



## **SYLLABUS**

### **JOU 4951 – NOTICIAS, SPRING 2024**

**Instructor:** Dania Alexandrino, [alexandrinodania@ufl.edu](mailto:alexandrinodania@ufl.edu)

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Adjunct Instructor: Maria Fernanda Camacho, [m.camachoprieto@ufl.edu](mailto:m.camachoprieto@ufl.edu)

Find me in the Innovation News Center (INC) by Noticias news table.

## **CLASS MEETING TIMES**

**Tuesday** from 10:40 AM to 11:30 AM. In person. Room: Weimer, 1090

**Thursday** from 8:00 AM to 4:00 PM. In person, at the INC.

**Monday, Tuesday, Wednesday and Friday** *beginner students schedules* for Noticias en 90 y Deportes en 60 shifts will be defined in the first week of class.

\*At the beginning of the semester let me know what time between Thursday production you will need to be away from the INC because you must attend another class. Noticias live cast will be between 2:00 PM AND 3:00 PM.

**OBJECTIVES:** Special study in Spanish language news production. Roles include and variate from writer, reporter, sports and entertainment reporter, editor, anchor, co-anchor, sports and entertainment anchor, executive producer, producer, and associate producer.

**EVALUATION:** Semester grade will be determined in the following way

1. Class Attendance / Fulfillment of weekly hours: 20%

2. Quality of work, including writing/reporting/anchoring (newscast, radio, digital, Noticias en 90 y Deportes en 60): 20%
3. Meeting deadlines with assigned work (radio show readers, Noticias en 90 y Deportes en 60, participation in news, sports and entertainment briefs, etc.): 20%
4. 2 Web Stories (pitch and delivery story on time): 15%
5. 2 Quizzes on: current events or class material provided: 15%
6. Teamwork, good attitude, professionalism, effort & improvement in all tasks of role: 10%

\*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. 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 any questions, please let me know.

#### **GRADING:**

A + 94-100 %

A - 90-93 %

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B + 87-89 %

B 84-86 %

B - 80-83 %

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C + 77-79 %

C 74-76 %

C - 70-73 %

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D + 67-69 %

D 64-66 %

D - 60-63 %

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E Below 60

**REQUIRED MATERIALS:** No required text. You need to own a USB drive for this class, to save story scripts and audio files. 64GB of storage is recommended. All high-quality audio recorders, computers and camera equipment in the INC are available for students enrolled in this class to use with the purpose of doing their class projects, producing live

shows and/or content for NOTICIAS WUFT, WUFT TV, WUFT FM, and any other affiliates.

### **GET FAMILIAR AND LEARN THE BASICS OF:**

**AP, ENPS:** News production software. Usually (most common) used in newsrooms to stream news and deliver high-quality content. \*\* This is what we use for Thursday, Noticias live show.

**AP, PLAYBOOK:** Manage/schedule/review content and stories from our newsroom. Here you can monitor assignments and see if there's something of interest you would like to cover. \*\* Find and share ideas with your colleagues and keep yourself and everyone on the team updated on what we are covering.

**ADOBE CREATIVE CLOUD:** Adobe Audition (how to create multi & single tracks, record, edit, save and export mp3 files and radio formats) and Adobe Premiere Pro (how to create a project, import, edit video/audio, templates, and export for social media platforms and AP-ENPS formats for live cast).

**CANVA:** As a student you have access to all features of [www.canva.com](http://www.canva.com) to create graphics or designs for your assignments. This is a very useful tool for live shows (if you need to explain something very detailed); however, Noticias has its own graphics for live shows that help maintain the editorial and visual aspect of the program. \*All graphics or designs must be pre-approved by the instructor before posting or going live.

**EQUIPMENT:** To check out a camera from the CJC equipment department (to shoot footage and b-roll for your story as well as for interviews), follow steps provided by your instructor and Steve Kippert, Equipment Room Manager. \*\* Details to be discussed during class.

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. For example, you are on the ground of a breaking news and your only resource is your phone camera/microphone, USE IT. You happen to be somewhere in town where a concentration was going on and you think it's newsworthy and of social impact/importance in our community, shoot it, bring it to class, we will discuss it.

**REMEMBER:** You must always get consent from any interviewee, prior to making a recording of your interview.

**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 several 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.

I consider this classroom to be a place where you will be treated with respect. I welcome individuals of all ages, backgrounds, beliefs, ethnicities, genders, gender identities, gender expressions, national origins, religious affiliations, sexual orientations, ability – and other visible and non-visible differences. All members of this class are expected to contribute to a respectful, welcoming and inclusive environment for every other member of the class.

Reporters tell the 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. Exposure to different 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 can do to make sure you feel respected and welcomed in this space.

In this course, honesty is so valuable. Be honest with yourself, your instructor and classmates. Do not copy anybody's work. If you're going to use elements from someone else's story, be authorized first. All assignments have to be completed by the person enrolled in this class. Remember, "you may not turn in work that is not your own, including work generated by Chat GPT and other AI programs."

### **WEEKLY RESPONSIBILITIES:**

- By 8pm each Monday, you will send me your ideas via Google Drive. You should pick 2 stories from the news from each category (local, state, national, international, sports, entertainment, and calendar).
- Attend the class on Tuesday from 10:40 AM to 11:30 AM. Come prepared by being an informed news consumer at the local, state, national and international level. Think ahead and pitch your thoughts for the Thursday show.

- Newsroom shifts on Thursdays from 8:00 AM to 4:00 PM for our weekly show.
- Web stories due on Friday
- Bring a positive team attitude, professional behavior and respect for coworkers, good work ethic, strong news judgment and time management skills, and the ability to honor and meet deadlines without exception.

Keep in mind that some of your Noticias assignments 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). COMMUNICATION IS KEY!

**DELIVERABLES:** Pitches are due on Monday, Writing assignments are due Wednesday evenings at 11:00 PM (firm deadline). The final show master script (for recording) will be due by 11:59 PM on Thursdays, with the show approved taking place Fridays from 10:00 AM to 12:00 PM.

anchors are also required to provide a brief biographical sketch about their weekly Asuntos Publicos guest (including a photo) and the interview's content to then be uploaded to [www.wuft.org](http://www.wuft.org) together with a brief summary of the interview and the matter topic.

For our show on Thursday, your scripts will usually need revision before they are ready to air, and you will need to respond to revision requests in a timely manner in order for show production to stay on schedule. Additionally, the executive producer will have to make sure that writers and reporters on the team are on track with their stories, and also provide guidance and support when needed (of course, get in contact with the instructor for additional help when necessary).

Beginner students are required to participate in the mini Noticias shows (Noticias en 90 and Deportes en 60 to be produced and posted in Instagram account: @noticiaswuft). The class will be divided into groups and everyday-to-be-assigned groups will be in charge of the social media shows. The selected material has to be written, edited and fully produced in VO/SOT's format.

Deliverables of Noticias en 90 and Deportes en 60: Each of you will choose a day in which you and your partner will help each other produce a 90 second news brief and/or 60 second sports brief. These 2 mini shows are part of your TV grade. Performance is key! If you cannot show up to complete your shift or can only be there for a certain time, please let your partner for the day know, the Executive Producer and the instructor.

Everyone is required to provide TWO WEB STORIES as content for [www.wuft.org](http://www.wuft.org). These include, but may not be limited to, developing local stories, local reactions on a national/international topic. These stories will also include visual aspects such as pictures and/or video. Writing for the web is NOT voluntary. Every student is expected to submit story ideas for web stories. Due dates for web stories will be discussed during the beginning of the semester. All web stories ideas should be pre-approved by the instructor.

**NOTICIAS WEB EDITOR:** Instructor Lilian Guevara-Castro [lquevaracastro@ufl.edu](mailto:lquevaracastro@ufl.edu) is our editor for all web stories. Share your work with her when finished so she can make edits and then publish. Your document should be in Lilian's email by Thursday 11:59 PM.

If you feel like you want to discuss something about your web story with Lilian directly, please feel free to reach out to her or come to the INC on Fridays 10:00 AM to 1:00 PM and find her at the Noticias news table. Your relationship with your editor is crucial for your journalistic work!

**GOOGLE DRIVE FOLDER:** Producers will create a google drive folder named "NOTICIAS SPRING 2024" and share it with instructor Dania [alexandrinodania@ufl.edu](mailto:alexandrinodania@ufl.edu) y Maria Camacho [m.camachoprieto@ufl.edu](mailto:m.camachoprieto@ufl.edu). Inside this folder create 4 more folders named: "Radio", "Web stories", "Noticias Show", "Mini Show". Here is where you will post all your documents, assignments, audio, photos, web stories, etc. Please check frequently to review all edits made by instructors. You will also have access to a google drive folder created by your instructor where you can deliver assignments as explained in class. See this folder as a resource for our class. Please don't make any changes on scripts or add/delete anything. Google docs with templates to use and turn your assignments and readers are organized in the folder provided by your instructor. This helps us keep our work organized. More details to be discussed during class.

## **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. No leggings, shorts or cutoff shirts.

**Food and Drink Policy:** Beverage's with lids are the ONLY permitted in the newsroom. No food or any other open drink is permitted. Break room with the refrigerator is upstairs in case you need it. Take care of all the electronics and technology devices in this room and please do not eat or drink around them.

**Workspace courtesies:** Please keep your workspace clean. Our Noticias news table should be left clean and organized every time you use it. If you're working elsewhere in the newsroom, please clean up after yourself and respect the environment. There are many others who will use the same computer or seating areas throughout the day.

**DO NOT** leave your work on the newsroom computers' desktops (unattended). It's likely to get erased. Save your work **OFTEN** and on your personal USB drive. If you're meant to keep working on a certain project the next day, please create a folder on the computer (LASTNAME\_FIRSTNAME) and store all your projects and documents there.

**DO NOT** leave anything around keyboards, it has happened before that a single pencil could press a key and start changing scripts especially on our news production software AP ENPS.

**DO NOT** speak badly about the team and/or teams you're working with. As in any other newsroom, you will come across different personalities, learn how to best navigate them for a healthy work environment. Teamwork is key to success, be responsible for your own work, respect others' time, and be open to help/collaborate with your classmates and all INC members. Feel proud of the newsroom you're working on, and the impact your reporting is making in a community that you should be proud to serve with all the content we professionally deliver.

**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 and as in any other newsroom or production team, if something goes wrong then most likely everything else will **BUT** it also applies the other way around so if we all do our best own work, most likely our collective work as a team will be our best. You're expected to be in the INC at the assigned times and engage with colleagues, news managers, etc.

## **TIPS FOR EVERYONE**

- Be in constant contact with your instructor for feedback on your writing, interviewing, and reporting skills. You will enhance your learning, and learn quicker, by seeking this feedback during class, in the newsroom, and any other time you meet 1-on-1 with your instructor.
- Always have a backup plan (PLAN A (what you have in mind will work), PLAN B (what could work if something goes wrong with plan A), AND PLAN C, if possible).

- Allow more time than you think you'll need to complete your stories. Whether writing a reader or for the live newscast, sometimes things take longer due to the much-needed fact-checking, rescheduling of interviews, the storyline changing by minute, editing or even technical problems. Better to get the story done a bit early than not make the deadline.
- As for help when needed. 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. We are all learning and asking questions is one of the best ways to do so!

**NOTE ABOUT RECORDING CLASS:** Students are allowed to record videos or audio of class lectures. However, the purpose 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 instructor-led discussion that form part of the presentation, and delivery 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 a patient history, academic exercises involving solely student participation, assessments (tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during class session. Publication without permission from 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 published 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.

**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 & Wellness Services: <https://counseling.ufl.edu> or call 352-392-1575.

**FULL SCHEDULE** (Tentative & Subject to change)

**First day of Noticias class is Tuesday January 9th, 2024. Weimer, 3028.**

**During this semester we will have:**

- 18 RADIO SHOWS (going on air every Saturday from 1/13/24 to 5/11/24) \*\* including 5 evergreen shows (3/9, 3/16, 4/27, 5/4, 5/11)
- 9 LIVE SHOWS (starting the week of February 15th)
- TBD-SOCIAL MEDIA MINI SHOWS (schedules to be arrange in class)

**Note: A regular week consists of producing readers for the radio show, a live newscast, mini shows for social media, and web stories.**

Regular week 1 - Jan. 9, welcome to noticias, introduction and orientation.

Regular week 2 - Jan. 16

Regular week 3 - Jan. 23 (first web stories due for publication)

Regular week 4 - Jan. 30

Regular week 5 - Feb. 6

Regular week 6 - Feb. 13 (first live newscast this week Feb. 15)

Regular week 7 - Feb. 20

Regular week 8 - Feb. 27 + Evergreen Spring Break 3/9 and 3/16

Regular week 9 - Mar. 5

Regular week 10 - Mar. 19

Regular week 11 - Mar. 26 (start preparing end of semester evergreens)

Regular week 12 - Apr. 2

Regular week 13 - Apr. 9

Regular week 14 - Apr. 16 (last live newscast this week Apr. 18)

Regular week 15 - Apr. 23, last day of class.