

TV Reporting 1 and 2
BCM 3350 and 4350
The University of Texas at Arlington
FALL 2012 - Monday 1 – 4:50 p.m.

Professors: Dr. Andrew Clark	Julian Rodriguez
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Office Hours: By appointment	M & W: 10 –11 a.m. or by Appointment

Read this syllabus **CAREFULLY**. Ignorance of the policies of the class **is not** an acceptable excuse.

Textbook and Hardware Requirements

1. No text book is required, but readings may be assigned at the discretion of the Instructors.
2. External Hard Drive (120 GB or more) with USB 2.0 connectivity.
3. SanDisk SDHC card. Class 6 or 10 (8 GB minimum).

Course Description/Goals

- ✚ This class will teach you the art of producing, reporting, and anchoring news for television. You will participate in news gathering, writing, and will shoot packages for television. Reporting 2 students will also produce and anchor newscasts, produce an investigative report, and prepare a final portfolio.

Learning Outcomes

- ✚ Students will be able to write correctly and clearly in forms and styles appropriate for the broadcast profession, audiences and purposes they serve;
- ✚ Students will critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
- ✚ Students will demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.
- ✚ Students will use and apply tools and technologies appropriate for the broadcast profession.
- ✚ Students will demonstrate they can think critically, creatively and independently.

Attendance/Drop policy

- ✚ Regular class attendance is required by the University and necessary to keep up with assigned readings, lectures and assignments. Excessive class absences, lateness and/or failure to keep up with assigned readings will result in lower grades.
- ✚ If you are five minutes late to class, your attendance will be counted as an absence. We will strongly enforce this rule. Students leaving class early will not be given credit for attendance unless excused in advance by the instructors.
- ✚ It is the student's responsibility to drop or add the class—not the faculty or staff's.

Due Dates

- ✚ Failure to turn in any assignment will result in a failing grade in the class.
- ✚ If the story is not included in the newscast due to lateness, the story will receive an F (see details on **DEADLINES**).

Electronic Device Use

(Mobile phone, laptop computer, pager, portable multimedia players, etc.)

- ✚ Turn off portable electronic devices during class and during taping of newscasts.

Assignments

- ✚ Look at Rotation Sheets for weekly assignments.
- ✚ The first part of the class will be devoted to assignment critique and class lecture.

Class Rules

- ✚ You must **dress appropriately** for all on-camera work.
- ✚ Deadlines must be met – no excuses.
- ✚ Stories will be graded based on writing, video, and online publication.
- ✚ **DO NOT** take material, or use material, from anyone else's folder without their written permission. To do so will be viewed as plagiarism and will be treated accordingly.
- ✚ **DO NOT** use material from YouTube or any other audiovisual website containing copyrighted material.
- ✚ **There is no extra credit.** The best predictor of a good grade is regular attendance in class and completion of all of the assignments.

Grades

- ✚ We will not post a cumulative list of grades at the end of the semester. The responsibility to keep track of grades is yours.
- ✚ The grade breakdown and scale is as follows:
 - ✚ Attendance – 30%
 - ✚ Assignments for Newscast (On Time Only) – 30%
 - ✚ Assignments Posted on Website (On Time Only) – 30%
 - ✚ Final Portfolio/Website (Demo Reel) – 10%

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

UTA Department of Communication

Lab, Studio, and Equipment Checkout Rules

General Rules:

1. Labs and Studios are monitored 24/7.
2. All doors to the radio/TV stations studios and labs are to remain closed and locked at all times. Please do not prop these doors open. Do not allow guests or other students into these rooms.
3. Any problems with the equipment should be reported immediately to your instructor and the department engineer, Joe Carter, at jwcarter@uta.edu and 817-272-1270.
4. Do not install other software on lab/studio computers.
5. Food or drinks are not permitted in any of these areas. An exception is bottled water and coffee that is in a closable container. Keep these items away from computers and equipment (on the floor).
6. It is illegal to bring weapons/firearms onto the UTA campus. If you plan on bringing realistic props of this nature on campus, you must check with your professor AND the UTA Police.
7. Take care of our facilities. Pick up all garbage, papers, etc. and place it in the trash can or recycle bin.
8. Call the campus Police (817-272-3381) if you need an escort to your vehicle at night.

Editing Labs:

1. Be courteous while editing (play audio quietly or wear headphones).
2. **Only adjust equipment settings that have been covered in your class. Any rewiring or changing of the computer settings will result in problems for everyone else.**
3. Log-off your workstation when finished working.
4. Any work stored on the local hard drive will always be subjected to automatic deletion. The only way to permanently save your work is to save it to your network folder, an external hard drive, or on a DVD.
5. Several classes share edit space, please plan ahead and avoid procrastinating.
6. **Save often!**

Radio/TV Studios

1. **Handle studio equipment with care.**
2. Turn off speakers and mixers in recording booths when not in use.
3. Do not tamper with any equipment or servers located in equipment racks. These are critical systems that are to only be adjusted by staff.
4. Special recording situations and projects, or bringing in guests, must be cleared by your instructor.
5. Turn off cell phones in studios and control rooms. Broadcasting equipment is sensitive to RF interference from mobile devices.

EQUIPMENT CHECK OUT ROOM – 124 Fine Arts Building:

Hours of Operation:

Monday 10:00am – 12:00pm | Tuesday-Friday: 10:00am – 12:00pm, 3:00pm – 5:00pm

1. Equipment is available for students currently enrolled in UTA communication courses. The equipment is to be used for UTA assignments only.
2. Equipment availability is on a first come-first serve basis.
3. Equipment checked out before 3:00 pm must be returned the same day before 5:00 pm except for Mondays. Equipment checked out after 3:00 pm is due back the next business day by 12:00 pm. Equipment returned after 12:00 pm is considered late and a fine will be assessed to your account.
4. Weekend check-out is to be done on Friday after 3:00 pm and must be returned Monday morning.
5. **Equipment is to be returned to the check out room only. Do not ask to leave it in the Department front office.** The staff in room FAB 118 can page the checkout staff if they are out of the office.
6. Equipment **MUST** be returned on time. **A late fee will be assessed at \$10 per hour, up to a maximum fine of \$50 per day.** If you incur late fees, check-out privileges will be revoked until you provide evidence of payment of the fine.
 - a. After two days all privileges are suspended for 30 days and fines continue to accrue until equipment is returned.
 - b. **A third offense will result in the loss of privileges for the rest of the semester.**
 - c. If the equipment is not returned within seven business days, the UTA police department will be notified and it will be reported as stolen.
 - d. If a fee exists at the end of the semester, the outstanding account charges will be turned over to the UTA Bursar for collection.
 - e. If you wish to dispute a fine, you must do so within one week by writing or e-mailing, Dr. Tom Ingram, Room 118 Fine Arts Building, or ingram@uta.edu
7. You are only allowed to check out equipment that is specific to your class.
8. **Notify equipment room personnel of any defective equipment. If any equipment is found to be damaged due to negligence, you will be charged for the repair or replacement.**
9. Failure to comply with University and Departmental rules will have financial and academic repercussions including and not limited to fines and loss of privileges. These rules are subject to change. You will be notified of these changes through class handouts and postings. Your continued use of UTA Communications facilities and equipment indicates your acceptance of these rules.

Americans With Disabilities Act (ADA): The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability or by calling the Office for Students with Disabilities at (817) 272-3364.

Student Support Services: UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to resources@uta.edu, or visiting www.uta.edu/resources.

Academic Integrity: At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (UT System Regents' Rule 50101, §2.2). Suspected violations of academic integrity standards will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/ses/fao>).

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Student Feedback Survey: At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory will be asked to complete an online Student Feedback Survey (SFS) about the course and how it was taught. Instructions on how to access the SFS system will be sent directly to students through MavMail approximately 10 days before the end of the term. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback data is required by state law; student participation in the SFS program is voluntary.

Final Review Week: A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

FIRST CLASS NEEDS

- We need your Name, NetID, email (only **mavs.uta.edu** emails), cell phone number and class you are taking (TV Rep I or II).

STUDENT WEBSITE AND DEMO

- All students must create a FREE WordPress Blog (www.wordpress.com)
- Share ASAP with your instructors the email associated with your WordPress Blog, and the name of your blog (e.g. johndoe.wordpress.com). This information will be used to provide you with access to www.utanews.com as an author.
- Only our Multimedia Producer will have administrator privileges at utanews.com.
- You will use your WordPress login and password to login and post on utanews.com
- Only packages are uploaded to utanews.com, and VO, VOSOT, and SOT will only have an article with author name attached in the lower left corner.
 - Format (See samples below):
 - Top: Video
 - Middle: One hundred word summary paragraph.
 - Bottom: Name of student (e.g. By: John Doe)
- At the end of the semester you should have in your Blog, NOT in utanews.com, your resume, and a demo reel embedded. To embed: Post your demo on YouTube, copy the embed link, and paste the embed link on your blog as a post using the HTML View (Upper Right corner of your Post writing window)
- Your website/blog Demo Reel represents 10 percent of your final grade.

PACKAGE FORMAT

Girls can play Football too!

Posted on October 12, 2010 | [Leave a comment](#)



Flag football is a traditional activity that is held every year for different groups, organizations, and the Greek community. Two sororities, Tri Delta and Alpha Chi Omega, played an action packed game at the Intramural Fields Complex and showed that girls CAN play football too. Despite the hot weather, sun in their eyes and the hard hits they were taking in the dirt, the girls refused to quit. Tri Delta ended up winning the game 8 to 2 and will be competing in the championship game next Sunday at two-thirty.

By: Sierra Jenkins

UTA NEWS

[Add New Post](#)

Howdy! Your current theme, *Duster*, has seen an update in the form of a brand new theme, [Twenty Eleven](#). For more information, check out [our blog post introducing Twenty Eleven to the world](#).

Enter title here

Upload/Insert

b / [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [proofread](#) [lookup](#) [close tags](#) [fullscreen](#)

Word count: 0

VO, VOSOT, SOT FORMAT

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By: Sierra Jenkins

MULTIMEDIA PRODUCERS (TECH DIRECTOR)

- Will be responsible for checking the website (www.utanews.com) for weekly updates and correct posting format, updating UTA News' Facebook page, Twittering, and briefing the instructor on UTA News' web resources status during class. The multimedia producer will also edit and post the newscast on utanews.com every week.
 - Each student must post her/his story on the website every Monday by Noon.
 - Format:
 - Top: Video
 - Middle: One hundred word summary paragraph.
 - Bottom: Name of student (e.g. By: John Doe)
 - Postings cannot be late. If not posted by Monday at Noon, the student receives a failing grade for the website assignment. No exceptions.
 - Format example:

Girls can play Football too!

Posted on [October 12, 2010](#) | [Leave a comment](#)

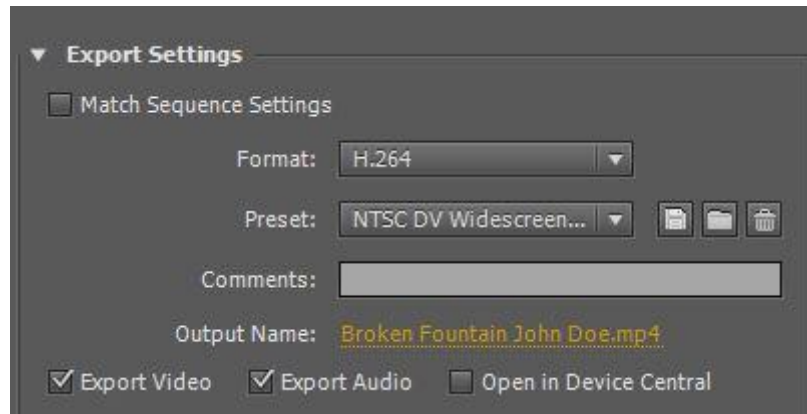


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ON-AIR VIDEO DEADLINE

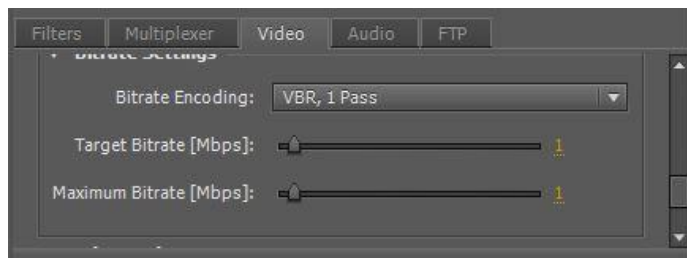
- Assignment deadlines are as follow:
 - Assignments for newscast (on-air use): **Monday at Noon.**
 - Video must be exported from Premier Pro as Standard Definition .MP4 (16x9):
 - File/Export/Media
 - Format: H.264
 - Preset: NTSC DV Widescreen High Quality
 - Output Name: Save it in your external hard drive. The name should include the name of the story and your name (e.g. new scholarships john doe).
 - Click Export.



- Upload exported project to the Drop Box in BCMN 3350-4350 Boulder folder.
- Script must be created in EZNews (See Assignment and Format Descriptions). Include story Total Running Time (TRT).
- This is a hard deadline. Late assignments will be dropped from the newscast and will receive a failing grade. No exceptions.

ONLINE VIDEO DEADLINE

- Assignments must be posted online (www.utanews.com): **Monday at Noon.**
 - Video must be exported from Premier Pro as .MP4 (16x9) at 1 Mbps:
 - File/Export/Media
 - Format: H.264
 - Preset: NTSC DV Widescreen High Quality
 - Video Tab: Scroll down and set Target and Maximum Bitrate at 1 Mbps.



- Output Name: Save it in your external hard drive. The name should include the name of the story and your name (e.g. new scholarships john doe).
 - Click Export.
 - When you are done uploading your assignment to the website, inform the multimedia producer. If the Multimedia Producer emails you requesting adjustments, fix the problem. If the problem is not fixed, the Multimedia Producer has the authority to delete your posting completely.