward second interview (due October 26.)
- **Listen: WTF with Marc Maron, episode TBD**

### October 26

#### *Voice and tracking*

- Watch: Online voice training
- Assignment: Track sample narration
- Schedule office hours with Sara
- **Assignment: Listen to In The Dark, season 2, episodes 1 and 2.**

### November 2

#### *Writing for podcasts - opening, narrative arc, ending*

#### *Guest speaker*

- Due: Interview 2, with transcript and notebook summary.
- Assignment: Interview 3 (due November 16.)
- Summary of data: What you found and why it's significant – 20 pts
- **Listen: Slow Burn, season 2, episode 1**

### November 9

#### *Adding social elements to your podcast*

*Video trailers*

*Explainer videos*

- **Listen: Bottom of the map, episode TBD**
- **Social media assignment TBD**

November 16

*The business of podcasting*

*Fundraising techniques and grant applications*

*Cover art*

*Guest speaker*

- Assignment: Interview 3 due, with transcript and notebook summary
- **Listen: To Live and Die in LA, episode 1**

November 23

*Music*

*Credits*

*Utilizing freelancers*

- Assignment: finding public source music
- Assignment: Writing your episode credits
- **Listen: Dolly Parton's America Episode TBD**

November 30

*Guest speaker*

- Assignment: First draft of podcast due, if you choose to submit a draft for feedback

December 7

*No class*

- Podcast assignment due (30 percent of overall grade)
- Data assignment due (30 percent of overall grade)

### Podcast assignment description

#### **TRACK ONE (individual topic)**

- Final Assignment - One ten-minute edited podcast episode. Graded by the following:
- Script – 10 pts
- Beginning - 5 pts
- Introduction of host and episode topic - 5 pts
- Interviews - 20 pts
- Natural sound - 5 pts
- Music – 10 pts
- Transitions – 5 pts
- Ending - 10 pts
- Overall writing – 10 pts

- Editorial content – 10 pts
- Overall structure – 10 pts
- Proper credits – 10 pts
- Potential extra credit: Cover art – 5 pts

### **TRACK 2 (WDWK topic)**

Final Assignment: Reporters notebook with the following items:

- Reporter notebook summary (1 -2 pages) – 30 pts
  - Should answer the following questions:  
Define the “we don’t know” of your topic. What are the five most important reasons “why we don’t know” about your topic? What are the implications of that? Who does it affect most? Who is the best person/persons to tell that story? How would you tell this story (what characters, examples? In what order would you tell it?
- Three interviews, transcribed with key sections highlighted – 30 pts
- Interview summaries – 30 pts
  - Why is this person important? What would you use as a sound bite? What would you use in narration for context?

### **Data assignment (for everyone!)**

- Summary of data: What you found and why it’s significant.
- Google sheets document with FOIA data.

### **FINAL GRADE**

**Final assignment (30 pts)**

**Data assignment - Filing FOIAs (30 pts)**

**Three recorded interviews (30 pts)**

**Participation – reporter notebook, office hours (10 pts)**

### **Diversity statement**

The University of Florida’s 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.

### **COVID19 statement**

Our class sessions may 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, be sure to keep your camera

off and do not use a profile image. Likewise, students who un-mute 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, 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.

Please directly speak to me if you are uncomfortable using your video for our class. This course depends on some interaction.