



SYLLABUS

JOU 4930 Beginner Noticias: Spring 2022

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

Office: Innovation News Center (INC) Rm 2318

Location(s): Innovation News Center (INC) and Weimer 1076

Meeting times: Fri. 6th period (12:50-1:40pm, In Person)

TA/GA: Estefanía Pinto Ruiz, email: epintoruiz@ufl.edu

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: 10% - 10 points

Teamwork, attitude, and professionalism: 10% - 10 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 news and sports briefs): 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%
<u>A-</u>	<u>90-93.95</u>
B+	87-89.95
B	84-86.95
<u>B-</u>	<u>80-83.95</u>
C+	77-79.95
C	74-76.95
<u>C-</u>	<u>70-73.95</u>
D+	67-69.95
D	64-66.95
<u>D-</u>	<u>60-63.95</u>
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. You are also responsible for reading a variety of daily news outlets, not only in the USA, but also in Latin America. You will also be expected to follow every Latin American president on Twitter.

They ALL have an account. Some are more active than others, but they have one nonetheless.

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.

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.

Weekly Responsibilities:

- Attend the Friday class. Come prepared to this meeting by being an informed news consumer at the local, state, national, and international level.

- **By 8pm** each Monday, you will send me your ideas via Google Drive. You should think of one story idea from each category (local, state, national, international, sports, entertainment, 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.

- 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:** Writing assignments are due Wednesday evenings at 11pm (**firm deadline**). 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).

-- **Everyone** will be required to participate in the mini **Noticias newscasts** to be produced and aired daily. Class will be divided into 2 groups, assigned to produce one day a week. The Noticias 1 students will begin to visit the newsroom the sixth week of class to start shadowing. Once each student begins producing VO/SOT's it will be with the intention of having it air in one of the two newscasts to be produced and aired **Tuesday and Thursday**.

-- **Everyone will be expected to provide TWO WEB stories.** - In addition to writing/producing for the weekly radio 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. **At least one of the two web stories must include at least 2 multimedia elements, such as pictures, soundbites, infographics and/or video.** Writing for the web will **NOT** be voluntary. Every student will be expected to submit story ideas for a web story. The class will be divided into small

groups which will be assigned a due date for their WEB stories. You **MUST** get your story idea approved by your instructor or your TA.

- **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.

(WRITER Role)

Assigned duties: Writers are expected to complete 8-10 hours weekly in their role.

- Deliverables: Writers are required to produce approximately 3-5 “readers” (brief news stories) each week for the radio show. 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 every Wednesday evening (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.

(Noticias en 90/Deportes en 60)

- Deliverables: Each of you will choose a day in which you and your partner will help each other produce a 90 second news brief and a 60 sports brief in Spanish. Part of your TV grade will be derived from your performance in these briefs. These will be completed in a newsroom shift of 4-5 hours. If by any chance you cannot show up to complete your shift you must let your partner, the Executive Producer (Daniela Gonzalez) your TA and your instructor (ME) know the reason why. You must also make up the lost day.

-- **Throughout the semester, 4 current event quizzes will be conducted.** Out of these 4, the highest two scores will be graded in Canvas.

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. ☺ NO Leggings, shorts or Cutoff shirts in the newsroom.

- **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.

-- **NOTE ABOUT RECORDING CLASS** “Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture **does not** include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.”

- **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 the much-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)

Jan. 5th Welcome to Noticias ~ Introduction and Orientation –
Regular week 1. *Note: A regular week consists of producing 2 Live newscasts 1st set of readers are due for radio show on Wed. the 5th*

Jan. 10th Regular week 2 –

Jan. 17th **NO CLASS Monday** - Regular week 3 Begin Newscast
Topic and roles for the Special Series will be due via Canva

Jan. 24th Regular week 4
One page paper containing statistics and facts about each person's topic for the Special Series is due

Jan. 31st Regular week 5

Feb. 7th Regular week 6

Feb. 14th Regular week 7

Feb. 17th First interview for the Special Series must have been conducted at this point

Feb. 21st Regular week 8

Feb. 28th - **Beginners start participating in Newscast once a week**

Mar. 7th SPRING BREAK – HAVE A SAFE AND FUN TIME

Mar. 14th Regular week 10 + **Evergreen Apr. 23rd**

Mar. 17th Second interview for the Special Series must have been conducted at this point

Mar. 21st Regular week 11

Mar. 28th Regular week 12 + **Evergreen Apr. 30th**

-Name and logo for each Special Series group is due

Apr. 4th Regular week 13

-Written Scripts for the Special Series are due

Apr. 6th Promos for Special Series are due

Apr. 8^h. PKG Video drafts for Special Series are due

Apr. 11th Regular week 14, + Evergreen May 7th
Apr. 12th Airing Date for Group 1 of the Special Series
Apr. 14th Airing Date for Group 2 of the Special Series
Apr. 18th Last day of class Last TV newscast Apr. 20th

***** Evergreen Radio shows air Mar. 12th, Apr. 23rd, Apr. 30th, May 7th*****