SYLLABUS
JOU 4951 – BEGINNER NOTICIAS, FALL 2025

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Office: 3326 - Weimer Hall (Inside the Innovation News Center)

CLASS MEETING TIMES / CLASSROOM: TBD
- Monday 10:40 AM to 11:30 AM
- Noticias en 90 shift: TBD in class

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): 20%

3. Meeting deadlines with assigned work (weekly radio show pitches/readers): 10%

4. Meeting deadlines with assigned work (weekly participation in Noticias en 90 midday segment): 10%

5. 1 Web Stories (pitch and delivery story on time): 15%

6. 1 Quiz on current events or class material provided: 15%

7. 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 %

B +   87-89 %
B   84-86 %
B -   80-83 %

C +   77-79 %
C   74-76 %
C -   70-73 %

D +   67-69 %
D   64-66 %
D -   60-63 %

E   Below 60

REQUIRED MATERIALS: No required text. You need to own a USB or SD CARD 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 the Midday Show and Noticias Full Newscast on Thursday.

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 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.

WEEKLY RESPONSIBILITIES:

- Attend class every Monday 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 week.
- By 8pm each Monday, you will send your radio pitches via Google Drive. You should pick 2 stories from the news from each category (local, state, national, international, sports, entertainment, and calendar).
- Newsroom shifts TBD during class.
- Web stories due on Thursday by 11:59 PM to use Friday as editing day in order to publish. *Unless the story is time sensitive and needs to be published before 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 11:59 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 1:00 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 together with a brief summary of the interview and the matter topic.

Beginner students are required to participate in WUFT-Midday show (Noticias en 90) which after recording will be posted in social media IG: @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.

Midday 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 ONE WEB STORIES as content for 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.

GOOGLE DRIVE FOLDER: A "NOTICIAS FALL 2025" folder will be shared with you and 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. 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:

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 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.

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.

AI POLICY: Students are prohibited from using AI tools to generate, write or substantially edit field assignments. Stories must be your original work. Using AI to generate content is considered plagiarism and subject to the university's academic integrity policies. Students may use AI tools for research, to find sources or to verify facts and data. Reporters may use AI to find story ideas or sources but must confirm the accuracy of names, places, organizations and events before pitching the story. If in doubt about any use of AI for coursework, please consult your instructor.

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."

TIPS:
- 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!

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.

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.