

TV 1 Syllabus

RTV 4301 – Electronic News Media 2

Instructor: Bridget Grogan

Office Hours: M, T, W, Th 11:00-12:00 and by appointment.

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PREREQUISITES:

In order to qualify for RTV 4301, students must have completed RTV 3303, Electronic News Media 1, also known as Radio News 1 (with a grade of “C” or better.) If you have not fulfilled this requirement, you’ll have to take this class during another semester.

PURPOSE OF COURSE:

To prepare you to work in television news. You will learn how to write, shoot, edit, and report your stories on camera. You are expected to leave this course ready for Television News 2, where you will be expected to produce reports that can be aired on that day’s newscast. You are expected to give equal attention to all phases of the news-gathering and news-delivering sequence. In other words, you should leave this course as skilled in editing as you are in working on camera. You will learn how to use the cameras and how to edit what you shoot. There will be three major projects due during the semester. These projects will weigh heavily in determining your final grade. There will also be regular quizzes on text material, class discussions, and writing instruction that will be factored into your grade.

This is a very “hands-on” course. That is why your projects and newsroom work weigh so heavily in determining your grade. Strong editing skills are critical to getting through the class and succeeding in Television News 2. I strongly encourage everyone to concentrate on developing skill and speed as video editors. This will require you to spend time practicing your editing skills on your own time. Adequate editing skill will be critical to your success not only in Television News 1 and 2, but also in the real world. To learn how to operate the equipment, you’ll need to spend some time shooting video as well. I advise you to spend a couple of hours “out in the field” somewhere with a camera before you attempt to shoot your first project. All of the shooting and editing of your major projects will be done outside class. This is your “homework”. It is your responsibility to decide the focus of your projects and schedule the interviews. I will discuss story ideas with you and approve them before you begin to work on each project.

In addition, you will be assigned four hours per week in the WUFT-TV newsroom to work as a reporter, photographer, and editor, after you have completed the lab training shifts. If you miss any of your WUFT reporting shifts, you must make them up. If not, you will receive a zero for each missed shift.

Project #1

Running Time

Required elements:

Package

1:20-1:30 (not including anchor intro and tag)

*At least two sound bites from 2 different interviewees.

*One standup.

*One instance of NAT SOT full (correctly marked on script).

*Hold your ending standup shot for :05 pad, if that's where you choose to put your standup.

*Script typed in ENPS.

Note: Package projects cannot be about events – no walk-a-thons, dance marathons, fundraisers, fairs, art shows or blood drives. And no humane society, pet shelter or animal stories.

(SEE “PROJECT POINTERS” PAGE IN THE “FORMS” SECTION OF THE BLOG FOR HELPFUL TIPS/REMINDERS ABOUT PROJECT REQUIREMENTS)

Final Project

Running Time:

Required elements

Package

1:30-1:45 (not including anchor intro and tag)

*At least three bites from at least two interviews with different people.

*One standup.

*One matched action sequence involving at least three pieces of video (noted on script for instructor). **Sequence angles must all be different or you will receive a zero for your entire project.**

*Two instances of NAT SOT full (correctly marked on script).

*Script typed in ENPS.

*Web version of your story with additional facts and different soundbites/quotes

Note: Package projects cannot be about events – no walk-a-thons, dance marathons, fundraisers, fairs, art shows or blood drives. And no humane society, pet shelter or animal stories.

(SEE “PROJECT POINTERS” PAGE IN THE “FORMS” SECTION OF THE BLOG FOR HELPFUL TIPS/REMINDERS ABOUT PROJECT REQUIREMENTS)

Note: TV 1 students are NOT allowed to turn in any project work to me that has also been used or will be used as an assignment, project, report or interview for any other class or station assignment for any radio or television course or lab. Your work in this class must be unique to this class and not be used for any other course or come from any other course. No exceptions. Using work from another class, lab, project or station assignment for this class will result in a zero grade for the project or assignment in TV1.

Missed deadlines result in automatic failure of the assignment/project. Grades on stories can be lowered (e.g. to zero) as the result of students misrepresenting themselves or others or otherwise being unprofessional while working on story assignments.

Quiz Schedule:

Quiz 1 – Friday, September 12th

Chapters 1 and 2: Broadcast News Handbook
Chapters 1, 2, 3: Aim for the Heart
plus camera review

Quiz 2 – Friday, September 26th

Chapter 7 – pages 103-128: Broadcast News Handbook
Chapter 8 – pages 137-140: Broadcast News Handbook
Chapters 9, 14, 15, 16: Aim for the Heart

Quiz 3 – Friday, October 3rd

Chapters 7, 8, 11: Aim for the Heart
Chapter 15: Broadcast News Handbook
Writing – For the Web (posted in the “Assignments” menu in the blog)
Time management tips

Quiz 4 – Friday, October 17th

Writing – Phrases to Avoid (posted in the “Assignments” menu in the blog)
Writing – Commonly Misused Words (posted in the “Assignments” menu in the blog)

Quiz 5 – Friday, October 24th

Chapters 3 and 4: Broadcast News Handbook
Chapter 4, 5: Aim for the Heart

Quiz 6 – Friday, November 14th

Chapter 5: Broadcast News Handbook
Chapters: 6, 12, 13: Aim for the Heart

Quiz 7 – Friday, November 21st

Chapter 9: Broadcast News Handbook
Chapters: 17, 18, 19: Aim for the Heart

Grade percentages:

Quizzes – 30%
Newsroom Work – 20%
Project #1 – 20%
Project #2 – 30%

Grade scale:

A	95-100
A-	92-94
B+	89-91
B	85-88
B-	82-84
C+	79-81
C	76-78
C-	73-75
D+	70-72
D	65-69
D-	60-64
E	59 and below

Posted Grades:

Grades will be posted in e-Learning. Here's how to find your scores:

Open your Internet browser and navigate to <https://lss.at.ufl.edu>

Click the big orange "e-Learning login" button. Login using your [Gator Link](#) username and password. After logging in, you will be taken to your "My Workspace," where you can access the course(s) and/or project site(s) in which you are enrolled. You will see them listed across the top of the screen.

Attendance:

As noted in the attendance agreement, all classes and labs are mandatory. Every unexcused absence will result in a loss of five points from your OVERALL FINAL GRADE (for example: two unexcused absences will drop your final point total by 10 points.) Students can be excused from class for the following reasons **if and only if** they have appropriate documentation: participation as athletes in university-related athletic activities (must have official letter from relevant UF offices or coaches), illness (must have official doctor's note with doctor's contact info and original signature – these will be verified by the instructor), or family emergencies (relevant document of proof is required).

You will NOT be excused for any of the above reasons without documentation. And you will not be excused for any job interviews, regularly scheduled medical or dental exams, work-related schedule conflicts, or work in other courses.

Similar consideration will be made for missed newsroom reporting/shooting shifts but those shifts MUST be made up in order to avoid receiving a score of zero for any missed newsroom shift.

Make-Up Quizzes and Work:

Students will be allowed to make up missed exams or turn in projects late only in the event of a personal or family emergency, such as a serious family illness. Students **must** provide documentation of said emergency in order to be granted project extensions or make-up exam dates. Turning in your projects late is the equivalent of missing your slot. In the real world, this can get you fired. Projects are due by 5:00 on the due date. As stated earlier, any late work will result in a failing grade for the assignment.

If you miss a quiz, you will receive a zero for that quiz. Quizzes can be made up if you missed the original test time because of illness or a family emergency **ONLY IF YOU PROVIDE APPROPRIATE DOCUMENTATION**. Make-up quizzes must be taken within two weeks. After that time, you cannot make up the quiz.

Required Materials:

Text 1: Tuggle, C. A., Carr, F., & Huffman, S. (2011), *Broadcast News Handbook: Writing, Reporting, and Producing in a Converging Media World*, 4th Ed. New York, NY: McGraw-Hill. This text is required in both this class and TV News 2 to provide continuity, with the emphasis on Chapters 1 through 9 in this class.

Text 2: Tompkins, Al (2012), *Aim for the Heart: Write, Shoot, Report and Produce for TV and Multimedia*, 2nd Ed. Washington, DC: CQ Press.

Video Cards: You will be given two SDHC cards on which to shoot your newsroom lab shift work. You will need an inexpensive set of headphones or earbuds. Headphones can be plugged into the camera and are valuable in making sure that you have audio when shooting your projects. These will also be needed for edit training and must be brought to all classes.

TELECOM/WUFT Equipment Policy

All students who use Department of Telecommunication or WUFT equipment must follow all established access policies. Failure to do so will result in **automatic suspension of checkout privileges** (for group checkouts, the suspension applies to everyone in the group) **as well as grade deductions on coursework**...based on the instructor's policies and course syllabus. Students who check out G020 gear are also required to pay for any damage to equipment beyond normal *professional* wear & tear, and to pay for replacement of any items lost or destroyed.

Equipment Checkout:

When you pick up equipment, you must allow enough time to thoroughly inspect and test each piece before leaving the Equipment Room. WHEN YOU SIGN FOR THE GEAR, YOU ARE ACKNOWLEDGING THAT IS FULLY FUNCTIONING, UNDAMAGED, AND THAT ALL PARTS ARE THERE. You're also making a promise that all of the gear will be returned ON TIME and in good working order, similar to the condition at check-out. (If you test something and it doesn't seem to be right at check-out, get help then...or you will be responsible if the problem is only noted after you check in.)

Equipment Return:

When you return equipment, you can leave it with the Equipment Room Manager for inspection or you can stay with the equipment while it is checked in. If you are not present during check-in, you will be notified of any damaged or missing gear as soon as the damage or loss is discovered. If you are not present during check in, you are still financially responsible for any damaged or missing gear. If you are not present at the time of check-in, you forfeit your right to challenge the check-in results of the Equipment Room Manager regarding the condition of the equipment when it was returned. It is advisable for borrowers to remain for check-in whenever possible, as this is your only opportunity to witness the inspection and testing of your equipment and answer/ask questions. Also, you will be required to clean or re-pack equipment/cables that are not in acceptable condition. Any damaged, broken or missing parts will be noted on the borrower's loan agreement and the borrower will be required to pay for any damage or loss. The borrower(s) will also face an automatic suspension of G020 checkout privileges, following the same penalty schedule as for late returns.

Late Return Equipment Suspension Penalties:

Gear returned more than FIFTEEN MINUTES late will result in the following:

*first offense: suspension of gear checkout privileges for the individual (or all individuals in the group if a checkout for a group project) for 1 week

*second offense: suspension of gear checkout privileges for 2 weeks

*third offense: suspension of gear checkout privileges for 1 month

Late Return Grade Penalties:

In addition, lab grades and project grades will be penalized. Students should understand their failure to return equipment on time can result in irreparable harm to the work of other students waiting to check out gear. This cannot be taken lightly because other students' academic success may be affected by the offending student's disregard for the rules.

In this course, students will suffer grade deductions for any late gear return as follows:

Equipment returned more than 15 minutes late – 10 point project deduction.

Equipment returned more than 1 hour late – 20 point project deduction.

Equipment returned 2-4 hours late – 30 point project deduction.

Equipment returned 4-8 hours late – 40 point project deduction.

Equipment returned 8 hours late or returned the day after it is scheduled to be returned – 50 point project deduction

Equipment returned 2 days late – student receives a zero for the project

Other Policy Violations:

Disregard for the equipment and the rules of the Equipment Room may result in the loss of privileges. Besides late return, other violations of policy include:

- *Returning equipment in unacceptable condition
- *Handing off the gear to another student (if an individual checkout) or to anyone beyond the group members listed on the checkout form (for a group checkout)
- *Taking equipment out of town without authorization
- *Using equipment for work other than that required by the student's instructor
- *Providing equipment access to suspended students, to students who do not qualify for equipment, or to non-students

TV1 Equipment Length of Checkout:

Cameras can be checked out as follows:

Check out between 9 a.m. and 4:30 p.m. – Return BY 9 a.m. the next day, regardless of what time the gear was checked out the day before.

4:30 p.m. is the latest to arrive for a gear checkout. Do not show up at 5:00 or later and expect to be given gear. The equipment room closes promptly at 5:00. NO checkouts will be allowed to begin after 4:45 p.m.

Whenever you return gear from a project shoot, **there is a 24-hour waiting period before you can reserve project gear again.** Plan your shoots accordingly; this rule is strictly enforced because it guarantees better access to a limited amount of gear by all students in each class. Students who are in need of an exception to this rule must have their instructor send an e-mail to the Equipment Room Manager giving permission for the exception.

Equipment Loss/Damage:

The person or group who signed the equipment checkout form, regardless of who was in possession of the equipment at the time of loss, must replace any equipment that is lost or damaged while the equipment is checked out.

Theft:

In the event of theft **you are required to notify the appropriate law enforcement department immediately.** And you must notify the Equipment Room Manager and your instructor as soon as possible. The person or group who signed the equipment checkout form could be held responsible for any negligence, so keep close track of all gear and do your professional best to make sure it all gets safely home to G020.

Malfunctioning Equipment:

If you experience a problem with a piece of equipment while on a shoot, you are encouraged to call the Equipment Room Manager right away. Often the problems are comparatively minor and can be easily fixed. If the problem is beyond immediate on-site repair, bring the item back to the Equipment Room as soon as possible. If the breakage was not caused by negligence, and a similar piece of equipment is available, you can check it out. However, if a similar item is not available, you will have to make do without it until other gear becomes available.

Financial Responsibility:

Every equipment user is financially responsible for loss, theft, or damage to any equipment that he or she checks out.

Failure to report lost or damaged equipment will be viewed as an attempt to conceal the loss or damage to the equipment and can result in your being barred from checking out equipment in the future.

Equipment Safeguarding:

Equipment should be safeguarded at all times. No equipment may be left or stored in an unattended vehicle even if the vehicle is locked and the equipment concealed. The Department considers this an unnecessary risk.

No equipment may be stored in an office or classroom or studio or other University facility other than the Equipment Room without special permission. The department considers this an unnecessary risk.

Do not ever leave equipment outside the Equipment Room door, in any hallway or out in the open in any newsroom. This is an unnecessary risk.

Equipment may not be handed off to another student. When you are finished using the gear, it must be returned to the Equipment Room Manager for check-in. You remain financially responsible. Handing it off to someone, which is a policy violation, does NOT relieve you of any liability.

Travel:

Equipment may not be taken out of town without prior permission from the instructor of record. The borrower and instructor of record must discuss transportation, handling and storage of all gear prior to departure to ensure no unnecessary risks are taken with the equipment. Extreme cases may require pre-approval not only of the instructor, but of the Telecom Dept. and/or tv station.

EQUIPMENT MAY NOT EVER BE TAKEN TO THE BEACH!

Pledge:

You must sign the Gear Liability Pledge to acknowledge to have fully read, understand, and promise to comply with this Telecom/WUFT-TV Gear Policy. Unless/until we have a signed pledge on file, the equipment room will not let you borrow any gear designated for your class.

WUFT News Loading Zone Student Policy:

Students may park in the WUFT loading zone space in the service drive next to Weimer Hall. This is a ten-minute loading zone space and may not be used for any other purpose. Any violation will result in complete revocation of WUFT parking privileges.

1. **Never use the allotted gear pickup spaces for any other reason.** This area is only for *stopping* to load/unload station/college or newsroom gear. The loading zones are 24-hour tow away zones with a 10-15 minute maximum stay before towing; you should monitor your car and get in & out in 5-15 minutes to avoid tickets, which are your responsibility.
2. **Always** minimize your time in the restricted area on campus. When you leave the parking area, always turn left to leave the restricted area, even if that is less convenient given your destination. If you cut across campus you will greatly increase your risk of tickets, and you are personally responsible for any citations you get...anywhere...at all times.
3. **Never** park anywhere else in the service drive. We have a zero tolerance policy for any misuse or abuse of service drive privileges. Past student offenders have lost all loading zone privileges, lost letter grades on the lab portion of their classes, and lost the opportunity for advanced volunteer work. You are expected to maintain a perfect track record.
4. **Always** assume you're racing against the clock. You should be able to load/unload in about 10 minutes...and basically never leave your vehicle unattended. If you ever get a ticket, for any reason, you will be responsible for paying it. If you're waiting on a partner, drive away from the service drive and pick them up later...either at the O-Dome, Stadium, Reitz, etc., NOT in the service drive.
5. **Never** try to cheat the system. Service drive access, like parking at UF and like driving in the US, is a privilege, not a right. This is also about responsibility. You are expected to behave as a *professional*, and that should be reflected in *all* your business driving and parking.

WUFT Dress Code

WUFT recognizes the need to coach our students on every aspect of their performance, in order to prepare our graduates for the demands of the television news industry. This includes the need to train students in elements of proper speech, poise and physical appearance—including makeup and wardrobe standards. The College of Journalism and Communications' three broadcast newsrooms all observe a dress code. The bottom line: **you will not be treated as a professional if you do not appear as such.**

As young people and students, you will have enough credibility problems with your sources and interview subjects; do not compound the issue by looking unprofessional. Do not wear shorts, sandals, tank tops or similar attire. Nice looking jeans, T-shirts and shorts are always *unacceptable* for reporters, but ok for photographers, especially in the summer. Ties are almost always expected for male reporters. In the pro world...many reporters always dress up but keep a more casual set of clothes (and boots) in their car to change into if they're sent to a location that calls for it (fire scene, wilderness area, etc.); many photographers always dress casual but keep a more formal set of clothes (and dress shoes) in their car to change into if they're sent to a location that calls for it (funeral, etc.). Always avoid wearing anything with writing or any commercial logo wear (other than your station) out in the field. Jeans and shorts are acceptable in the newsroom, but T-shirts and tank tops are not.

Anyone who violates the dress code will be notified at the time of the violation and advised to comply in the future or sent home to change, if necessary, in the judgment of the newsroom staffer. The dress code speaks in general terms about what is acceptable; news managers must make a case-by-case determination and anyone may be sent home if their attire is deemed offensive to others, is disruptive of the working environment, or makes a statement that impairs objectivity.

Students who appear on the air are advised about their on-camera appearance. These critiques are necessary to ensure that our students perform at a level that is on-par with industry standards. These critiques may include statements about wardrobe or makeup that are judged inappropriate when compared to industry standards. It is our intention to use these critiques to improve student appearance and performance. These judgments will be relayed to students in a manner that is constructive and designed not to offend them. While we understand that some students are sensitive to critiques of their appearance, such coaching is necessary to maintain acceptable standards within our teaching environment and on into the television news industry. As a recognized leader in broadcast education, we have an obligation to educate our students about such matters, as they will prove vital to future success.

WUFT Computer Policy

Don't treat any of the computers in the WUFT Newsroom or labs like your own personal computer. They are not. They are not for general student use either, only for official station business with approved student users. That goes for absolutely everything... the pc's running ENPS/Internet, the NBC VOD network feed computers, the Apple NLE's and laptops. All computers. Do not treat any of them like your own personal computer.

1. Don't use them at all unless you've been given permission and your own log-in. Remember there are certain times of day when certain machines are earmarked for certain uses (webcast, graphics, etc.). Even if you have access, you will often have to work around other station business.
2. Log-off so others don't mess with your account. Don't share log-ins.
3. Official business only. That means station business and station-centric courses only. Write your papers for other classes at home or elsewhere.
4. Only print official station business items. Print your personal items at home. Don't waste paper. Think before you ink.
5. Never download any software...including other web browsers or other common software you think is "safe". **(We routinely check accounts and re-set them at the end of the semester. If we find ANY software has been added to your account, your final grade will be cut in half. This means you WILL fail the course.)**
6. Backup all your projects to your own personal portable hard drive.
7. All our computers could be worked on and have all data (projects) wiped out at any time without notice...and are routinely re-set around finals week or break week. There will be no warning. If something is important enough for you to leave it on a machine rather than deleting, it's important enough for you to make a backup.
8. Don't assume you have the rights to re-use material you find on the web.
9. Don't assume something published on the web is factual/correct/true. Don't forget the rules about copyrights, multiple sources, and attribution before assertion.
10. Don't use newsroom computers for personal social media engagement. Try working ahead on assignments or try shadowing someone and learning something else. If you're in college, compared to the people you'll be working with in just a few years you probably have very low skill levels...and a fairly limited number of hours you can spend in the college newsrooms practicing your craft before your college career comes to a sudden end: you really don't have any time to waste.

WUFT Newsroom Basics:

- To start your lab shift, be present and prepared on time with one developed story idea to discuss with the assignment manager.
- Your team will be assigned a vo/b/vo story. If you come across spot news in the field, take 5 minutes to get some b-roll and call the desk; likewise if you see an opportunity for a second vo/b/vo or a breakout story, talk to the producer or news manager.
- Always **call in** to the assignment desk before returning to the station from the field, especially when you've traveled out of town. WUFT serves a 17-county area so out-of-town news coverage is routine and essential... and you will be expected to assume these costs as part of your normal lab shift duties (we generally work in teams of two and alternate driving when possible) unless you can demonstrate an extreme hardship.
- **Never leave your lab shift without prior approval** from a news manager. When you finish your assignment, check with the producer or news manager to see if you can help in another way.
- All work is done for potential broadcast on WUFT, but you should **make no promises** to the public about if or when certain stories will air.
- We **never** give copies of our taped material (raw, edited, or airchecks) to anyone, but can take requests from the public to post a particular story on our web site for a short time. Never tell anyone you might be able to get them a copy of a story. We do not sell copies nor do we give them out for free.
- All the camcorder packages we have are extremely expensive. The cheapest costs about \$7000, the TV2 sets cost about \$15,000 each, we have one set that costs more than \$25,000, and the edit bays typically cost about \$35,000. **Treat all gear with care.** You are required to read the WUFT equipment rules and sign the WUFT gear accountability form.
- All our equipment, including the **computers, is for newsroom/college business only.** Treat all items with care, and do not abuse the privilege of using them. Do not download any software onto the station computers. This will affect your grade!!
- To help secure our gear and help keep our workplace secure, **do not let strangers into the newsroom and do not prop the doors open** (the locks are on a timed cycle). Report any unusual activity to managers and report any suspicious activity to managers or police.
- In addition to newsroom staffers, other station staffers are also likely to participate in post-show critique. All **criticism from the pro staff is professional, not personal**...learn to accept it and learn from it. You may also meet other professionals, including Dean Diane McFarlin, members of our Telecom advisory council, alumni & pro friends of the program...treat them all with respect. If you encounter unexpected visitors or people who appear lost, steer them toward a news manager.

Academic Honesty: Team vs. Solo Work

Your lab work is only partially a shared responsibility because you are working with a partner. But reporters are responsible for interviewing and writing the story and will be graded only for that part of the assignment. Photographers are responsible for shooting and editing and will be graded only for that part of the assignment. Teams will rotate the reporter and photographer duties every week. You will be graded on your duties for the day. Do not take over your partner's role to "help them out" or because you can do a better job. If their work is less-than-satisfactory that will NOT affect your newsroom lab grade. But doing their work for them will hurt your newsroom scores. Also, keep in mind that it helps the workflow if the person assigned to be the photographer does the driving that day.

You must shoot, interview, write and edit all of your projects yourself. The only assistance you are allowed for these assignments is help shooting your standup. Any other help will be considered a violation of the Honor Code and will result in an "E" grade for the assignment. File footage is not permitted in your stories.

Quizzes, tests, story ideas, story analysis papers, and any other written material handed in must be your own work with **no help from others and no consultation with others.**

You cannot work on a project for this course that you plan to work on for another course as well. For example, none of your TV1 projects can also be used as material for a Radio 1 or 2 project, class assignment, homework or lab shift work.

DO NOT ask your peers for advice, help, input, or approval of your work. Ask your instructor. History shows peer advice, help, input, and/or approval is often inaccurate or downright wrong and usually results in a lower grade than you would have received if you had sought advice or guidance from your instructor. Do not ask other instructors for advice or guidance/critique on your projects. Other instructors may not know what your instructor requires and may unintentionally misguide you. Any questions about project or course requirements should go to the instructor only.

UF Honor Code

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. 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."

The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

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

Link to UF's Grading Policy:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Cell Phones and Computer Use in Class:

As a matter of courtesy to your instructor and classmates, please turn off all cell phones before the start of class. Likewise, all computers should remain off unless you are specifically requested to turn them on for a class assignment. It is not appropriate to instant message during class.

Accommodations For Students With Disabilities:

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

Instructor Evaluations:

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

One Important Note:

No food or drink is ever allowed in the classrooms or labs. Spills can be disastrous for computers and editing equipment. If you are found with food or drink in the labs, you will be asked to leave immediately and your grade will be affected.