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Adjunct Instructor

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Lab: 7:20 p.m. to 10:10 p.m. Mondays (we will not meet in lab on Jan. 20 nor March 17)

Our lab will typically meet in person; lab(s) might, on rare occasions, shift to Zoom sessions. Please check Canvas and your email regularly for announcements.

Office Hours: **Wednesdays 8 p.m.-10 p.m., via Zoom. A link will be posted to Canvas. This slot may change occasionally during the semester but a notification will be sent to the class in advance with the alternate day(s)/time(s).**

Additional office hours are available by appointment. E-mail is a great way to reach me for basic questions. For more complex issues, you can call or text me, drop in to Zoom office hours as noted above or make an appointment to meet with me or Zoom with me. I will do my best to accommodate your preferred days and times whenever possible.

I'd like to give you individual attention to the extent possible. There may be times when I cannot immediately return an e-mail or a phone call, as I also have a full-time position at UF Health. Rest assured I will get back to you, and if I don't, contact me again after a reasonable period of time, in case I did not get your message.

Objectives: To provide instruction in news gathering and writing, give attention to news policies that affect the reporter and to problems of human interest and readability, and instill habits of accuracy and responsibility in handling the news. See attached for more specifics. In other words, we will work on your reporting and writing skills. Prerequisite: typing ability.

Reading: Required: **AP Stylebook**, print edition or online subscription (this will be your news-writing bible). The most recent edition is preferred. Style changes, and it's best to have the most current information.

A daily newspaper.

Foley's packet.

Strongly recommended:

Inside Reporting, Harrower.

When Words Collide, Kessler-McDonald.

News Reporting and Writing, Mencher, 2002, Ninth Edition.

A good **dictionary**.

GRADING: Your course grade is 25% lecture and 75% lab. An A indicates *superior* performance; B, highly competent, above-average work; C, average; D, below average; E, unsatisfactory. Final grades are calculated by each lab section, following the scale of 90-100, A; 80-89, B; etc.

NOTE: Grade inflation is not part of this course. See below for course objectives.

Grades on in-class and outside stories will factor in the strength of your news topic (e.g., Would this be a story a news editor would place on 1A or in the Metro/Local section? Would it be carried on the nightly news?), the quality of your sourcing, the depth of your interviewing, the power of your quotes, the flow of your story (Is it logical?) etc. From the base grade determined by these factors, deductions will then be taken for AP style (5 points per category of error), spelling (5 points), and grammar, syntax and usage errors (5 points). Errors of fact are a 50-point deduction.

Write down your grades each week. It is your responsibility to keep track of your grades throughout the semester.

Each lab will usually include the following:

1. **AP style quiz**, open book.
2. **In-class writing assignment**.

Outside writing assignments (six):

These news articles on a topic of your choice must be a minimum of two pages, with a minimum of two human sources, and submitted in Word. See “Story Format” and “Lab Procedures” handouts for more details. These will be due via submission to Canvas by 7:20 p.m. on the following dates:

Sept. 15

Sept. 29

Oct. 13

Oct. 27

Nov. 10

Nov. 21 (*Note: This is the Friday before Thanksgiving Break*)

The grade you receive on out-of-class assignments will count double. AP quiz grades and in-class writing assignment grades count once. The lowest grade will be dropped in each assignment category (AP quiz, in-class writing assignment and outside writing assignment). You will have an opportunity to complete an extra-credit assignment in each category for the last lab of the semester; these grades will replace the second-lowest grade in each category, but only if the replacement grade is higher and to your advantage. To calculate your lab average,

add each grade and divide by the total number of grades given. To calculate your course average, multiply your lab average by 3 and add to your lecture average, then divide by 4.

You are encouraged to read ahead. The more information you can absorb early in the course, the better your work will be. Since you are expected to start reporting and writing stories the first day of class, this can be especially helpful. Sections on news gathering, interviewing, leads, story organization, grammar/punctuation and features will be particularly helpful. Use a dictionary and the stylebook.

CAUTION: JOU 3101 is a professional course. The rules probably are different than those of lower-division courses. You must not only do the work, you also must demonstrate that you can do the work acceptably within a limited time. Grades on stories can be lowered as the result of reporters misrepresenting themselves or otherwise being unprofessional while working on story assignments. **Do NOT tell sources you are working for the Alligator or any other publication — unless you are.** Dress appropriately for your interviews.

Lab grades are based upon the quality of your reporting, writing and editing. You must do well on all three. Volunteers in 1088 Weimer Hall, in-lab coaches and your lab teacher will help you with reporting and writing. You are evaluated for your stories. This means you have to use your time efficiently. Your effort is rewarded for its results, the same as it would be on the job.

*******WARNING*******

Do your own reporting and writing. Plagiarism — including using material from news releases and information gathered from the Internet without attributing the source in your story — can result in serious consequences. Lab instructors will provide procedures for documenting and attributing background for stories.

If you have even the smallest doubt or are confused about this or anything else in the course, **ASK**.

The University of Florida holds its students to the highest standards, and we encourage students to read the University of Florida Student Honor Code and Student Conduct Code (Regulation 4.040), so they are aware of our standards. Any violation of the Student Honor Code will result in a referral the Student Conduct and Conflict Resolution and may result in academic sanctions and further student conduct action. The two greatest threats to the academic integrity of the University of Florida are cheating and plagiarism. Students should be aware of their faculty's policy on collaboration, should understand how to properly cite sources, and should not give nor receive an improper academic advantage in any manner through any medium.

Department statement on academic honesty

The statement below, written by professor David Carlson, has been endorsed by the Department of Journalism faculty. Consider in the law of the department.

It is expected that you will exhibit ethical behavior in your classes. Students are expected to do their own work, use their own words in papers and to reference outside sources appropriately.

Students are further expected to observe intellectual property rights and to comply with copyright laws. That means you must obtain written permission to use copyrighted materials in any work you submit for a class. It also means you will not plagiarize the words, designs, concepts or ideas of others.

Plagiarism, whether intentional or accidental, has become easier to commit since the advent of the Web. Plagiarism is defined as "...taking someone's words or ideas as if they were your own." Source: Dictionary.com.

That means you cannot take even a single sentence from another website without attribution. It means you cannot take someone else's design and replace the words and pictures with your own. It means that if you use even a few of someone else's words verbatim, you must put quotation marks around them and cite the source.

Georgetown University offers a useful tutorial on plagiarism. It says:

“If you use someone else’s ideas or words, cite the source.

“If the way in which you are using the source is unclear, make it clear.

“If you received specific help from someone, acknowledge it.”

If you find yourself wondering whether you have crossed the line of plagiarism, you almost assuredly have.

When in doubt, ask the professor.

It is true that students sometimes plagiarize unintentionally or by accident. That is neither a defense nor an excuse. To avoid accidental plagiarism, it is extremely important to keep careful notes about what came from where, especially when doing online research. If you are cutting and pasting paragraphs from websites to your notes, you are in very risky territory; save the citations along with the material.

Your work will be checked for plagiarism, so just don’t do it. Failure to uphold the standards of academic honesty will result in a failing grade for the course and, potentially, other serious disciplinary action up to and including expulsion.

Remember, when you completed the registration form at the University of Florida, you signed the following statement:

“I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.”

Furthermore, on work submitted for credit, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

If you are aware of a climate that promotes academic dishonesty, please notify the instructor or contact the Student Honor Court (392-1631) or the Cheating Hotline (392-6999).

Additional important statements

Please notify me in advance if you must miss a class because of health reasons. We can always arrange makeup work or make other accommodations. It’s important for us to communicate, be safe and use common sense.

AI/ChatGPT

You may not turn in work that is not your own, including work generated or influenced by Chat GPT and other AI programs. If you do, you will receive a zero for the assignment and will not be permitted to redo and resubmit the assignment.

Zoom Professionalism

Please be mindful of maintaining a professional appearance and conduct when participating in Zoom interviews and/or meetings. Consider your wardrobe and hygiene just as you would were everyone in the same room, as well as your audio and visual backgrounds.

News Reporting Objectives

After completing News Reporting, the student should be able to do the following:

- Write clear, brief, accurate news stories using correct usage, grammar, spelling, punctuation and syntax.
- Understand the decision-making process for making good news judgments.
- Apply news judgments to sets of facts and synthesize those facts into effective, concise ledes and logically organized, coherent news stories.
- Know when information must be attributed to a source to avoid editorializing and how to handle attribution smoothly in a story.
- Understand the general sources for news (observation, interview, written reports), the problems with these sources and the process of verifying information.
- Use basic AP style rules in stories.
- Prepare copy so it is clean and conforms to standard copy preparation rules.
- Edit your own stories for basic errors and correct those using proper editing symbols.
- Work under deadline pressure.
- Prepare for and conduct a news or feature interview well enough to come up with a list of questions, ask them and report accurately what the person said.
- Handle quotations properly.
- Understand the basics of how a reporter and a newspaper actually work (beats, effects of deadlines and production on reporter's work, copy flow, staff organization).
- Understand the need to read newspapers and magazines and watch newscasts.