

## **RTV 4340 – SPECIAL NEWS PROJECTS**

### **SPRING 2014 SYLLABUS**

**INSTRUCTORS: BRIDGET GROGAN, TOM KRYNSKI, MARK LEEPS**

#### **Basics**

Course Focus: learning an advanced producing/management role in the INC (Innovation News Center)

Prerequisite: passing grade in RTV3401(Electronic News Producing & Management)

Also requires: selection of instructor after agreement on specific role/duties

Grad version: may be available for Pre-professional Master's Program (PMP)

Newsroom component: INC computers and field/edit gear provided as needed

#### **Newsroom Requirement**

You and your instructor will agree on a specific student leadership role in the Innovation News Center (INC), whether specialized within one medium (radio, tv, online) or possibly across two or more platforms. These learning/training experiences are somewhat customized to your skill level, experience, and interests...but the bottom line is an experience like a real external internship should be--challenging work in an important role (often on deadline) and serving real-world media outlets (only in this case, for our university-owned stations/platforms: WUFT-TV, WUFT-FM, WUFT.org).

Here are some examples of RTV4340 roles/assignments:

- 5pm student tv newscast senior line producer (often 2 days per week, each 9:30a-6:00p, serving as producer for a half-hour live tv newscast)
- 4-4:30pm radio news magazine producer or assistant producer
- Producing 3-5 minute segments for news magazine program at WUFT-FM
- Producing and anchoring hourly newscasts for WUFT-FM
- Producing news or sports specials for WUFT-TV

## Grading Scale

The grading scale is as follows:

- A 95-100
- A- 92-94
- B+ 89-91
- B 86-88
- B- 83-85
- C+ 80-82
- C 77-79
- C- 74-76
- D+ 71-73
- D 60-70
- D- 50-59
- E 0-49

For more information about minus grades and UF grading policies, visit this website:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

**Policy Matters: UF Honor Code, Accommodations For Students With Disabilities, WUFT-TV Dress Code, WUFT News Loading Zone Policy, Dept. of Telecommunication and WUFT-TV Student Gear Policy, Computer Policy**

## UF Honor Code

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.

### **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.

### **CJC/DMP/INC Policies**

It is your responsibility to learn and comply with the INC policies (usually posted online, and these apply to everyone, regardless of the platform involved: WUFT-TV, WUFT-FM, wuft.org, WRUF-TV, ESPN850, etc.) and please pay particular attention to the well-established policies involving dress code, ethics, computer usage, and field gear usage & liability.

There are specific rules in the Dress Code but the bottom line is **you will not be treated as a professional if you do not look business-like**. 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. Students who appear on tv or the web will get feedback about clothing, makeup and performance in order to keep our work products on-par with industry standards.

The Loading Zone Policy emphasizes that any access to the Weimer Service Drive is only for stopping to load/unload heavy/bulky gear and stops are limited to 10 minutes. **Follow instructions closely, you are personally responsible for any tickets you get.**

The Student Gear Policy emphasizes that **gear checkout is for official course or INC business only**. The college/stations hold the rights to all work-product and published/broadcast material generated, and it may not be redistributed or repurposed in any form without permission of college/station officials. Don't post anything we generate to YouTube or other non-wuft websites without checking.

The Computer Policy emphasizes that **all the computers in the INC are for official station business (including select courses) only**. Many are reserved for people in specific roles at certain times of day. Make sure you work in an area appropriate to your role/course, that you log-in as instructed and save & log-out everytime you walk away.

We embrace the RTDNA Code of Ethics and the similar SPJ Code of Ethics, but we also have our own Ethics Policies you should study and follow.

The food & drink policy for the INC is that no eating or drinking is allowed outside the break room, nothing except for drinking (bottled) water...but be careful not to spill onto computers or gear.

## **INC Basics**

- 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. Do not **post any work-product or air clips to YouTube** or otherwise provide free public redistribution of copyright material.
- **All our equipment is for newsroom 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.
- 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 after normal business hours.** Report any unusual activity to managers and report any suspicious activity to managers or police.
- **Keep backups.** The material on all of our workstations gets routinely deleted at the end of each term...and failures could happen at any time. Protect your best work and save it to your portable hard drive.
- We have outside partnerships ongoing in tv with NBC NewsChannel Florida and in radio with a number of pro partners. **Don't assume material we generate can be shared or posted anywhere; always check with a NewsManager first.**

## **Important notes about wrapping up the course**

- Editing computers may have their memory cleaned weekly, so make sure you are saving as you go and before the end of Finals Week make sure you have a digital copy of *everything* dear to you (don't depend on being able to find anything later in the machines, or in HDSHOWS or in Nexio).
- 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>.
- Your swipe access to the INC that comes with registration in this class will expire after Finals Week.