



## **SYLLABUS**

### **JOU 4951 – NOTICIAS ADVANCED, SPRING 2025**

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

**Office:** 2318 Weimer / **Phone:** 352-294-2752

## **CLASS MEETING TIMES**

**Tuesday** from 10:40 AM to 11:30 AM. In person at WEIMER 1098.

**Thursday** from 8:00 AM to 3:00 PM. In person at the INC.

**Friday** record/upload radio show. In person at the INC. (Only radio producer and anchors).

**OBJECTIVES:** Special study in Spanish language news production. Roles include and vary 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): 20%
3. Special Investigative project/series: 20%
4. 2 Web Stories (pitch and delivery story on time): 15%
5. 1 Quizz 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.

**DEVELOP PROFICIENCY IN:**

**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.

**ROSS AUTOMATION:** Most newsrooms across the nation have fully automated newscasts. Hence, Noticias has become a fully automated news show. As a student you will learn firsthand to understand and use the software implemented for the production and execution of a show where the camera shots, the commands, graphics and sound takes are all automated.

**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.

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:**

- 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 3:00 PM for our weekly show.
- Web stories due on Thursday by 11:59 PM to use Friday as editing day in order to publish.
- This class will produce an investigative show/series that will be a group project. This show/series will be the last one of the semester and will include various components to be published together (packages, VO/SOTS and web stories)

- 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:**

Each week assignments will vary depending on the assigned role for the newscasts:

**Producer** - Compile most important stories of the week. Produce show based on these. Assign writers their stories to be written and edited on the day of show.

**Assoc. Producer** - Assist in the production of the newscast. Learn the minute details of automation and prepare to produce the following week.

**Anchors** - Produce a VO/SOT for that week and anchor the show on Thursday.

**Reporter** - Produce a package story for the assigned week. Pitch/Story idea must be approved by the instructor PRIOR to beginning the production.

**Entertainment/Sports Anchors** - Produce, write, edit and anchor that particular segment for the assigned week.

**Writer** - Write and edit the story assigned for the show. Assist entertainment or sports with editing or writing as assigned by the day's producer.

**Editor** - edit stories. Assist anchors and reporters in editing their SOTs/VOs if needed.

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.

## **SPECIAL PROJECT:**

This class will produce an investigative show/series that will be a group project. This show/series will be the last one of the semester and will include various components. There will be deadlines established at the beginning of the semester for the assignments associated with this project.

**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!

IF you cover a story over the weekend that can't wait until the following Friday for approval and posting, please notify your instructor immediately in order to copyedit and approve sooner.

**GOOGLE DRIVE FOLDER:** Producers will create a google drive folder named "NOTICIAS FALL 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, pajamas 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 keywords, it has happened before that a single pencil could press a key and start changing scripts especially on our news production software AP ENPS. **SAVE** and close out of everything you write in ENPS to avoid loss of work.

**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.