**TV Reporting 1 and 2**
**BCMN 3350 and 4350**
**The University of Texas at Arlington**
Fall 2016 - Monday 1 – 4:50 p.m.

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| **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 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

**Attendance/Participation (20% of Final Grade):** At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, Attendance and Participation in the classroom will comprise 20% of the course grade.

**Attendance Rules:**

1. When the instructor is done taking roll, you are marked as **late.** Class begins at 1:00 pm; anyone arriving after 1:30 pm is considered **absent**.
2. Two (**2**) **late** notes equal one (1) **absence**.
3. If you are late, please remind the instructor at the end of class to mark you down as **late**; otherwise, you will be counted as **absent.**
4. Two (**2**) **absences** automatically limit your maximum attainable grade to a **B**.
5. Three (**3**) **absences** automatically limit your maximum attainable grade to a **C**.
6. Four (**4**) **absences** automatically **fail you**; final grade will be an **F**.
7. Students leaving class early will not be given credit for attendance unless excused in advance by the instructor.
8. If you are sick, contact the instructor in advance and be prepared to provide medical documentation. **Excessive medical excuses (1+)** will also begin to affect your final grade.

The work we do during these times cannot be made up another time. If you miss a class, get notes from your classmates. Be on time, be in class. **It is the student's responsibility to drop or add the class**—not the faculty or staff's. See more on UTA's drop policy below.

## Due Dates

- Failure to comply with the due dates will result in a failing grade.
- Failure to post stories to the web site will result in a failing grade.
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## 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.
- **See web site for Inception training and uploading videos.**

## 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%

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

## Attendance

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I do not take regular attendance, but I encourage you to come regularly as experience shows those who attend regularly tend to do better in class than those who do not. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

**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://wweb.uta.edu/ses/fao).

It is the student's responsibility to drop or add the class—not the faculty or staff's.

**Expectations for Out-of-Class Study**: A general rule of thumb is this: for every credit hour earned, a student should spend 3 hours per week working outside of class. So, beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 9 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for exams, etc.

**Academic Integrity:** All 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 in their courses by 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. Additional information is available at https://www.uta.edu/conduct/.

**Disability Accommodations: UT** 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), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* 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 disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the **Office for Students with Disabilities (OSD).** Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

**The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364.
**Counseling and Psychological Services, (CAPS)** www.uta.edu/caps/ or calling 817-272-3671.

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.

**Non-Discrimination Policy:** *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

**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.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a 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 at the front of the room. 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.

**Student Support Services**: [Required for all undergraduate courses] 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 http://www.uta.edu/universitycollege/resources/index.php.

**The IDEAS Center (**2nd Floor of Central Library) offers **free** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

**The English Writing Center (411LIBR)**: The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 am to 8 pm Mon.-Thurs., 9 am-3 pm Fri. and Noon-6 pm Sat. and Sun. Register and make appointments online at http://uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation.
http://library.uta.edu/academic-plaza

**Library & Research Assistance:** University-level research requires university-level sources. Appropriate sources include scholarly and peer-reviewed journal articles, scholarly books, and credible news magazines and newspapers. The UTA Library http://library.uta.edu/ offers a plethora of resources and subject specialists to help you select and locate appropriate sources. Find library staff at the Service Zone on the first floor of the UTA Central Library, by phone at (817) 272-3395, by text at (817) 727-8395, email at AskUs@uta.edu, or the chat widget on the library's homepage, http://library.uta.edu/. For a list of useful guides to help you start your research, visit: http://libguides.uta.edu/.

Your librarian is **Diane Shepelwich**, dianec@uta.edu. Diane is available through email, individual or group meetings, or phone appointments. If you need help getting started with your research or course assignment or have questions along the way, please contact Diane for personalized research assistance.