

RTV 4301 SECTION 749A CLASS # 15067

# TV NEWS REPORTING (“TV1”)

SUMMER 2021 SYLLABUS

MARK LEEPS ([mleeps@wuft.org](mailto:mleeps@wuft.org), 352-294-1504)  
& KALISHA WHITMAN ([whitman@wuft.org](mailto:whitman@wuft.org), 352-294-6347)

## Basics

Prerequisite: Grade of C or better in JOU3101

Class: **Fridays 11:00am-1:45pm Weimer 1090**

INC lab: Newsroom shifts = **one four hour lab per week (TBA)**

Instructor's office hours: M-R 1-2p (email above any time)

## Text

*Required Text:*

***Broadcast News Handbook (5<sup>th</sup> Edition): Writing, Reporting & Producing in the Age of Social Media*** by Charlie Tuggle, Forrest Carr, Suzanne Huffman

## Course

TV1 covers the basics of learning to be a tv news reporter...from pitching stories to newsgathering and writing, plus photography and editing. You'll learn shorter formats like vo's and vo/sot's and eventually try to create a package or two.

## Objective

TV1 helps develop skills & experience you can include on your **resume**, and to create reporting clips you can include on your **resume reel**.

## Goals

We will have a series of weekly assignments/projects, most requiring roughly 4 hours of work. You will get details as we go, but we will work on:

1. Pre-reporting and pitching stories
2. Interviewing and videography
3. Shooting, Editing & Writing VO format stories
4. Shooting, Editing & Writing VO/SOT format stories
5. Shooting, Editing & Writing PKG format stories

## **COVID Changes & Precautions**

When we work in Weimer Hall, keep in mind CJC is masking and distancing and limiting numbers no matter where in the building. That applies to both the 2<sup>nd</sup> floor newsroom (INC) and the basement WUFT-TV studios and control room.

UF Policy on COVID: In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and 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.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- 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.](#)

## UF Policy on Zoom Sessions

(though we anticipate almost all instruction Summer C 2021 to be in-person):

Any 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.

## **Inclusion & Diversity**

CJC JOU Policy:

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.

Statement from the Instructor:

The craft of journalism strives to be objective. However, in practice, much of the gathering of information tends to come from subjective sources and a subset of voices that may not be representative of society as a whole. The re-telling may also be influenced by the source, editorial slants, and social sensibilities more related to the current times (the era/decade/year in which it was produced).

Please contact me with feedback if you have any suggestions to improve the quality of the course materials.

The newsroom has many policies for dress and behavior, as does WUFT-TV, but in the classroom we support a diversity of thoughts, perspectives and experiences, and would like to honor your identities (including race, gender, class, sexuality, religion, ability, etc.). To help accomplish this:

- If you prefer a name and/or set of pronouns that differ from those that appear in your official records, please let me know early on. .
- If something is said in class (by anyone) that makes you feel uncomfortable, please talk to me about it confidentially afterward.

- If you feel like your performance in the course is being impacted by your experiences outside of classtime, please don't hesitate to come and talk to me or another INC news manager. We want to be a resource for you.
- Or you might prefer to talk to our INC Director Mira Lowe. ([lowemira@ufl.edu](mailto:lowemira@ufl.edu))
- The PATH office also has an excellent staff of academic advisors, and active connections to the Dean of Students and the U Matter We Care program.
- Another option for someone totally outside of the newsroom is Joanna Hernandez, the CJC Director of Inclusion and Diversity. You can email her at [jhernandez@jou.ufl.edu](mailto:jhernandez@jou.ufl.edu).

### **Calendar Notes:**

- LECTURE BEGINS FRIDAY 05/14
- LAB SHIFTS BEGIN THE WEEK OF MONDAY 05/24
- LAB SHIFTS END THE WEEK OF MONDAY 08/06
- SPECIAL DAYS:  
Summer Break, WEEK OF 06/28  
Holidays: MON 05/31, MON 07/05

### **Grading**

- **75% - Weekly Projects**  
We will give you an interim grade after the first 6 weeks, and a final grade after the final 6 weeks. Grading looks at the **quantity and quality of reporting work** completed during the term.
- **25% - Pop Quizzes** All will be 10 questions...multiple choice...based on lecture material, handouts, textbook material, and news current events. **One key to becoming a better reporter/producer of news is to become a better consumer of news, so current events (local & national) should never be a problem for a local media reporter.**

### **Grading Policies**

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> and <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

## **Grading Scale**

The grading scale for TV2 is as follows:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	60-70
D-	50-59
E	0-49

## **Academic Honesty: Team vs Solo Work**

Your lab work might be a shared responsibility, but **I expect reporters to take the lead on writing and editing on deadline (“ownership”) of their own packages.** Quizzes, tests, story ideas, story analysis papers, and any other written material handed in must be your own work with no help for others.

## **UF Honor Code**

UF students are bound by “The Orange Book” which explains the code of conduct for all students. It is online at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/> You should be familiar with all aspects: the pledge to do your own work with nothing unauthorized given or received, the system UF uses for handling academic misconduct, and your responsibility as a student to report any condition that facilitates academic misconduct.

## **Accommodations**

Students with disabilities **requesting accommodations should first register with the Disability Resource Center** (352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

TV1 students typically handle 20-30 pounds of gear in all sorts of weather conditions; students with physical limitations or ongoing medical conditions should seek accommodation from the instructor as needed.

## **Campus Resources**

**Please be aware of UF's Health & Wellness resources for students:**

U Matter, We Care: **if you or a friend is in distress, please reach out** [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352-392-1575 so that a team member can respond

Counseling & Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>  
352-392-1575

First Responders: University Police Department 352-392-1111 or 911 for emergencies <http://www.police.ufl.edu/> & SARS (Sexual Assault Recovery Services) at the Student Health Care Center 352-392-1161

## **CJC/DMP/INC Policies**

**It is your responsibility to learn and comply with all INC policies** (posted online: [wuft.org/newsroom](http://wuft.org/newsroom)), and these apply to everyone regardless of platform involved: WUFT-TV, WUFT-FM, [wuft.org](http://wuft.org), WRUF-TV, ESPN-am/fm/web, etc.

**Please pay particular attention to the well-established policies involving our newsroom dress code, ethics, computer usage, and field gear usage & liability.**

We embrace the RTDNA Code of Ethics and the similar SPJ Code of Ethics, but we also have our own Ethics Policies you should study and follow.

If we are allowed in the INC at any time this Summer, the food & drink policy for the INC is that no eating or drinking is allowed outside the break room, nothing except for bottled water...but be careful not to spill onto computers or gear.

## **Cost Considerations**

I will provide many handouts in order to limit your extra costs to a single required textbook. **There is a large equipment fee for this course** to maintain a fleet of pro cameras for checkout (so you don't have to invest that 3K on your own as you might at a film school), to maintain the editing gear you'll have access to in the INC (though you might want to consider investing in Adobe Premiere Pro on your own if you've bought a laptop meeting the college computer standard), and to maintain advanced studio and station gear which this course touches operationally. The Material & Supplies fee covers a few dollars for basic office maintenance (printing in the INC) and may include enough to provide you with your own SD card for your camera checkouts. You will be given access to very advanced specialty software (ENPS) in the INC, which is a pro production platform for tv news.

## **Feedback & Evaluations**

Although almost all our work will be accomplished outside of Canvas, there will be a minimal shell for this course which will allow easier tracking of graded quizzes and assignments. **Please contact me in person or by email** ([mleeps@wuft.org](mailto:mleeps@wuft.org)) for any question you have throughout the course; please do not use the messaging system in Canvas. Students are expected to provide professional and respectful feedback on the quality of the instruction in this course by completing course evaluations online via GatorEvals.

## **TV News Golden Rules**

- All work is done for potential broadcast on WUFT-TV, WUFT-FM and publishing on WUFT.ORG and related in-house platforms but you should **make no promises** to the public about if or when certain stories will air.
- We **never give copies** of our taped material (raw, edited, or airchecks) to **anyone**, but can take requests from the public to post a particular story on our web site.
- **Save your best work as you go** to a portable hard drive or personal cloud storage. Don't count on being able to find it in UF computers at the end of a term.