

J552 – Broadcast Reporting  
Syllabus Spring 2020  
Class #55888

**When do we meet?**

Tuesdays and Thursdays, 11:00a.m. – 12:15p.m, in Stauffer-Flint 104 Classroom. Once a week for a 4-hour newsroom shift, in the Multimedia Newsroom. You have already selected your individual schedule for your lab time (newsroom shift).

**Cool. So who teaches the course?**

Dr. Jerry Crawford II, however you will also work with Dr. Max Utsler and Mr. Chad Curtis, the general manager and news coordinator of KUJH-TV with help from J415, J288 and J488 students.

**Where and when can I find them?**

**Dr. Crawford's** office hours are **Tuesday & Thursdays 12:30p.m. – 2:30pm. Friday by appointment.** My office is 209B Stauffer-Flint. Phone numbers: 785 864-0603. Email: [jcrawford@ku.edu](mailto:jcrawford@ku.edu).

**Mr. Curtis** is generally available in the newsroom, control room or his office (2051B Dole) from about 9:45 to 5:45. He may not be in his office, per se, but will be usually be in the area. His phone number: 702-378-3630 Email: [chad.curtis@ku.edu](mailto:chad.curtis@ku.edu).

**What do we do in this class?**

We prefer to call the “lecture” portion of the class “class discussion” (more later). As noted above, there are two per week, 11:00a.m – 12:15p.m. Tuesdays and Thursdays.

The most valuable part of the class is the lab, otherwise known as “newsroom shift.” This involves working in an operating newsroom that produces news for public consumption, aired on KUJH-TV and at [www.kansan.com](http://www.kansan.com) on the Web. Your work involves the same duties required of reporters in any typical smaller-market television/Web newsroom. You are expected to maintain the same level of personal and professional performance. You are to provide your thoughts and comments in ensuring we have voices for the entire community and media images/stories reflecting this.

**Why am I here?**

This course will develop your reporting, writing, shooting and editing of stories – the skills of visual storytelling for online and television. Journalists are charged with upholding the First Amendment. We will be looking at how we can provide storytelling and news gathering for different cultures, socio-economic, racial and religious communities on campus and our community. There also will be some assignments involving newspaper-style stories. You'll gain knowledge of what news coverage is like, how news organizations operate and where you fit in.

**Will it take a lot of my time?**

**Yes.** If you have reached this level of advancement in your curriculum, we assume you are seriously interested in a career in journalism. This course provides

essential training toward that career goal and, therefore, is one of the most important courses you will take. To learn the skills well takes a commitment of will and of time. Still, the time requirements are reasonable, and students with normal class loads usually don't find the time commitment excessive.

### **So what's my goal for this course?**

To hone your skills and professionalism to the point that you are employable, or nearly so, in a smaller-market television station or an online news organization that relies heavily on video.

To be able to use these skills to incorporate stories on different socio-economic; inclusive, and other diversity issues.

### **Like *what* skills?**

- Executing fundamentals of multimedia journalism under deadline pressure.
- Contributing high-quality work.
- Producing stories that will draw favorable attention from employers.
- Using multimedia effectively.
- Developing professional work habits.

### **So, what kind of things do we have to do?**

Well, you'll generate story ideas and cover stories on a shift in the multimedia newsroom every week as a reporter/photographer. Report, shoot and edit stories (mostly vo/sots) for the KUJH-TV newscasts. Later in the semester you'll be expected to produce some package stories during these weekly shifts. You'll contribute multimedia elements for the station Web site, [tv.ku.edu](http://tv.ku.edu). You will develop and submit story pitches for enterprise multimedia news packages. And then you'll write, shoot and produce enterprise multimedia package stories (4) outside of your weekly shift. On one or more of these packages you may collaborate with students in other advanced media courses. See "Multimedia Package Assignment" in the MM Packages folder of the Blackboard site for information and requirements.

### **Is there homework?**

You could consider those four packages "homework." But there's no reading, or anything like that, except that you are expected to religiously follow current events—read the newspaper, watch TV news, surf the *news* Web sites. You also should keep up on current industry news and trends.

### **Are there tests?**

First the good news: No final, no midterm. The bad news? You will have unannounced, unscheduled current events quizzes. Call them "pop quizzes" if you like. They'll usually be 10 points. There probably will be a total of 10 during the semester. They may also cover a few things we discuss in class, in addition to current news.

### **Lab classes**

This course takes place in spaces that will require students to leave belongings such as backpacks and purses away and unattended for the duration of class time. Students who

choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

### **What textbooks and other materials do I need?**

We use no textbooks in this class, so at least it will cost you less than most classes. You *will* need:

- *SD Card. Get the largest capacity you can afford [8 or 10 works on JVC]:* for use in your weekly newsroom labs and for shooting multimedia packages. Available from variety, department and discount stores. Use high-quality brands. You can't really have too many of these.
- KU email account (your *official* KU address will be used for all email; check it daily.)
- A reporter's notebook, and a pocket address book (hard copy or electronic).
- AP Stylebook (you shouldn't have to buy this; it's the same as you bought for J304).

In addition, you'll find it helpful to have a cell phone, portable computer and a car. Obviously, you are *not* going to buy any of these just for this class, but if you're considering one anyway, add this to this class to your list of reasons.

### **Where can I find assignments, schedules and other class materials?**

Like most classes we keep most of that stuff on our Blackboard. In addition, a great deal of material useful in this class will be during your newsroom shift.

### **So, if we don't have lectures, what do we do in these so-called "class discussions?"**

As we said, this is a lab-intensive course, with the classroom component designed to help you place your lab and other reporting experiences in perspective. Classroom discussions will concentrate on refining and developing the skills you've learned in previous journalism courses, and on discussion and critical evaluation of professional standards, practices and ethics.

Also, we will hold in-class critique sessions of your work.

We want you to contribute as much to these discussions as the instructor (collectively if not individually). But that depends on you. If you have topics you would like discuss in class, please suggest them.

I will do some lectures, but this is a "hands-on" class and your development is the main focus!

In addition to the regular Tuesday and Thursday class meetings, we will meet several times during the semester with other advanced media classes. These sessions will be

during our regular class time. We'll meet for about an hour. These are required class sessions.

### **So, what do we get graded on?**

Professionalism and academic honesty, the quality of your work, including reporting, sourcing, videography (shooting *and* editing), writing, and class participation.

### **So, how do I get a good grade for professionalism?**

- Go beyond the role of student to the role of news professional when you're working on stories for this course.
  - Abide by style guidelines and procedures of KU campus media, including the rules and regulations of the Radio-TV production lab in Dole.
  - Observe professional standards of ethics, especially the codes of ethics of the Society of Professional Journalists <http://www.spj.org/ethics.asp> RTNDA <http://www.rtna.org/ethics/coe.shtml>.
  - Abide by the University policy on Academic Misconduct, which is spelled out in the KU Student Handbook <http://www.studenthandbook.ku.edu/> and the School of Journalism Policy on Plagiarism and Fabrication/Falsehood (see below).
    - Make deadlines. Be thorough and conscientious.
    - Don't cheat. Don't fabricate. Don't jerk around your sources, co-workers or supervisors.
    - Don't pass off work from another course or news outlet as reporting for this course.
    - Attend class; be punctual.
    - Be part of the solution, not part of the problem. Don't pull the excuse "I'm just a student." Yes, you're a student, but not *just* a student.

### **Is there a dress code for reporting assignments?**

Yes, but it is flexible. Since the locations and conditions you may be reporting in vary widely, it's hard to dress appropriately for everything. Unless you know you're going to be doing a story on pig farming, don't wear t-shirts or sweatshirts. Jeans are okay in most circumstances if they're neat, clean and free of holes. You should not wear shorts except in extremely hot weather. The key is be practical and professional in the way you dress.

### **How much do all these things count?**

<u>Course component</u>	<u>Points</u>
Multimedia packages	40%
#1	5%
#2	10%
#3	10%
#4	15%
Newsroom shifts and professionalism	25%

Story ideas	
Reporting, writing, shooting, editing, meeting deadlines	
Current events quizzes	20%
Class participation	10%
Quizzes (total)	5%

### How do you determine the grade?

#### Deadlines and quizzes:

- An absence (see Attendance and Participation) for an in-class quiz will receive a zero. There are no makeups.
- A multimedia package that misses deadline will lose five points for **each day** it is late, down to a minimum of 60. Packages not turned in at all will receive a zero. Deadline exceptions will be granted only for technical problems in the multimedia lab, or for documentable emergencies (*not*, for example, because you can't contact your sources).

#### Grading Standards:

- 94-99% A, 90-93% A-, Excellent -- Professional quality work requiring virtually no editing by the instructors. Ready to run in Topeka or a comparable market. Clearly focused stories with enterprising ideas. Excellent leads and story structure. The stories' flow draws in the viewer. Accurate and concise. No questions left unanswered. Creatively shot and edited. All deadlines met.
- 87-89% B+, 84-86% B, 80-83% B-, Good -- Work needs revisions such as changing shots, reorganizing or remixing the sound. The story has no major technical flaws, but perhaps a writing problem or two. Nothing particularly wrong, but could have a stronger story idea, better organization and storytelling structure, or more engaging photography and editing.
- 77-79% C+, 74-76% C, 70-73% C-, Average -- Work needs significant revisions such as reshooting or major rewriting before airing. Story does the job *after* the revisions. Wouldn't meet a Topeka news director's expectations. May have a weak story idea or significant production problems. Draws attention because it doesn't do the job.
- 67-69% D+, 64-66% D, 60-63% D-, Below Average -- Work is unacceptable for submission to a news director. Major problems or errors are readily apparent, or a deadline was missed.
- 59% and below F, Failure -- Work not finished in a professional, timely way. Personal/time management/work habit problems rather than a lack of skills or understanding of the broadcast news process are usually the culprit.

### Are there any opportunities for extra credit?

Yes, occasionally. One such would be working on a “snow day” when classes are cancelled, which they rarely are (see below). Another would be election coverage, or some coverage that requires extraordinary effort outside regular assignments. In most cases, extra credit must be approved in advance.

## **Here are some other things you should know about the course and newsroom work:**

### **Identifying yourself to sources**

When contacting sources, you should identify yourself as a reporter for the campus media where your story will/may appear, in other words, KUJH-TV, tv.ku.edu, the Kansan. You should make it clear to the source that the story will be broadcast/posted/published. *Do not* characterize the assignment as merely a class project.

### **Journalism School Policy on Classroom Attendance**

No student may add a journalism class after the 20th day of a semester. Students must attend their classes and laboratory periods. Instructors may take attendance into account in assessing a student's performance and may require a certain level of attendance for passing a course. Instructors may choose to drop students from a course, based on attendance, without consent. The School of Journalism reserves the right to cancel the enrollment of students who fail to attend the first class or laboratory meeting.

### **Financial Aid Policy**

The KU Office of Student Financial Aid is required by federal law to determine whether students who receive aid are attending each class in which they are enrolled. Instructors are required to report to that office absences of students who have stopped attending and names of those who have enrolled but never have attended. Students who do not attend classes may be required to repay federal and/or state financial aid.” Students who receive any form of financial aid should learn all requirements including minimum hours of enrollment and grades to qualify for and retain that aid.

### **Misconduct**

You are bound by the university rules on academic misconduct. If you have any questions about what constitutes cheating, please ask BEFORE your endeavor.

### **Policy on Plagiarism and Fabrication/Falsification**

The William Allen White School of Journalism and Mass Communications does not tolerate plagiarism, fabrication of evidence and falsification of evidence. Penalties for plagiarism, fabrication or falsification can include a failing grade for the course and expulsion from the School of Journalism and Mass Communications. If you have any questions about what constitutes plagiarism, fabrication or falsification, please consult the professor of the course.

*The following definitions are from Article II, Section 6, of the University Senate Rules and Regulations, revised FY98.*

**Plagiarism:** Knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the information or ideas are common knowledge.

**Fabrication and Falsification:** Unauthorized alteration or invention of any information or citation in an academic exercise.

## Newsroom Shift Attendance

Concerning lab attendance, we're reasonable unless you don't communicate maturely and professionally. **Treat this as a job (no show, no pay).** Unless you do one of the following, you'll have an *unexcused* absence from lab.

- Call or e-mail *ahead*. After-the-fact excuses — “I overslept” — are weak and won't fly. (If you really oversleep, call *immediately*.)
- Contact Dr. Utsler or Mr. Chris Bacon *and* the newscast producer in advance if you must miss your newsroom lab.
- Contact them as soon as possible after the fact if you truly ran into an **emergency** — something out of your control — that prevented you from providing advance notice.

Missing a lab without making proper arrangements as stipulated above will result in an automatic one-grade-level reduction in your *lab grade*.

If you need to miss a particular shift you may do one of the following:

Swap with a classmate.

Make arrangements in advance to work a different shift than you're normally scheduled.

Make advance arrangements for an excused absence. *No excuses will be given for labs adjacent to a vacation or a break*, except documented emergencies. We no longer accept the “I've already made flight reservations” excuse.

All of the above require *advance* approval of the instructor.

*Tardiness* disrupts everything, and coming to lab or class late will lower your professionalism grade, and may lower class participation grade, if excessive.

## Other University and Journalism School Policies

### Students with Special Needs

The Office of Disability Resources (DR), 22 Strong Hall, 785-864-2620 (V/TTY) , coordinates accommodations and services for KU students with disabilities. If you have a disability for which you may request accommodation in KU classes and have not contacted DR, please do so as soon as possible. Please also contact me privately in regard to this course.

### Emergencies

The Office of the Vice Provost for Student Success coordinates the University response to campus and individual student emergencies. The Office of the Vice Provost is also the contact when students are involved in a serious incident away from the Lawrence campus. The Office will offer information, counseling, and support to students, their families and others affected by the incident.

To report an extended illness or accident that keeps a student away from class, contact the **Academic Achievement and Access Center** at (785) 864-4064, [www.achievement.ku.edu](http://www.achievement.ku.edu)

**School laboratories:** The School provides computer and broadcast laboratories for student use. The computer lab in 105 Stauffer-Flint will be open the following hours during the semester: Sunday: noon to 10 p.m.; Monday-Thursday 5-10 p.m.; and Friday 9-5 p.m. Computers are available on a first-come, first-served basis.

The Weir Production Laboratory in the Dole Center will be open 10 a.m. – 8 p.m. Monday-Thursday and 10 a.m. to 5 p.m. on Friday. Students may sign-up for editing time and equipment on a first-come, first-served basis through Outlook Web Access, [www.mail.ku.edu](http://www.mail.ku.edu). Instructions are available on the J-School Web site, [www.journalism.ku.edu](http://www.journalism.ku.edu). (Look under the “reservations” link on the right side of the page.) Students may reserve camera equipment no more than three hours at a time and editing equipment no more than two hours at a time.

All times are subject to change. For the first two full weeks of the semester, the Weir Production Laboratory will close at 5:00 p.m. Extended lab hours will be announced later in the semester.

The School of Journalism has adequate laboratory resources for students who complete their assignments in a timely manner.

**Parking:** Everybody’s favorite subject. The KU Parking Department does not issue KUJH-TV on-campus passes, nor can you park in KU parking without the proper permit.

**Inclement weather:** In the event of inclement weather, KU officials — *not the instructor* — make the decision to cancel classes. To determine whether snow or icy conditions have canceled classes, call 864-7669 (864-SNOW). It is the usual practice for KUJH-TV News and [tv.ku.edu](http://tv.ku.edu) to operate on a normal schedule in inclement weather (after all, weather severe enough to cancel classes is big news). You may volunteer to work your usual shift or an additional shift (if your usual shift is on a different day). Extra credit may be awarded for such work.

**Religious holidays:** If you need to miss class or newsroom lab to observe a religious holiday, please contact the instructor and/or news director (as appropriate) at least two weeks in advance.

**Copying or recording:** If you want to audiotape course lectures as a note-taking aid, please request permission to do so. Normally permission is granted routinely. The course content is the instructor’s property. Unauthorized recording, use or publication of in-class presentations is strictly prohibited.

**Copyright:** All material broadcast or generated in the preparation of a broadcast is the copyrighted property of the University of Kansas. Providing copies of such material to outside parties, or posting of such material on the internet, is a violation of the copyright. Please consult your instructor if you wish to provide video to outside parties.

## **Gun policy**

Individuals who choose to carry concealed handguns are solely responsible to do so in a safe and secure manner in strict conformity with state and federal laws and KU weapons policy. Safety measures outlined in the KU weapons policy specify that a concealed handgun:

- Must be under the constant control of the carrier; *page 11/12*
- Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the carrier's custody and control;
- Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position;
- Must have the safety on, and have no round in the chamber.

## **Tests and guns**

Instructors are allowed by Kansas Board of Regents policy, to require backpacks, purses and other bags be placed in an area not directly next to students during exams, and as such those items will not be under the constant control of the individual. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

Tests, reading assignments and due dates

△ All dates subject to revision as we go through the semester △

### **Tues Jan 21**

Meet in classroom –

Syllabus/What is news. What will we be doing? What do YOU want to do?

Pitches- discussions and class critiques

### **Thurs Jan 23**

Syllabus/Cameras/Microphones/  
Production

Meet in Dole Newsroom with Chad Curtis. Learn about the roles and responsibilities in newsroom.

### **What is a VO/SOT/VO?**

Due:

Setting up first interviews

### **Tues Jan 28**

Cameras/Microphones/  
Production

Pitches- discussions and class critiques

Due:

Setting up first interviews

### **Portfolio development/requirements**

### **Thurs Jan 30**

Discussion on packages and expectations

**Package #1 Due Tues. February 20<sup>th</sup>**

Watch: Students just like you

And Network Storytellers

### **Tues Feb 4**

Walk and talk – where are some stories?

### **Thurs Feb 6**

Class.

Discussion on shift responsibilities and what can we do to make them better for you.

### **Tues Feb 11**

Meet in Newsroom -

Lab day for PACKAGE production and writing

### **Thurs Feb 13**

Heather Lawrenz –

Websites/portfolios/etc.

Bring your laptops to class on Thursday.

Guest: Heather Lawrenz will start you on your WordPress sites!

Here is the link to

resources: <https://spark.adobe.com/page/BXUEGyKt23Wej/>

Discussing Package Number 1

### **Tues Feb 18**

Meet in newsroom to work on packages.

Due: First Package Thursday

### **Thurs Feb 20**

Meet in classroom

**First Packages DUE**

We will watch them all in class

### **Tues Feb 25**

In Class. Work on your story ideas for the week!

**Work on Websites**

### **Thurs Feb 27**

Classroom. Story ideas.

What can we do for your 2<sup>nd</sup> package?

### **Tues March 3**

Presentation from LPD Sgt. Amy Rhodes and Kim Murphree

**Thurs March 5**

**Discuss Package 2**  
**Package 2 Due Date: Thursday March 19<sup>th</sup>**

**Tues March 10**

**NO CLASS SPRING BREAK**

**Thurs March 12**

**NO CLASS SPRING BREAK**

**Tues March 17**

**In Class updates**  
**Work on Package 2**  
**Personal Reels discussion**  
**Package 2 due next class**

**Thurs March 19**

**\*\* Present packages to class**  
**Tuesdays class we will view your websites/reels.**

**Tues March 24**

**Classroom critiques of reels**

**Thurs March 26**

Meet in Dole – Newsbriefs during class

**Tues March 31**

Where are we?  
Preparing for personal reels and portfolios.  
**Due: Critiquing personal templates for reels and websites/Package 3**  
**APRIL 14<sup>th</sup>**

**Thurs April 2**

Work on VO/SOT/Vos  
Re-editing/production for reels  
Start Stand-up discussion

**Tues April 7**

Stand-up production/teams  
Looking to do 4-7 for your reels.

**Thurs April 9**

Meet in newsroom to work on Package 3.

**Tues April 14**

**Due: Package 3**  
**View and discuss Package 3**

**Thurs April 16**

Classroom  
Discussions and 1 on 1 with Dr. Crawford

**Tues April 21**

Reels and websites critiques  
**Due: Package 4 discussion**  
**Package 4 Due Date: Tues. May 5<sup>th</sup>**

**Thurs April 23**

**NO CLASS – Thanksgiving Break**

**Tues April 28**

Class meeting:  
Where are we? **Final packages Due May 5<sup>th</sup>** and websites due by start of Class  
**Due: Work on final presentations**

**Thurs April 30**

**Work on final presentations**

**Tues May 5**

**Final packages Due**  
**Final reels and websites**  
**Presentations/Final week of newscasts**

**Thurs May 7**

**Final reels and websites**  
**Presentations/Final week of newscasts**  
**Last Class**

**FINAL EXAM**

**We will follow the KU Schedule**  
**Last Day of Class**