

## WUFT News MultiMedia Journalist Syllabus Contract

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Advanced Television Reporting (TVII) — Reporter Spring 2026 | RTV4681

College of Journalism and Communications | The University of Florida

The Innovation News Center

This contract-syllabus serves as the official agreement between the student and WUFT News for participation in Advanced Television Reporting (TVII) at the University of Florida College of Journalism and Communications. Enrollment in this course constitutes acceptance of a reporter position in training, operating under the professional standards, expectations, and ethical responsibilities of a functioning broadcast newsroom. Instruction and guided development are provided through KGTR, the training preview led by Kalisha Whitman | The Journalism Educator, designed to prepare students for the rigor, workflow and storytelling demands of WUFT News.

The student acknowledges that this course operates not as a traditional academic class, but as a simulated newsroom employment experience, with expectations that align with professional broadcast journalism. The student agrees to maintain punctual attendance at two weekly class meetings and one mandatory News Lab Day, each week, functioning as an assigned reporting shift. The student also acknowledges the requirement of one free day per week, designated for mental health, rest, and balance, in recognition of the demanding nature of daily news production. No assignments, reporting, field work, or editing will be required on the free day unless previously approved for special circumstances.

As a WUFT reporter in training, the student agrees to pitch, research, gather, shoot, write, voice, edit and deliver news content that meets professional broadcast standards. The student will participate in editorial meetings prepared and ready to contribute. The student agrees to communicate promptly with producers and the professor — not solely through text messaging — but through phone calls when coordination, safety, delays, or editorial updates require direct communication. The student acknowledges that field work requires situational awareness, respect for safety protocols, and responsible conduct in all environments.

Training through KGTR includes technical instruction in operating Canon 80 and Canon 90 cameras, executing proper white balance, handling audio equipment, gathering natural sound, using a tripod or *world as tripod*, conducting interviews, writing broadcast scripts, editing in Adobe Premiere Pro, and performing confidently and ethically on camera. Before gaining access to newsroom equipment, the student must successfully complete the *Early Gator Gets the Grub* equipment quiz and demonstrate competency in shooting, audio, and field safety. The student recognizes that equipment is university property and agrees to treat it with the highest level of care and return it promptly.

Throughout the semester, the student will produce multiple forms of content including look-lives, VOs, RDRs, VOSOTs, PKGs, digital-first videos, social teasers, live elements, process videos, special reporting challenges and or etc.. The student accepts participation in KGTR team competitions, including Orange and Blue team storytelling, where work is evaluated for editorial strength, creativity, execution, and A-block potential. The student acknowledges pop-up challenges such as *Tell Me Something Good Tuesday* and weekend process assignments and understands that these challenges help build real-world reporting resilience.

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The student agrees to uphold all ethical standards required of journalists working in a public-serving newsroom. This includes accuracy, fairness, balance, transparency, independence, and integrity. It also includes the explicit prohibition of staging, fabricating, plagiarizing, or misrepresenting information. The student understands that any violation of ethical guidelines may result in limitations on newsroom participation or removal from the course. The student will follow the SPJ Code of Ethics, PBS editorial standards and NPR ethics guidelines as models for all work.

### Positive Light Clause:

The student agrees to represent WUFT News, the Innovation News Center, KGTR, the College of Journalism and Communications, and the University of Florida in a positive, professional, constructive, and respectful manner at all times — in the newsroom, in the field, in communication with sources and peers, and on personal or public digital platforms. This requirement does not limit critical or investigative reporting; rather, it ensures that the student carries out tough journalism with fairness, dignity, and an understanding that they serve as an extension of the newsroom’s values. Negative, harmful, or disruptive behavior that undermines team morale or public trust may result in review or reassignment. The student agrees to contribute to a supportive, collaborative newsroom culture and approach challenges with a solution-focused, growth-oriented mindset.

The student acknowledges that evaluation in this course mirrors a professional performance review. The student will be assessed on reporting quality, writing clarity, technical shooting and editing skill, on-camera delivery, deadline reliability, teamwork, professionalism and responsiveness. Grades are determined by course assignments, WUFT newsroom performance on News Lab Days, pop-up challenges, team stories, Canon labs and quizzes, and the final feature story due on the official final exam date. The final feature serves as the student’s newsroom readiness test and should meet the standard for potential inclusion in WUFT’s first-week broadcast lineup the following semester. Students may collaborate with one approved partner.

By signing this contract-syllabus, the student commits to fulfilling the responsibilities of a WUFT reporter in training, attending all scheduled classes and News Lab Days, maintaining one weekly free day, honoring the ethics and expectations of the newsroom, producing journalism with accuracy and integrity, and contributing positively to the culture and reputation of WUFT News. This agreement remains in effect for the full duration of the semester and governs all academic, editorial, and professional expectations connected to Advanced Television Reporting (TVII) and the KGTR training preview.

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MMJ / Reporter/Student

Date

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Associate-In and Senior TV New Manager

Date



Academic Policies & Resources



About Your Instructor | Meet for Office Hour Fridays by Appointment