

**Electronic News**  
**BCMN 3340 (001)**  
**The University of Texas at Arlington**  
Fall 2014 – M & W: 10 – 10:30 am

**Lecturer:** Julian Rodriguez  
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**Office:** FA 125a  
**Office Hours:** M & W 10-10:30 am or by appointment.

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

**Prerequisites**

- You must have obtained a grade of C or better in each of the following classes in order to be eligible for this class: JOUR 1345, BCMN 2347, 2357, 2358, and 2360, or have transferred in accepted replacement classes.
- Failure to meet the stated requirements will lead to you being asked to withdraw from this class. Should you decide not to withdraw, you will be administratively dropped from the class(s).

**Textbook and Materials**

- News Now, Visual Storytelling in the Digital Age. Authors: Susan Green, Mark Lodato, Carol Schwalbe, and William Silcock.
- You will need an external hard drive with USB connectivity and an SDHC Card (Class 6 or 10).

Additional, supplementary readings will be assigned at the discretion of the instructor.

**Note:** Material in class supersedes material in the book.

- Class lectures will not cover everything in the assigned readings or on Lynda.com. You are still responsible for reading and learning the material.
- This is a news class so you should also be regularly reading local and national newspapers, listening to radio stations with newscasts, and watching local and national newscasts on television.

**Course Description**

- This course is designed to provide you with the background needed to gather, write, report, and produce news for the electronic media. You will learn use of basic audio and video equipment. You will also learn how to edit audio and video of news stories for analysis and criticism. This course meets the needs of those planning careers in broadcasting and related fields. At the end of the course, you should know how to properly gather, write, and edit news and information for electronic media.

## 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 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.
- Lateness (particularly when it is habitual) is disruptive to the entire class. If you arrive late, you may miss out on material that cannot be made up.
- Students leaving class early will not be given credit for attendance unless excused in advance by the professor. Make sure work or other commitments do not conflict with class.
- Failure to regularly attend class will result in a deduction toward your final grade.

## Exams and Quizzes

- ✚ By signing up to Lynda.com, you will receive an automatic 3% extra credit on your final grade. No other extra credit opportunity will be provided.
- ✚ **Failure to complete any assignment will result in a failing grade in the class.**
- ✚ Assignment details/descriptions will be provided during class.
- ✚ The following chart represents percentage values of class attendance, exams, and assignments to determine your final grade:

<b>Attendance</b>	<b>20%</b>
<b>Exams (5% each)</b>	<b>20%</b>
<b>Assignments (10% each)</b>	<b>60%</b>
<b>Total</b>	<b>100%</b>

- ✚ Your final grade will be based on the following grading scale.

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

# 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](http://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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://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, students in FAB 327 will exit to the front hall and walk towards the end of the hall to access the stairs. 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.

