TV Reporting 1 and 2
BCMN 3350 and 4350
The University of Texas at
Arlington
Spring 2019 - M 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

External Hard Drive (120 GB or more) with USB 2.0 or 3.0 connectivity.

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 (30% of Final Grade): At The University of Texas at Arlington, taking attendance is not required but 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.

Attendance Rules:
When the instructor is done taking roll, you are marked as **late.** Class begins at <u>1:00 pm</u>; anyone arriving after <u>1:30 pm</u> is considered **absent**.
Two (**2**) **late** notes equal one (1) **absence**.
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.**
Two (**2**) **absences** automatically limit your maximum attainable grade to a **B**.
Three (**3**) **absences** automatically limit your maximum attainable grade to a **C**.
Four (**4**) **absences** automatically **fail you**; final grade will be an **F**.
Students leaving class early will not be given credit for attendance unless excused in advance by the instructor.
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.

Due Dates

All stories are due by the date and time set by your producer. Failure to turn in an assigned story for the newscast will mean you forfeit your right to participate in the newscast. Instead, you will be required to shoo, edit, and post a story during the newscast for a lesser grade.

Assignments for Newscast (On Time Only) – 30%

Assignments Posted on Website (On Time Only) – 30%

Failure to post stories to the web site will result in a failing grade.

TV Reporting 1 students will present a summary of two chapters from the book each class. The presentation will last about 15 minutes each.

TV Reporting 2 students will have a portfolio/website ready for evaluation by the assigned date.

Portfolio/Website (Demo Reel) – 10%

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

<u>Turn off</u> 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% Portfolio/Website (Demo Reel) – 10%

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

Institution Information
UTA students are encouraged to review the below institutional policies and
informational sections and reach out to the specific office with any questions.
To view this institutional information, please visit the Institutional Information
page (http:// www.uta.edu/provost/administrative-forms/course-
syllabus/index.php) which includes the following policies among others:
•   Drop Policy
•   Disability Accommodations
•   Title IX Policy
•   Academic Integrity
•   Student Feedback Survey
•   Final Exam Schedule

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 by appointment, drop-in tutoring, mentoring (time management, study skills, etc.), major-based learning centers, counseling, and federally funded programs. For individualized referrals, students may call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at Resource Hotline (http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php).

IDEAS Center:
The IDEAS Center (https://www.uta.edu/ideas/) (2nd Floor of Central Library) offers FREE tutoring and mentoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411 LIBR):
The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at the Writing Center (https://uta.mywconline.com). Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see Writing Center: OWL for detailed information on all our programs and services.
The Library's 2nd floor Academic Plaza (http://library.uta.edu/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.

Librarian to Contact:
Each academic unit has access to Librarians by Academic Subject that can assist students with research projects, tutorials on plagiarism and citation references as well as support with databases and course reserves. 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.

Emergency Phone Numbers
In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381

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. 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 individuals with disabilities.

ASSIGNMENT	ASSIGNMENT DESCRIPTION
UNIVERSITY BEATS PKG **LIBERAL ARTS EDUCATION, SCIENCE &** **ENGINEERING, NURSING, SOCIAL WORK,** **BUSINESS, ARCHITECTURE**	Student will produce a news report based on a topic of interest related to the college. Student must contact the appropriate person and request information on current on-going projects, research or additional information on the topic. Remember this is not a promotional video or public relations exercise, this is a news report that must be balanced and informative.
TECH DIRECTOR	Student will be Tech Director and produce a news package for on-air use. Upload your news package to utanews.com and to Blackstorm when you are done editing.
DIRECTOR	Director will be responsible for assisting producers and directing the live newscast, making sure cameras are assigned correctly, microphones are cued on-time, and the overall production of the newscast runs as specified by Producers. Work directly with Producers and the Tech Director to achieve the best outcome.
AUDIO BOARD OPERATOR – PKG	You will operate the Audio Board the day we produce the newscast and produce a news package for on-air use. Spend time familiarizing yourself with the audio board, and don't underestimate this responsibility. You will be responsible for controlling the audio levels of 7+ microphones, video playback, Skype, and other audio sources. Also, make sure all wireless microphones have fully
	charged batteries, and test sound levels before starting live production. Upload your news package to utanews.com and to the Blackstorm folder when you are done editing.
SPORTS PRODUCER – PKG	Sports Producer is responsible for assigning/approving sports stories, supervising assignments, producing the sports segment in Inception, producing a Sports package for on-air use, and creating a full after-show report highlighting technical difficulties and missing student/reporter sports stories. Email your instructor(s) your final report. Upload your sports package to utanews.com and to the Blackstorm folder when you are done editing.
SPORTS ANCHOR - PKG	Sports Anchor is responsible for creating a sports package for on-air use and anchoring the sports segment. Upload your sports package to utanews.com and to the Blackstorm folder when you are done editing.
NEWS PRODUCER	News Producer is responsible for assigning/approving stories, supervising assignments, producing the newscast in Inception, and creating a full after-show report highlighting technical difficulties and missing student/reporter stories. Work closely with the "Assignment Desk." News producer sits at the Producer Computer supervising the newscast and updating information in Inception while show is on-the-air.
ASSIGNMENT DESK	Assignment Desk works with the News Producer and helps assign stories, coordinate coverage, and keep the newsroom on schedule. Create a full after-show report highlighting technical difficulties and missing student/reporter stories.
ENTERTAINMENT PRODUCER	Entertainment Producer is responsible for assigning/approving entertainment stories, supervising assignments, producing the entertainment sports segment in Inception, anchoring the segment, producing an entertainment package for on-air use, and creating a full after-show report highlighting technical difficulties and missing student/reporter entertainment stories. Email your instructor(s) your final report. Upload your entertainment package to utanews.com and to the Blackstorm folder when you are done editing.
ENTERTAINMENT ANCHOR – PKG	Entertainment Anchor is responsible for creating an entertainment package for on-air use and anchoring the sports segment. Upload your entertainment package to utanews.com and to the Blackstorm folder when you are done editing.
NEWS ANCHOR 1 – PKG	News Anchor 1 is responsible for a news package and anchoring the news segment with News Anchor 2. As an anchor, make sure you proofread and approve every news script. You will introduce your own story during the newscast; make sure you plan the package with this in mind. Upload your story to utanews.com and to the Blackstorm folder when you are done editing.
NEWS ANCHOR 2 – PKG	News Anchor 2 is responsible for a news package and anchoring the news segment with News Anchor 1. As an anchor, make sure you proofread and approve every news script. You will introduce your own story during the newscast; make sure you plan the package with this in mind. Upload your story to utanews.com and to the Blackstorm folder when you are done editing.
LIVE REPORTER/INTERVIEW SKYPE	You will prepare a Live Report/Interview Skype on-campus scheduled by yourself and approved by the News Producer. If you are interviewing someone live, you should have your guest scheduled **days in advance**. Show day scheduling is unacceptable. Work with the student responsible of providing "Live Videographer." Set up your live shot ahead of time, we need to test video and audio signals an hour before the newscast goes live.
CITY OF ARLINGTON REPORTER – PKG	You will create a news package about an issue associated with the City of Arlington. It could be a new local ordinance, city budgets, elections, or any other story associated with Arlington. Be creative and responsible; this story is an excellent opportunity for your Demo Reel. Upload your news package to utanews.com and to the Blackstorm folder when you are done editing.

SPORTS REPORTER - PKG	You will create a sports package for the sports segment; the story needs to be approved by the Sports Producer. Upload your sports package to utanews.com and to the Blackstorm folder when you are done editing.
CAMERA OPERATOR 1/2/3 – PKG	You will be responsible for a news package and operating Camera 1/2/3 during our newscast production. Familiarize yourself with camera operation and shots needed for the newscast; work closely with producers, tech director, director, and floor manager the day of production. Upload your story to utanews.com and to the Blackstorm folder when you are done editing.
LIVE VIDEOGRAPHER – PKG	You will produce a news/sports/entertainment package before the newscast. Upload your story to utanews.com and to the Blackstorm folder when you are done editing. Help carry and setup the live-shot equipment for the live report; work with the "Live Reporter/Interview Skype" the day we produce the newscast.
RESEARCH REPORTER – PKG	You will produce a research package profiling current faculty or graduate student research at UTA. Upload your package to utanews.com and to the Blackstorm folder when you are done editing.
PROMPTER – PKG	You will be responsible for operating the teleprompter during our newscast and producing a news package. You must generate a story idea and the News Producer must approve your story before pursuing it. Upload your news package to utanews.com and to the Blackstorm folder when you are done editing. Do not underestimate your teleprompter responsibilities, learn how to use the teleprompter controls and practice before production begins.
FLOOR MANAGER – PKG	You will be responsible for a news package and performing as Floor Manager during our newscast production. Familiarize yourself with the Floor Manager cues; work closely with producers, tech director, director, and camera operators the day of production. Upload your story to utanews.com and to the Blackstorm folder when you are done editing.
ENTERTAINMENT REPORTER – PKG	You will produce an entertainment package. Remember that these stories need to be relevant to UTA and require the strong development of characters our viewers can identify with. Upload your profile package to utanews.com and to the Blackstorm folder when you are done editing.
STUDENT GOVERNMENT – PKG	You will produce a news package focusing on student congress. Upload your package to utanews.com and to the Blackstorm folder when you are done editing.
GENERAL ASSIGNMENT REPORTER – PKG	You will be responsible for producing a package; it can be one focusing on hard news, sports or entertainment, so long as it is authorized previously by the respective producer. Upload your package to utanews.com and to the Blackstorm folder when you are done editing.
FEATURE — PKG	You will produce a student/faculty feature/profile. Upload your package to utanews.com and to the Blackstorm folder when you are done editing.
UTA SPOTLIGHT ANCHOR 1/2	You are responsible for contacting and coordinating your responsibilities with our UTA Spotlight Producer and co-anchoring the show. The show will be recorded during class on Mondays.
UTA SPOTLIGHT VIDEOGRAPHER	You are the videographer of the show; you are responsible for contacting and coordinating your responsibilities with our UTA Spotlight producer. The show will be recorded during class on Mondays.
UTA SPOTLIGHT PRODUCER/EDITOR	The UTA Spotlight producer is responsible for coordinating the production of the segment, editing the segment, and delivering the final high definition product to the instructor for distribution. Meet with instructor to determine deadlines and delivery workflows.
GRAPHICS/XPRESSION SYSTEM	You are responsible for using the control room's XPression system and creating and organizing all stand-alone on-screen graphics used during the newscast, including lower thirds for packages and SOTs. This position is time consuming, so start working on graphics days in advance, if possible.
VIDEO PLAYBACK/CAM SHADING – PKG	You will be responsible for a news package, organizing all newscast videos in playlists using Blackstorm's dashboard and securing proper studio camera exposure. Upload your package to utanews.com and to the Blackstorm folder when you are done editing.
**News and Entertainment stories due: Sunday at Noon** **Sports stories due: Monday at 10:00 am** **Stories uploaded to utanews.com are due the next day** **<u>Stories need to be uploaded to Blackstorm and Scripts ready in Inception News by due dates</u>**

FORMAT	LENGTH	FORMAT DESCRIPTION
Package – PKG	01:15 – 01:30	Package must contain at least three different interview sources with sound bites, natural sound, voice over narration, and a stand up (Sound bites should ALWAYS be between 4 and 14 seconds long). Script must be created in Inception with anchor introduction and Tag. Script format: 1. Anchor Intro 2. Reporter Package 3. Anchor Tag
1. Voice Over – VO 2. Reader/Graphic	00:20 – 00:30	Anchor will read the VO/Graphic on the air, depending on assignment description. Script must be created in Inception with anchor introduction and Tag. Script format: 1. Anchor Intro 2. Anchor VO begins OR Full GPX

		3. Anchor Tag
Sound on Tape – SOT	00:10 – 00:15	Anchor will read a story on the air leading to an interview sound bite (Sound bites should ALWAYS be between 4 and 14 seconds long). Script must be created in Inception with anchor introduction and Tag. Script format: 1. Anchor Intro 2. SOT 3. Anchor Tag
B-Roll	--	Provide video or graphics to run over a specific live story. See assignment for details.

Stories uploaded to utanews.com are due the next day Stories need to be uploaded to Blackstorm and Scripts ready in Inception News by due dates