

BEGINNING TELEVISION REPORTING
TVJ 386, CRN 15218, Section 002
Spring 2014

West Virginia University P.I. Reed School of Journalism
Professor: Emily Corio

Prof. Corio's Contact Information:

204A Martin Hall

Email: Emily.corio@mail.wvu.edu

Office #: 304-293-7007

Cell #: 304-692-2543

Office Hours:

Mon./Wed.: 10 a.m. – 1 p.m. and Tues./Th.: 10:30 a.m. – 11:30 a.m.

(NOTE: Office hours are subject to change.)

TVJ 386 Undergraduate Teaching Assistant:

Emily Denman

Email: edenman@mix.wvu.edu

Cell phone: 757-971-3664

Emily also works in the TVJ Edit Lab on Tues 4 p.m. -9 p.m. and Thurs 5 p.m. – 9 p.m.

TVJ Graduate Assistant:

Whitney Godwin

Office: 203 Martin Hall

Office #: 304-293-6765

Cell #: 304-644-6119

E-mail: whitneylynngodwin@gmail.com

TVJ 386 Section 1 Class Time & Location: Mon. and Wed., 1 p.m. until 2:50 p.m.,
Rm. 201, Martin Hall

REQUIRED TEXT AND NEWS RESOURCES:

- *Television Field Production and Reporting*, Sixth Edition, Fred Shook.
- International, national, and local media: read, watch, and listen daily.

Television Journalism Edit Lab Information

Television Journalism Edit Lab: 207 Martin Hall

Television Journalism Edit Lab Phone: 304-293-6782

- Lab Hours for Room 207: Monday – Friday: 9 a.m. to 9 p.m. There are (usually) assistants in the edit lab Monday – Friday, from 4 – 9 p.m., to help you.
- If you need to use the lab Monday – Friday between 9 a.m. and 4:30 p.m. and it is not already open, see me or the TVJ GA and one of us will let you in the lab. All of our offices are located on the second floor of Martin Hall. ***If we are not in our offices, see Tamira Smith in the J-school's main office, Room 113.***

- Note: DO NOT leave equipment sitting in the edit lab (even if there is a lab assistant on duty). Leaving equipment will result in losing your camera privileges.

Edit Lab Rules and Guidelines, Equipment Procedures, Etiquette, Etc.

- SEE CURRENT EDIT LAB POLICIES HANDOUT

COURSE DESCRIPTION:

Students in this course will learn how to report, write and produce short-form video news stories. The emphasis of this course will be on visual storytelling and clear, concise and conversational-style writing. Students will build on their existing journalism skills, including selecting and researching stories, ethical and legal considerations in reporting, while learning new skills, such as shooting and editing video news stories. This course will enable you, as a developing journalist, to acquire the necessary critical thinking skills you will need to successfully create meaning in video news stories and convey those stories to diverse audiences. The course will also increase your awareness and understanding for diversity in reporting. In addition, you will gain skills and experience using social media and other digital media for journalism purposes.

LEARNING OUTCOMES:

The primary goal of this course is to teach you how to be a video news reporter. Regardless of whether you intend to pursue a career as a television reporter, the skills you learn in this class will ultimately advance your career as a producer, director, photographer, editor, video engineer, etc. in traditional and digital media. Upon completion of this course, your objectives will be to:

1. Demonstrate the ability to gather information and report the news using images, sound, and words.
2. Understand how to research stories and gather facts and statistics and apply them to your storytelling.
3. Understand and apply "news judgment skills" when selecting stories.
4. Apply ethical decision making when reporting.
5. Understand how and why to represent diversity in your reporting, including who you interview and what topics you cover.
6. Demonstrate the ability to construct a narrative in the proper format for television news.
7. Develop the skills needed to conduct effective interviews.
8. Demonstrate the ability to shoot and edit video.
9. Demonstrate the ability to use social media for reporting and story promotion.
10. Understand the importance of writing to video, "Say it. See it."
11. Develop the skills needed to use your voice, and at times, your presence or on-camera appearance, to communicate the meaning and tone of the story.
12. Understand the importance of being able to work as part of a professional team and the importance of having a diverse workforce in media.

MATERIALS & EQUIPMENT INFORMATION:

REQUIRED PURCHASE: An **external hard drive** with these specs:

- USB 3.0
- No external power required
- Minimum 1 terabyte in size
- Small and light weight
- Compatible with Macs

Everyone will have the opportunity to work with digital video equipment this semester in groups. This equipment is VERY expensive. For example, a wireless lavalier mic kit can cost \$395. Treat the equipment with extreme care. When a group checks out a kit, **EVERYONE IS RESPONSIBLE FOR IT**. If the equipment is lost or damaged, everyone in the group will pay for a replacement or repairs if no one person claims responsibility for the damage. A student's final grade will also be withheld until all equipment is returned, in proper working order, to the J-school or all repairs have been paid for. Students will not be penalized for normal equipment wear and tear.

Students must return the equipment on the specified date in this syllabus. Students will be charged \$20.00 per day late fee for each day the equipment is late beginning with the first day it is due.

The TVJ GA will call/e-mail you to notify you of anything missing and/or broken.
Outstanding bills for equipment repairs and/or replacement will have to be paid by: April 24, 2014. A check should be made out to WVU and given to Whitney or me. If payment of outstanding bill is not made by deadline, the student will receive an "I" or Incomplete until payment is made in full.

It is imperative to work as a team when it comes to sharing equipment with assigned group member(s). Not doing so could result in a reduction of a student's final grade at the end of the semester.

In order to use a camera kit, students must sign a contract agreeing to ALL specified terms. Failure to comply with the above stated rules may also result in having camera privileges revoked for a period of time or for the remainder of the semester.

ASSIGNMENTS, GRADING, AND CLASSROOM POLICY

Assignments: Students will learn how to create video stories that are newsworthy and visually interesting. Students will complete research, conduct interviews with subject matter experts and "ordinary people," and shoot and edit video. Students will also complete a professional web portfolio.

GRADING SCALE:

- A= 900 to 1,000 points
- B= 800 to 899 points
- C= 700 to 799 points
- D= 600 to 699 points
- Fail= Less than 600 points

GRADE BREAKDOWN:

10 news quizzes (10 points each).....	100 points
Four Beat Reports (50 pts. Each).....	200 points
1-Team Visual Storytelling Project.....	100 points
1-Team News Package Video Project	125 points
3-Individual Video Projects (125 pts each).....	375 points
Professional Web Portfolio.	100 points

Total Possible Points.....1000 Points

No more than 50 extra credit points may be earned during the semester.

TVJ 386 teaching assistants must keep an electronic journal during the semester, which should include weekly entries that describe the work you did for the class during that week. Work may include helping students with video projects in the edit lab, assisting with students’ story conferences, contributing to class lectures and discussions, and monitoring the class Twitter feed (@TVJ386). The TA’s journal will be used to document and assess their work for the semester in order to determine their grade for the course.

Important Assignment Notes for TVJ 386 Students:

- All scripts must be typed in the appropriate broadcast style, 14-point font size, Times New Roman and double spaced. All soundbites and “stand ups” must be transcribed fully. The story "slug," your name, and the date will go on the top left side of your first page. Student’s name, the story slug, and page number will go on the top left of additional pages. Contact information for all interviewed sources will be turned in with stories, as I sometimes contact sources quoted in stories.
- Each student must create a Vimeo or YouTube account, if they do not already have one. On the day a video story is due, it must be uploaded to the class Vimeo site and to the student’s site, but the video must be marked “private” until it is viewed in class and approved for publication by the instructor.
- Story assignments are due at the beginning of class. Scripts and beat reports should be printed, stapled and ready to turn in when students arrive to class.
- Students must include an element of diversity in every story produced. This may include an interview with someone from a diverse and/or underrepresented segment of society, or this may include coverage of an issue that impacts diverse populations. Producing stories that reflect the diverse society we live in is a critical component to accurate and ethical reporting.
- Work completed for another class/internship/job will not be accepted in this class. There are exceptions, but “double-dipping” will result in a failing grade unless pre-approved.
- If students want to use file footage for any of stories, they must ask permission in advance. If it is used, proper sources must be credited.
- Late work will not be accepted.

Classroom Policy:

- Students are allowed **one** absence, excused or otherwise. Any additional absence will result in a full letter grade reduction at the end of the semester.
- Students must still meet all assignment deadlines even if you miss class. News quizzes may not be rescheduled due to tardiness or an absence.
- Consider the classroom a workplace. Class time is not time to surf the Web (unless specifically assigned to), check your e-mail or social media accounts.
- In addition, the class Twitter feed (@TVJ386), Vimeo account(s) and any other electronic work submitted for this class is part of our virtual classroom; therefore, the same expectation for professional conduct exists in these online spaces.

BELOW ARE SOJ AND WVU POLICIES THAT STUDENTS MUST FOLLOW IN THIS COURSE:

Academic Integrity

As journalists and communicators, your reputation for honesty and integrity is the basis of your credibility. In this course, you will be held to the highest standard of ethical behavior. Violations of the Academic Integrity and Responsible Conduct Policy will be handled by the instructor, the Student Code Administrator, and the Student Conduct Board, as appropriate pursuant to West Virginia University Board of Governors Policy 31. Please see the WVU Conduct Code at

http://studentlife.wvu.edu/office_of_student_conduct/student_conduct_code

School of Journalism Policy on Plagiarism & Fabrication. As future journalists and communicators, your reputation for honesty and integrity is the basis of your credibility. In this course, you will be held to the highest standard of ethical behavior. If you are caught cheating, or engaging in plagiarism or fabrication*, you could receive an “F” for the course, or an “F” for the assignment. You could also receive an “Unforgivable F” on your academic transcript.

- The School of Journalism defines “fabrication” as the invention of any fact, quote or source in a work of journalism.

Academic Integrity/Misconduct. Students caught violating this policy will be subject to the full authoritative action by the West Virginia Academic Review Board and/or the WVU Code of Students Rights and Responsibilities. Students found in violation could receive a “F” for the assignment, and “F” in the course, an “unforgivable F” that always will remain on the student academic record and/or dismissal from the University.

Plagiarism. The University defines plagiarism in terms of proscribed acts. Students are expected to understand that such practices constitute academic dishonesty regardless of motive. Those who deny deceitful intent, claim not to have known that the act constituted plagiarism, or maintain that what they did was inadvertent are nevertheless subject to penalties when plagiarism has been confirmed. Plagiarism includes, but is not limited to, the following:

1. Submitting as one’s own work the product of someone else’s research, writing, artistic

conception, theme, thesis, dissertation, commercially prepared paper, musical piece or other written, visual, oral or electronic/computerized material that has been copied in whole or in part from the work of others, whether such source is published or unpublished.

2. Incorporating in one's submission, without appropriate acknowledgment and attribution, portions of the works of others; that is, failing to use the conventional marks and symbols to acknowledge the use of verbatim and near-verbatim passages of someone else's work or failing to name the source of words, pictures, graphs, etc., other than one's own, that are incorporated into any work submitted as one's own.

Cheating. The University defines cheating and dishonest practices in connection with examinations, papers, and projects as including, but not limited to:

1. Obtaining help from another student during examinations.
2. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his own.
3. The unauthorized use of notes, books, or other sources of information during examinations.
4. Obtaining without authorization an examination or any part thereof.

The School of Journalism includes fabrication of quotes as a form of cheating. Any student who presents work that knowingly, and without instructor approval, fabricates quotes of sources can be found guilty of cheating.

SOJ Diversity Policy

The Perley Isaac Reed School of Journalism is actively committed to presenting diversity of viewpoints to a general audience. It is vigorously engaged in seeking, nurturing and maintaining ties to a base of multicultural sources. In public relations and advertising, the school equates excellence in campaigns to representing and communicating with diverse clients and audiences. In news storytelling, excellence is equated with the ability to produce stories for and about a wide range of communities and audiences.

Days of Special Concern

WVU recognizes the diversity of its students and the needs of those who wish to be absent from class to participate in Days of Special Concern, which are listed on WVU's Web site. Students should notify their instructor by the end of the second week of classes or prior to the first Day of Special Concern, whichever is earlier, regarding such absences. Your professor will make reasonable accommodations for assignments that a student misses as a result of observing a Day of Special Concern, providing the absence/s are discussed with the professor in advance.

Inclusivity Statement:

"The West Virginia University community is committed to creating and fostering a positive learning and working environment based on open communication, mutual respect, and inclusion. If you are a person with a disability and anticipate needing any

type of accommodation in order to participate in this class, please advise me and make appropriate arrangements with the Office of Disability Services (293-6700). For more information on West Virginia University's Diversity, Equity, and Inclusion initiatives, please see <http://diversity.wvu.edu>."

West Virginia University is committed to providing students, faculty, staff, and employment applicants with a work and educational environment free from all forms of sexual harassment. Therefore, sexual harassment, in any manner or form, is expressly prohibited.

SOJ PRINTING POLICY:

School of Journalism majors receive a \$35 printing stipend each semester, which comes from their tuition technology fees. This money is allocated to their Student Mountaineer I.D. card and accessed via the School's swipe card printing system. (Non-major students' Mounty Bounty accounts are charged for printing in School labs.) Please be aware that printing is tracked, and that color prints cost more than black and white ones. Once a student's printing stipend is depleted to a zero sum, students' Mounty Bounty accounts will then be assessed for printing payment.

CLASS SCHEDULE:

NOTE: The class schedule is subject to change. Changes may be announced in class, sent via e-mail or through the class Twitter feed.

Date	Agenda	Reading for Following Class	Homework
Jan. 8	<u>Course Introduction.</u> TV news in the 21 st Century. Sign class contact sheet.		Bring a DA newspaper to our next class. Come to class with a story idea about a WVU issue or event.
Jan. 13	<u>Finding and researching stories; Finding a story's focus.</u> Discuss issues-based reporting and beat reports. Consider diversity in your reporting. In-class research assignment on a WVU issue. This will be turned in for a grade.	Read Chapters 1-3, 7	
Jan. 15	<u>Quiz 1</u> <u>Interview Techniques</u> Framing video interviews. Asking the right questions.	Read chapters 8-10	

Jan. 22	<u>Writing for TV stories. TV script formats.</u> Package re-write in-class of print story.	Read Chapters 4-6 and 9.	
Jan. 27	<u>Quiz 2</u> <u>Producing video stories: Shooting, Sound, and Lighting.</u> “Shooting to edit.” Make FEWER mistakes.	Read Chapters 11, 12 and Appendix A.	Determine who you will share a camera with this semester.
Jan. 29	<u>Camera Equipment Workshop.</u> Teams sign out cameras. Receive Team Video Project #1 Assignment.		Shoot video team assign. Bring materials to next class.
Feb. 3	<u>Quiz 3</u> <u>Final Cut Editing Workshop.</u> Bring camera kits to class.		Finish team assign.
Feb. 5	<u>Team video storytelling assignment due at the beginning of class. Watch and critique.</u> Receive team TV story assignment. Return first graded beat reports. Teams must select one idea to report on.	Read Chapter 13 and Appendix B	Work on team story assignment.
Feb. 10	<u>Quiz 4</u> <u>Television Stand-Ups and On-Air Style.</u>	Read Chapters 14 & 15	Finish team story assign.
Feb. 12	<u>Legal and ethical issues in TV reporting. Team news packages due. Watch and critique stories.</u> Receive first individual video story assignment. Discuss reporting on public affairs. Sign up for conferences.		Write beat report for individual video story #1 and email to Corio by Thursday, 2/13, 9 a.m.! A hard copy of your finished script and your video in a FCP timeline are due at your conference time.
Feb. 17	Script/video conferences with TA.		
Feb. 19	Script/video conferences with TA.		
Feb. 24	<u>Individual video story #1 due. Watch and critique in class.</u> Receive individual video story #2 assignment.		Prepare a beat report. Due at beginning of next class.

Feb. 26	Discuss reporting on consumer news. Beat reports due at the beginning of class. Pitch story ideas. Sign up for conferences		Work on story. A hard copy of your finished script and your video in a FCP timeline are due at conference time.
Mar. 3	Script/video conferences.		Work on story.
Mar. 5	Script/video conferences		Finish story.
Mar. 17	<u>Individual video story #2 due. Watch and critique in class.</u> Receive individual TV package #3 assignment. Discuss resources for health/science story ideas.		Prepare a beat report. Due at beginning of next class.
Mar. 19	Discuss reporting on health and science. Beat reports due at the beginning of class. Pitch story ideas. Sign up for conferences.		Work on story. A hard copy of your finished script and your video in a FCP timeline are due at conference time.
Mar. 24	Script/video conferences		Work on story.
Mar. 26	Script/video conferences		Finish story.
Mar. 31	<u>Final individual video story due. Watch and critique in class.</u>		Bring camera kits to next class; must be clean and organized. \$20 per day late fee if kits are not returned on due date.
April 2	<u>Return camera kits today.</u> Receive Final Project Assignment. Sign up for a free Wordpress blog in class.		You will receive an e-mail if anything is missing or broken in your camera kit. Equipment repairs or replacements will have to be paid for by April 24, 2014, or you will receive an incomplete for your final grade.
April 7	<u>Quiz 8</u> <u>How to build a professional portfolio online.</u>		Work on portfolio.
April 9	No class today, because we will visit a "WVU News" taping at One Waterfront Place TV studio from 9 a.m.-11 a.m. Wednesday,		Work on portfolio.

	April 8.		
April 14	<u>Quiz 9</u> Discuss writing for the web, social media, and how to incorporate social media into your portfolio.		Come to next class dressed in professional clothes for website photo.
April 16	<u>Picture Day</u> Web portfolio work session. Course Evaluations.		Work on portfolio.
April 21	<u>Quiz 10</u> Discuss Web analytics.		Finish portfolio. Come to class dressed professionally.
April 23	<u>Professional Portfolio Presentations.</u> <u>Last Class.</u>		No final exam. Enjoy your summer!