Telecommunication Department
Advising and Course Requirements
News Track
Spring 2012
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Part 1

The Advising and Registration Process
See an Adviser!!!!!

There are many rules, policies and procedures at UF that can make it harder than necessary to register, to get into the classes you need, and to complete your degree requirements.
See an Adviser!!!!!

Your academic adviser can help you through the process. Ultimately you are responsible for completing your degree. But we can help you avoid the mistakes that can lengthen your time at UF, and that can add to your stress.
See an Adviser!!!!!

Remember, if we make a mistake, we’ll fix it. If you make a mistake without consulting an adviser ahead of time, you are on your own.
See an Adviser!!!!!

• Freshmen and Sophomores:

College of Journalism and Communications
Office of Undergraduate Affairs
Weimer 1000
See an Adviser!!!!!

News
All Juniors who have not yet completed or enrolled in RTV 3303

Dr. David Ostroff
dostroff@jou.ufl.edu
392-0463
2081 Weimer
*By appointment only
See an Adviser!!!!!

News

A-E  Dr. Amy Jo Coffey
     acoffey@jou.ufl.edu
     392-6522
     2042 Weimer

F-K  Mr. Matt Cretul
     2081 Weimer
     *By appointment only

L-Z  Dr. Johanna Cleary
     jcleary@jou.ufl.edu
     846-0226
     3062 Weimer
Never take advice from another student about degree requirements!!
Never take advice from another student about degree requirements!!

Depending on your major, your track, and when you started at UF, your degree requirements may be different from other students.

The right answer about degree requirements for them…may be the wrong answer for you!
The Advising Process at UF

- Students who have not yet completed 60 hours normally are advised by the College’s Undergraduate Affairs staff and/or the department chair.

- Since coursework before 60 hours is primarily general education, if you have questions about general ed requirements, contact Undergraduate Affairs (1000 Weimer).

- Questions about Foreign language or quantitative option, Gordon rule, pre-professional courses can best be answered by Undergraduate Affairs.
The Advising Process at UF

• At 60 hours we assign students to faculty advisors. In Telecommunication we assign by specialty (News, Production, Management, Media and Society)

• Students may request a particular faculty member as their advisor

• Advisor lists and contact information are on the department website

• If you want a dual major, one must be outside the College of Journalism and Communications, and must be approved by both departments and both Colleges
The Advising Process at UF

- Each semester students receive a tracking report, which indicates which course requirements have been completed, and which need to be completed.

- Certain benchmarks have been established—certain courses must be completed by a specific semester. Students who are “off-track” may need to see an advisor before being allowed to register.
The Advising Process at UF

• Students normally complete the department, College or University requirements in place when they entered the *University of Florida*

• Your advisor may be required to sign certain forms—for example, Individual Work.
Some Registration Issues

• You are given an “appointment” for registration—it is critical that you do not miss your appointment.

• Students can register themselves on ISIS

• We don’t see the same ISIS screens as students, so if you encounter a problem, and contact the office, please be clear in describing the problem
Some Registration Issues

• We cannot register you for courses outside the Telecommunication Dept.

• Courses in the major cannot be taken S/U unless that is the course policy (e.g. internships)
Some Registration Issues

• You must remove all holds before registering: financial, emergency contact information, etc. We cannot remove those holds.
Some Registration Issues

- Occasionally you may be prevented from registering for a course because you are currently enrolled in the pre-requisite, or a course that you took elsewhere is not recognized. If you encounter this problem, contact the department office.
Some Registration Issues

• Summer Courses:
  – The summer schedule is posted online in February. However, it is highly tentative until well into the Spring

  – Summer course scheduling is based on
    • Availability of instructors
    • Budget from the legislature/University
Finding course schedule information
http://www.registrar.ufl.edu/
Click on Schedule of Courses
Click on Course Listings
Use Pull-down Menu
## Telecommunication

### Undergraduate Adviser(s): DAVID H. OSTROFF

### Graduate Adviser(s): CLEARY/OSTROFF

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**Spring 2012 -- SCHEDULE OF COURSES**
“Section not Available”

If you try to register for a course and get a message saying that a section isn’t available, or isn’t being offered, or it doesn’t show up at all, it may mean one of two things:

• The class is full

• The course is departmentally controlled and you need to contact the Telecom Dept. office
Part 2

Degree Requirements
“General” Requirements

• Outside Concentration or Minor
  – Provide students with a concentrated experience in an area to support their professional or personal goals
  – Common choices in Production: Business, Sports Management, English, Film Studies, Theater
  – Management students must use Business as the outside concentration
“General” Requirements

• Outside Concentration or Minor
  – College requires 12 hours in a field outside of Journalism and Communications
  – At least nine of those hours must be 3000 or above
  – No other course specifications
  – Students must inform Undergraduate Affairs of their outside concentration
“General” Requirements

- Outside Concentration or Minor
  - A minor is usually 15 or more hours
  - Usually specifies which courses
  - Requires permission of the specific department to be admitted as a minor
  - Not all departments offer a minor
Electives

• All courses that are not required for the specific degree are considered electives

• Electives can be from any discipline, although we prefer they be in Telecom or at least in the College

• However students must have 80 of their hours outside the College
Transfer Credits

- Normally the University will accept no more than 64 transfer credits.
- Credit for specific transfer courses are approved by the Registrar or by the department, depending on the nature of the course.
- Professional courses (e.g., Hands-on Production or News courses) normally must be completed at UF.
Part 3

Telecommunication Department Requirements
Telecommunication Tracks
(Specializations)

• **Management**: This track prepares students for entry-level positions in such areas as sales, research, promotion, audience research, program strategies.

• **Media & Society**: This track prepares students who want a strong foundation in communication skills and are interested in studying media (both traditional and social media) and its effect on society, but don’t necessarily aspire to a career focused on print or broadcast journalism, advertising or public relations. This could include students who want strong communication and analytical skills to prepare them for law school, graduate study or who aspire to careers in areas such as sports, health, environment, politics or the corporate world.

(continued on next slide)
Telecommunication Tracks (Specializations)

- **News**: This track has two specializations: *Reporting* and *Producing*. Reporters cover breaking and pre-planned events, and may also serve as anchors. Producers work behind the scenes and are responsible for entire programs, or segments of those programs. *Entry into the news sequence is limited, and is based on the results of a competitive writing examination*. We currently admit 30 students per semester into the news sequence.

- **Production**: This track prepares students for positions in the creative aspects of electronic media, including writing, directing, producing, and editing. Our focus is on the leadership and management of the production process, rather than equipment operation.
Pre-Requisites for Telecom Courses

• Be sure you are familiar with the pre-requisites and sequences of courses:

  – A grade of C or better is required in RTV 3007 and RTV 2100 as a pre-requisite to all Telecommunication courses except RTV 3405

  – RTV 3303 (grade of C or better) is a pre-requisite for all News courses
The News Placement Test

• Because of limited resources we must limit the number of new students in the Broadcast News track to 30 in the Fall and Spring, and 10 in the Summer.

• The students are selected based on the results of a writing test administered each semester.
News Placement Test

• If you completed MMC 2100 at UF or elsewhere, you do not have to complete RTV 2100

• However RTV 2100 teaches you how to write for radio news. You should arrange with the course instructor to sit-in (not register) the first half of RTV 2100
The News Placement Test

• Students are given “fact sheets” and must write radio news stories from that information.

• Tests are graded by the News Directors of our stations, and student names do not appear on the tests.

• The test is given through RTV 2100 (but is not part of the course). Dates and locations will be announced in class.
News Placement Test

• There is no “passing” score. Regardless of score, the top 30 students (10 in the summer) are allowed to register for the first news course, RTV 3303

• Students will be notified of the results before the beginning of advanced registration
News Placement Test

• You must have completed (C or better) or be enrolled in RTV 3007 and RTV 2100 before taking the News Test!!

• Students who do not score high enough on the News Placement Test may
  – Repeat it in a later semester
  – Switch to another Telecommunication Track
  – Transfer to another major
Core Course Requirements
All Tracks

• RTV 2100 - Writing for Electronic Media
A pre-professional course designed to provide fundamental instruction and practice in writing for the electronic media.

• RTV 3007 - Introduction to Telecommunication
An introduction to the cultural, social, legal, business and career aspects of the electronic media.

• RTV 3405 - Television and American Society
Enables the non-telecommunication major to use television productively and to understand its structure and effects. Research findings concerning audience behavior and criteria for evaluating television programs will be discussed.

• RTV 4700 - Telecommunication Law and Regulation (Management & Production Students)
Legal structure and regulation of telecommunications industries. First Amendment and regulatory constructs of broadcast, cable satellite and the Internet. Defamation libel and copyright law.

OR

MMC 4200 - Law of Mass Communication (News Students)
Understanding the law which guarantees and protects the privileges and defines the responsibilities of the mass media. Includes problems of constitutional law, libel, privacy and governmental regulations.

• RTV 4931 - Ethics and Problems in Telecommunication
Investigation and discussion of social problems, ethics, and responsibilities in telecommunication.
News Track—All Students

• RTV 3303 - Writing and Reporting for Electronic News 1
  Basic writing, reporting and production of radio news stories and newscasts. Six hours to arrange.

• RTV 4301 - Writing and Reporting for Electronic News 2
  Catalog description:
  Basic writing, reporting and production of television news stories and newscasts.

• RTV 3305 - Investigative Reporting for Broadcast Journalists
  Principles of investigative reporting as applied to television and radio news.

• RTV 3280 - Writing and Reporting for Interactive Media
  Basic preparation and repurposing of audio, visual, and text materials to present news stories in an interactive, on-line environment.
News Track—Reporting Students

Complete at least 2 of the following:

• **RTV 3304 - Radio News 2**
  Advanced reporting, writing and production of radio news stories and newscasts against deadlines. Radio news lab is required.

• **RTV 4302 - Television News 2**
  News writing, editing and processing for television against deadlines. Television news lab is required.

• **RTV 4283 - Advanced Reporting for Interactive Media**
  Gathering and preparation of materials for online news program. Requires 8 hours per week in online newsroom.
News Track—Producing Students

• RTV 3401 - Electronic News Producing and Management
  Basic techniques and experiences in live and field producing for radio, television, and online news programs.

• RTV 4340 - Special News Projects
  Supervised assignment as line or field producer for radio, TV, or online news program or series. Requires eight hours per week in newsroom. Can be repeated one time.
Courses Required of All Tracks

RTV 2100
Writing for Telecommunication

RTV 3007
Intro to Telecommunication

RTV 3405
TV & Amer. Society

RTV 4931
Problems and Ethics (2100, 3007, 3405, Jr standing are pre-reqs)

Professional Courses

Senior Year

RTV 4700
Regulation (Mgmt & Prod)

OR

MMC 4200
Law of Mass Com (News)
News Track Flow Chart

Complete All

Radio 1

TV 1

Investigative Reporting

Producing

Special Projects

Complete 2

TV 2

Radio 2

Advanced Online

Online/Interactive
Part 4

Special Spring 2012 Courses
Division of Multimedia Properties
Internships
Advisory Council
Study Abroad
Departmentally-Controlled Courses (DEP)

- Students must come to the department to be registered for these courses:
  - RTV 4905 Individual Work—Approval of supervisor, advisor and dept chair
  - RTV 4930 Special Study—Approval of Instructor
  - RTV 4940 Internship—Approval of dept chair
  - RTV 3303 Radio News 1—Sufficient score on news test
  - RTV 4302 TV News 2—Approval of TV 5 news director
  - RTV 4340 Special News Projects—Approval of instructor
  - RTV 4929c Advanced Production—Approval of instructor
Special FCP Workshop

• RTV 4930 FCP Workshop is a 5-week, 1-credit course. It will be taught 3 times during the semester.

• It is primarily for students who are enrolled in RTV 3200 (Fundamentals of Production) and RTV 4301 (TV News 1)
Special Topics Courses for Spring, 2012
All are listed as RTV 4930
Check the Section Number for desired course(s)

• Reality TV          M 11/W 11-E1
• Social Media Ethics  Web Course
• Social Media and Society T 11/R 10-11
• Spanish News Writing W 6
• Media and Politics (Tentative) MWF 3
• CJC Welcome         R 3
• Social Media Management Web Course
• Media Sales (Tentative) M 3-5
Division of Multimedia Properties

• Students in RTV 3303, 3304, 4301, and 4302 will be required to work in the station newsrooms as part of course requirements

• Other students in all tracks may volunteer to work in various station areas

• Please contact Renee Gork, Student Experiences Coordinator
  – 3104 Weimer/392-0771 xt1158/ rgork@wruf.com
Advisory Council

• The Advisory Council is composed of more than 20 professionals, most of whom are graduates of the University of Florida

• The Spring meeting will be March 1-2, 2012
Advisory Council

• Students of all tracks and regardless of year are encouraged to participate in activities such as 1-on-1 advising, take-a-member-to-lunch, and Rapid Fire

• Watch for posters, sign-up tables and e-mails for more information
Internships

• Students must complete an internship application with the department.
• Internships can be for 1-3 credits. Each credit requires 100 hours of work during the semester
• No more than 3 total credits of internship from any college or university may apply towards the 124 hours of credit
Internships

• Students may do more than one internship
• We send a letter to the internship site informing them that a student will be eligible to receive credit.
• Students must complete monthly reports, a final report, and are evaluated by their supervisor
• Internships are S/U
Internships

• We maintain information about where previous students had internships; the Knight Center can also provide information.

• Department internship rules, procedures, and forms are available at:

http://www.jou.ufl.edu/academic/telecom/internships/
Study Abroad

• Study Abroad activities are coordinated through the International Center
• Semester-long programs at other universities require our approval of the courses that will be taken
• Normally study-abroad courses aren’t appropriate for fulfilling degree requirements within the major
Study Abroad

• Courses in shorter study abroad experiences such as those offered by faculty in the College can be registered for through normal procedures
Part 5

For Further Advising Information
Information Sources

• Department:
  Curriculum:  
  http://www.jou.ufl.edu/academic/telecom/curriculum.asp
  Course offerings:  
  http://www.jou.ufl.edu/academic/telecom/courses.asp
  Degree Requirements:  
  http://www.jou.ufl.edu/academic/telecom/degreerequire.asp
Information Sources

CJC Office of Undergraduate Affairs: 392-1124

Knight Center for Scholarships, Career Services & Multicultural Affairs: 392-0289
http://www.jou.ufl.edu/Knight/jobintern/default.asp

UF Page with Links to Student-related offices and services:
http://www.ufl.edu/students/
Information Sources

• Registrar: http://www.registrar.ufl.edu/

Undergraduate Catalog: http://www.registrar.ufl.edu/catalog.html

• Academic Advising (CLAS and Lower Division Students): http://www.advising.ufl.edu/