

TV Reporting 1 and 2
BCM 3350 and 4350
The University of Texas at Arlington
SPRING 2014 - Monday 1 – 4:50 p.m.

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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 (500 GB or more) with USB 2.0 or 3.0 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.

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

Lab, Studio, and Equipment Rules

Equipment Policy

- Equipment is available for students currently enrolled in specific UTA Department of Communication courses. Equipment is to be used for academic assignments in those classes only.
- Equipment is to be returned to the checkout 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. Do not leave equipment unattended in classrooms, labs, or common areas.
- **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.**
 - If the equipment is not returned within seven business days, the UTA police department will be notified and it will be reported as stolen.
 - Three late offenses will result in the loss of privileges for the rest of the semester.
 - If a fee exists at the end of the semester, the outstanding account charges will be turned over to the UTA Bursar for collection.
 - Fine disputes are handled by the Associate Chair, Dr. Tom Ingram. If you wish to dispute a fine, fill out a Fine Appeal form, attach the order receipt and turn it in to the front office.
- You are liable for any repair and replacement costs due to damage or theft. **The student who checks out the equipment is ultimately responsible for the care and security of the equipment.** Letting someone else use your equipment does not wave your liability, and you will be charged for damages or replacement. It is your duty to notify the equipment room staff of any defective or malfunctioning equipment received.
- 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. Changes will be announced by your professor and posted in the equipment room. Your continued use of UTA Department of Communication facilities and equipment indicates your acceptance of these rules.

Lab and Studio Rules

- Labs and Studios are monitored 24/7.
- All doors to the radio/TV studios and labs are to remain closed and locked at all times. **Do not prop open these doors. If a door is found propped open, the electronic lock will be audited and the last person to unlock the door will have access suspended for the rest of the semester.** This is a security measure to protect you and the facilities.
- **No guests are allowed in the studios, production rooms, and labs at any time. You must notify your instructor if you intend on having a guest involved in your project. Anyone caught allowing unauthorized persons into the facilities will have their access revoked for a minimum of one semester. Report unauthorized persons to a staff member, faculty, or the UTA police.**
- **Food or drinks are not permitted in studios or lab areas.** An exception is bottled water and coffee that is in a closable container and kept in a backpack or on the floor. Keep these items away from computers and equipment.
- Take care of our facilities. Pick up all garbage, papers, etc. and place it in the trash can or recycle bin.
- 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.
- Call the campus Police (817-272-3381) if you need an escort to your vehicle at night.
- Do not tamper with lab computers, studio equipment or servers located in equipment racks. These are critical systems that are to only be adjusted by staff or student workers.
- Report equipment/technical problems to your instructor or the department engineer, Joe Carter, at jwcarter@uta.edu and 817-272-1213.

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/aao/fao/>).

Americans with Disabilities Act: 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.

Academic Integrity: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) 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.

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 visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

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" shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate,

and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

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.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located on the left of FAB 408, at the end of the hall. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

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).

GETTING STARTED WITH WORDPRESS.COM

- 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.

POSTING ON UTANEWS.COM

- Once you have created your free wordpress.com account and your instructor has granted you access to utanews.com, you will be able to post your packages on our website.
- You will use your WordPress login and password to login and post on utanews.com. Before posting, make sure you are on utanews.com and NOT on YOUR website (Your website will not allow you to upload videos.)
- **Only packages** are uploaded to utanews.com.
 - Format:
 - Top: Video
 - Middle: One hundred word summary paragraph.
 - Bottom: Name of student (e.g. By: John Doe)

PACKAGE FORMAT

Girls can play Football too!

Jennifer Files
UTA Tri Delta member

00:00 | 01:25

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

STUDENT WEBSITE AND DEMO

- At the end of the semester you should have in your Blog, **NOT** on utanews.com, your resume, and a demo reel embedded. To embed your Demo Reel: Post your Demo Reel 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

MULTIMEDIA PRODUCER

- 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](#)



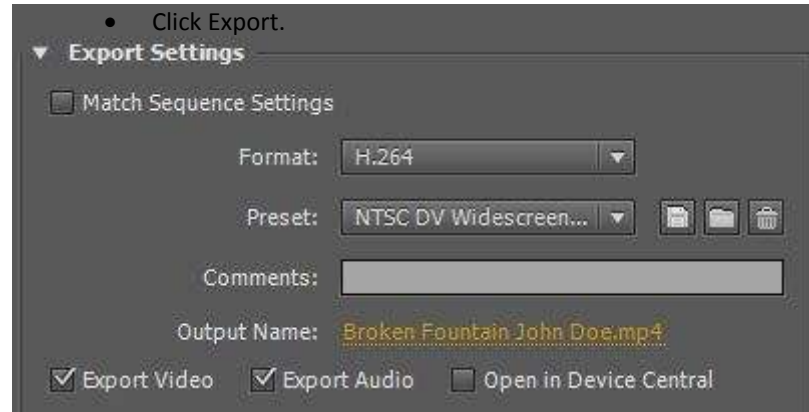
Flag football is a traditional activity that is held every year for different groups, organizations, and the Greek community. Two sororities, Tri Delta and Alpha Chi Omega, played an action packed game at the Intramural Fields Complex and showed that girls CAN play football too. Despite the hot weather, 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

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).



- 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.