

## Reporting—JOU 3101 Lab Procedures

Professor Foley

1. **ATTENDANCE.** You are required to attend every lab. If you must miss one (illness, death in the family or other serious problem), you must notify me **in advance if possible** to arrange makeup work. Vacations, weddings, family trips, conflicts with requirements of other classes, etc., are not considered problems beyond your control. Documentation is required.
2. **CLASS MATERIALS.** Two-pocket, light-colored folder and an AP Stylebook. Optional: information storage device, dictionary.
3. **TIP SHEETS.** Each student, working with a partner, will submit at least one tip sheet during the term. Each sheet should offer 20 or more tips likely to yield good stories. Tips should be for hard news and news feature stories. **Half or more of the tips should be for interview stories. Loading it with meetings and events will lower your grade.** The tip sheet will be graded on usefulness and accuracy of each story idea, and it must include details on time, location and names and phone numbers of sources. ***Do enough checking on the idea to be sure a story is possible—no guessing or assumptions that you haven't researched.*** Supply clips/materials for background when appropriate. Teams should bring a draft of the tip sheet and meet with me on Tuesday before the Wednesday lab.
4. **GRADES.** Your lab grade is averaged from writing done during each lab period, weekly style quizzes, stories done outside class and your work on the tip sheet. Grades on outside stories and the tip sheet count double. **NOTE: An outside story is due every week—even when it's your turn to do the tip sheet.** All work is kept in your folder, and your grades will be marked there. You will be able to see where you stand at any time. If you have any questions, please ask. (Serious hint: Don't wait until the last two or three weeks to raise concerns.)
5. **DEADLINES.** Deadlines are listed on the tip-sheet schedule. Spot news, such as a speech, event or meeting, must be turned in by 9 a.m. the following day during the week. If the event takes place on a Friday or over the weekend, the story must be turned in by 9 a.m. Monday. Occasionally, you may encounter a story with sufficient depth to make it into a two-part story or a single in-depth story. This is acceptable only with my permission in advance.
6. **LATE PAPERS.** Deadlines are deadlines. Late stories don't make the news, so they are not acceptable in this class. With my permission in advance, *some* stories—those with no hard news peg—will be accepted up to 24 hours after deadline, but a 10-point penalty will be assessed. **Papers not turned in within that 24-hour period will not be accepted.** If you get in trouble, talk to me. (A zero is as bad as it sounds.) 😞
7. **ERRORS/PENALTIES.** Edit stories carefully. Specific penalties for errors of fact, punctuation, grammar, AP style, etc. are listed in the course syllabus. In general, it's five points a pop—except for the dreaded monster: A Fact Error. (Aieeeee.) That's 50 points off.

8. **LENGTH.** A story of less than two pages-plus usually means it either was a poor topic or that it was underdeveloped, Result: a low grade. Most satisfactory stories are three pages or more. However, keep in mind that a reporter must learn to be disciplined in what he or she chooses to include and what to leave out, since the real world is full of space and time limitations. If you have a lot to say that is essential or important to your story, don't worry about the length.
9. **CHANGING ASSIGNMENTS.** Sometimes a tip-sheet suggestion will not pan out. A key source isn't available, events are canceled or not enough information is available. If this happens, it's a good idea to contact me about an alternative story idea.
10. **SOURCES. Multiple-sourcing is required.** That involves contacting as many persons or documents as possible for your information rather than relying on a single source. When choosing sources, keep in mind that ours is a diverse culture and, for a story to be complete, a wide variety of viewpoints may be necessary. Minimum work—two pages, two sources—will receive a minimum grade.  
Sometimes a source will want to read a story before you turn it in. Don't. You might offer to call the source after the story is written and read the person's direct and paraphrased quotes to him or her. Be diplomatic, but firm, in explaining why you must deny any such requests. **Anonymous or off-the-record material is not acceptable, nor is the use of hypothetical people.** Regarding documents, remember that you are writing news, not research papers. The Internet, documents, reports, etc., can be valuable as background material, sources of questions, etc.

**NOTE:** Students currently enrolled in reporting may **not** be used as sources unless they are ***involved directly*** in a story. The same is true of your family, sorority sisters, frat brothers, roommates and friends.

**People—not press releases or websites—make stories worth reading.**

11. **SOURCE SHEETS.** Every outside story should include a list of sources used and contact information—phone number, email address, etc. so I can check with them if I have a question. **Failure to include a source sheet will cost one letter grade, 10 points.**
12. **NAMES.** Names of sources are important. If a source refuses to give his or her full name, be sure to ask why and include the reason in your story
13. **COPIES.** Keep a copy of each story you turn in, or have it available electronically. This is for your protection. If a story you submitted can't be found, you will be asked to submit a copy of it the same day. It's good idea to bring a copy for your folder on lab day, even if you turned one in early.
14. **EXTRA CREDIT.** Published stories are *considered* for extra credit, depending on the quality of the publication and story. **Tell sources your story may be published.** Stories not assigned through your lab do not qualify for extra credit unless I OK them in advance. Turn in a clip of the published story. Electronic "clips" will not be considered unless the story was published only online.

15. **SPORTS, REVIEWS, ETC.** Sports stories, as well as reviews of plays, performances, restaurants, art exhibits, coverage by TV, are **not** acceptable. If you think you have a legitimate news story in one of these areas, discuss it with me. No such suggestions should be included on tip sheets.
  
16. **RECYCLING OLD STORIES.** This class is designed for you to learn by doing, and that means fresh topics and stories. Sometimes, however, it is possible to redo a subject that you wrote about for another class. (In fact, one of the Hearst-winning stories in the course pack is case in point.) If you want to do so, tell me about it in advance so we can discuss how to make it a substantial update and/or improvement.
  
17. **PLAGIARISM.** Using someone else's work and presenting it as your own is stealing and lying rolled into one. (This includes press releases and Internet information.) It is a serious breach of ethics and will result, at the very least, in a failing grade. See the college policy on academic honesty at <http://www.jou.ufl.edu/academic/jou/honesty/>. **Attribute everything.**

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Here's some boring UF stuff:

Lectures and materials in this class are the property of the University/faculty member. Lectures may not be recorded without permission from the lecturer and may not be used for any commercial purpose. Students found in violation may be subject to discipline under the University's Student Conduct Code. I use this type size because you are young, and your eyes are still strong.

The **University of Florida Honor Code** was voted on and passed by the Student Body in the fall 1995 semester. The Honor Code reads as follows:

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

For more information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 392-1261.

Students requesting **classroom accommodation** must register with the Dean of Students Office. The Dean will provide documentation to the student who must provide documentation to the instructor when requesting accommodation.