TV News Reporting

RTV 4301

Semester: Fall 2024

Course and Time: RTV 4301 (TV1)   Friday 10:40am-1:40pm

Prerequisites: JOU 2100

Location: Weimer #3324

Instructor: Harrison Hove

Office: 2303 Weimer (in the INC)

Email: hchove@ufl.edu

Office phone: (352)294-1371

Twitter, Slack: @harrisonhove

Office Hours: Thursdays 12:00-2:00pm or by appointment. *Appointments are heavily encouraged so I can dedicate a full 15-30 minutes to you without interruption.

TABLE OF CONTENTS:

PURPOSE OF COURSE:

The purpose of this course is to kickstart your career in television news reporting. Together, we will learn how to write broadcast copy, shoot video, edit, and report stories on camera. By the end of our time together, you will be prepared to be a star intern at television stations or digital media outlets. You will even have enough clips to make your first reporter reel.

COURSE GOALS:

I want you to grow tremendously as a broadcast journalist in RTV4301. These are some of our shared goals for the semester:

1. Synthesizing theory and putting it into practice

2. Demonstrating the ability to write for electronic media

3. Shooting usable video with audio

4. Editing and manipulating video, audio, and layering these two elements together

5. Exhibit a degree of professionalism and ethics required in this profession

6. Combining all above goals to produce scripts and packages that can be used for WUFT

7. Contributing content on multiple platforms including social media and web

8. Help students better cover entire communities (sources, story ideas, diversity and internationalization)

9. Expose students to broad perspectives in journalism (techniques, experiences)

INSTRUCTOR'S ADVICE

This is a challenging, but very rewarding course. I am here to elevate all unique learners by teaching you skills and helping you successfully navigate this experience. I champion "hands on" learning because it is the most efficient way to develop technical skills needed for future success.

I understand each of you may have a unique learning style. As your instructor, I will deliver concepts in many different ways to satisfy all different types of learners. This course will feature a combination of handouts, lectures, videos, and discussions that all overlap and reinforce concepts.

You will build new skills in this course and I will help you through this process. We will practice together in class before you are ever graded. You may also notice that assignments and projects are weighted more heavily toward the end of the course. This is to allow you to build and grow in your experiences so you create the best content at the end. Do not focus on perfection right away because we are learning so many new things. Instead, I suggest focusing your energy on improving after each attempt. Celebrate your achievements and then identify an area or two for future growth. This positive attitude will help you acknowledge your success along the way and build on the quality of your work throughout the course.

You might find it very helpful to practice technical skills like shooting or editing in your spare time. We will cover a lot of ground in class, but practice makes perfect. Think about star athletes or renowned musicians. Practice is such an important part in fueling your growth.

Lastly, I am here to help you. Your success is my number one priority. If you have questions or need anything, inside or outside of the classroom, please do not hesitate to ask.

DIVERSITY STATEMENT

Television reporters tell the stories of a community and all individuals that make up a given community. We serve, help, and inform everyone. In order to best carry out these ideals, we must exhibit respect, inclusiveness, and an understanding for all people. These expectations during field work will also be carried into this classroom. Our differences will serve as a strength that we embrace as we discuss relevant story ideas, developing contacts within a community, or even storytelling techniques. Exposure to different perspectives, values, ideals, and experiences will make us all better, more compassionate and understanding journalists. Additionally, we all learn best and maximize our outcomes when we feel comfortable. Please let me know what I can do to make sure you feel respected and welcomed in this space.

Accommodation for Students with Disabilities – Additionally, I recognize many students might

have unique learning needs and I am happy to be an active stakeholder, positioning you for success. I am also happy to work with students, on an individual basis, who are registered with DRC/Dean of Students Office and need classroom accommodations. I ask that you provide me

with the necessary documentation to ensure I am serving and accommodating you in a way that best meets your needs.

International Scholars Program- This course fulfills one of the curriculum requirements of the International Scholars Program. Learn more about how you can obtain a graduation medallion and digital badge with this distinction International Scholars Website here.

REQUIRED READING:

Required: *Write Like You Talk: A Guide to Broadcast News Writing.* By: Jeff Butera (available to order at www.WriteLikeYouTalk.com) ISBN 978-0-578-20364-5

Optional: *Broadcast News Handbook: Writing, Reporting, and Producing in the Age of Social Media.* (5th Editiona) By: C.A. Tuggle, Forrest Carr, and Suzanne Huffman. Publisher McGraw Hill. ISBN 978-0-07-352622-5

Optional: *Television News: A Handbook for Reporting, Writing, Shooting, Editing, and Producing.* (3rd Edition) By: Teresa Keller and Steve Hawkins. Holcomb Hathaway Publishers. ISBN: 978-1-890871-96-3

GRADING

The grading scale is **points-based grading scale**. The following number of accumulated points show you your corresponding letter grade in this course: (A) 93 or greater, (A-) 90-92.99, (B+) 87-89.99, (B) 83-86.99, (B-) 80-82.99, (C+) 77-79.99, (C) 73-76.99, (C-) 70-72.99, (D+) 67-69.99, (D) 60-66.99, (E) Below 60. There is no rounding. More information on UF grading policies can be found here.

Outside the Box Reflections: 4 points

Writing style and format quiz: 5 points

In class exercises: 15 points (5@3 points each)

Understanding Others Reflection: 3 points

Virtual Exchange Reflection: 3 points

Newsroom shift work: 20 points

Mini Project (VoSot): 10 points

Project 1 (Pkg): 20 points

Project 2 (Pkg, Web): 28 points

Outside the Box: Students will explore their own feelings and personal bias, experiences, and thoughts toward different groups. They will attend an event where they are the minority and then reflect on that experience. Students will be required to develop sources within that community and tell a story from that community for one of the projects in this course.

Writing style and format quiz: This quiz will focus on broadcast writing, style and format, as described in our required text book, "***Write Like You Talk.***"

In Class Exercises: I want you to experience exactly what journalists encounter. There will be five exercises that take place in class to mirror these "real world" experiences. You will get to experience deadline writing, role play, and participate in a press conference.

Understanding Others Reflection: Students will be introduced to people from various groups in this course. Those individuals will help us cover stories from these communities in a culturally sensitive manner. Students will reflect on their interactions and newly acquired knowledge.

Virtual Exchange: Students will meet international journalists and reflect on those discussions.

Newsroom Work: Students will be grouped in teams two and assigned to work six (6) four-hour continuous newsroom shifts in the INC. Students must pitch two acceptable story ideas at least 24-hours before your newsroom shift starts. You will then be sent into the field during your shift, and expected to write, shoot, and edit a VoSot. Students will alternate writing/reporting and shooting/editing with their partner. Sometimes we hit hurdles and encounter challenges. In the instance you do not complete a VoSot (cannot get an on-camera interview, or have no B-roll), you will need to make up the shift or receive a zero. Makeup shifts can be scheduled throughout the term with the instructor's permission until 11/22.

Mini Project: VoSot. 40-50 seconds in length. Required elements: One 3-shot sequence, one soundbite (SOT), script written in ENPS with proper format (including commands), video files sent to hchove@ufl.edu via wetransfer.com, screencaps of each full timeline in Adobe Premiere uploaded to Canvas. **Mini project must reflect a story idea related to the international or diverse community you identified in your Outside the Box assignment at the beginning of the course.

Project #1: Package with anchor intro and tag. Package length: 1:15-1:45 (not including anchor intro or tag). Required elements: at least two soundbites (SOTs) from two different interviewees, one standup (standup cannot start of end your package), at least one 3-shot sequence (noted on script), one instance of natural sound pop full (Nat SOT), script typed in ENPS with proper formatting (including commands), video file sent to hchove@ufl.edu via wetransfer.com, take screencap of full timeline from Adobe Premiere and upload to Canvas.

Project #2: Package with anchor intro and tag. Package length: 1:30-1:45 (not including anchor intro and tag). Required elements: at least three soundbites (SOTs) from at least two different interviews, one standup (standup cannot start or end your package), at least one 3-shot video sequence (noted on script), one matched action sequence involving at least three pieces of video (noted on script), two instances of natural sound pops full (Nat SOTs), this must be a character centered story, script typed in ENPS with proper format (including commands), video file sent to hchove@ufl.edu via wetransfer.com, take a screencap of your full timeline in Adobe Premiere and upload to Canvas, submit your webscript in a Microsoft word document and submit to Canvas.

Special note: In order to best evaluate your work and identify strengths and areas for improvement, **please do not use any editing special effects** like color correct, transitions, etc… in any of your work. Students are also not permitted to alter video in this course (stretching, rotating, zooming in, etc). If you have questions, please talk to me first to avoid any confusion or inadvertently violating the honor code. Unfortunately, any violations could constitute an honor

code violation resulting in a zero for the assignment and a referral to the Dean of Student's Office.

Another special note: Our "hands on" experiences in this course will help you maximize your learning gains. Therefore, it is really important that you create unique work for this class that has never been used or will be used as an assignment, project, report, or interview for any other class without prior agreement from the instructor. Students must write, shoot, edit, and produce their own work in its entirety. Mirroring industry standards, students may not interview any friend, family member, sorority sister/fraternity brother, fellow organization member, etc. on camera. Industry standards would deem this as unethical and not considered a best practice in the industry. Please also do not tell someone a story will not air. Misrepresenting yourself or failing to identify yourself as a reporter is also unethical and cannot be permitted. I reserve the right to air any content you create in this course on UF media platforms. Please ask and clarify any confusion before you take action to avoid a possible honor code violations (resulting in a zero on the assignment and a referral to the Dean of Student's Office).

Missed Deadlines: Deadlines are part of daily work responsibilities in journalism and we will use this course to develop good work habits that will help you throughout your career. Any missed deadlines will result in loss of points. Students will lose one point for each hour an assignment is late during the first five hours. After that, a student will lose five points per day. Example: If an assignment is worth 20 points and it is turned in two days late, a student can only earn a maximum of 10 points.

ATTENDANCE POLICY

You will maximize your learning outcomes by attending class regularly. I do not plan to take roll, however, you remain responsible for any and all work and must adhere to all deadlines when applicable. It is very clear students attending class do far better than those that do not. We will follow the university's attendance policy. It will be applied evenly across the board so each student is treated in an equitable manner. You can read it here:

https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx   Again, because project due dates are assigned in this syllabus at the beginning of the term, all work must be submitted by these deadlines. If you are absent on these days, you will need to submit the work ahead of time or make arrangements with the course instructor **before** the deadline. Unfortunately, I cannot re-teach any missed lessons, but you will have access to all handouts, supplemental materials, and class notes. I encourage you to be proactive and communicate with me so I can best assist you when you plan to miss class.

WITHDRAWAL POLICY

Not all classes fit your schedule or academic plan, and I understand that. Please know, however, that I very much wish to meet with you before you drop (especially the deeper we get into the semester) to see what we can do to work through any challenges together. If you do have questions about how to drop or the impact on your transcript or financial aid, please visit the Academic Advising website.

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (sccr.dso.ufl.edu/process/student-conduct-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor in this class.

Note that failure to comply with this commitment will result in disciplinary action compliant with the UF Student Honor Code Procedures.

See http://www.dso.ufl.edu/sccr/procedures/honorcode.php

Recording Course Lectures

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures (this includes privately or privately sharing this content with former or future students you may or may not personally

know) without the written consent of the instructor. To be clear, I do not consent to the recording of any private conversations I have with a student, guest speaker presentations, student presentations, or ANY non-lecture portion of this course.

Campus Resources

There are a number of academic resources within our university community to help you be the most successful student possible. Additionally, college life can be stressful. Self-care is extremely important now and in the future. I listed several resources below that I encourage you to utilize when needed.

Health and Wellness

- *U Matter, We Care*: If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.

- *Counseling and Wellness Center*: Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.

- *Student Health Care Center*: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.

- *University Police Department*: Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).

- *UF Health Shands Emergency Room / Trauma Center*: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the UF Health Emergency Room and Trauma Center website.

Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.

- Career Connections Center: Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.

- Library Support: Various ways to receive assistance with respect to using the libraries or finding resources.

- Teaching Center: Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.

- Writing Studio: 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

- Student Complaints On-Campus: Visit the Student Honor Code and Student Conduct Code webpage for more information.

- On-Line Students Complaints: View the Distance Learning Student Complaint Process.

STUDENT TECHNOLOGY REQUIREMENTS

Students must comply with UF's Student Computing Requirements. No additional software or technology is needed for this course.

MINIMUM TECHNICAL SKILLS

Students need basic technical knowledge to navigate through this Canvas course. Students will be expected to send email, use a learning management system, submit files online, copy and paste, and download documents as needed.

SOFTWARE USE

Software Use – All faculty, staff and student of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

TECHNOLOGY OUTAGE OR FAILURES

In general, do not wait until the last minute to submit activities and assessments to avoid unforeseen issues like technology outages. For a systemwide outage or failure, all students will receive an extension on a given assignment or assessment equal to the duration of the systemwide outage. For personal outages, you are expected to make alternate arrangements on your own, which is why waiting until the last minute to do work is not prudent. You are more than welcome to contact me on an individual basis and propose a solution.

EVALUATIONS

Evaluations help me best serve you and future students. I would really appreciate your constructive feedback to aide this process. You can fill out this optional feedback by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive

from GatorEvals, in the Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/.

Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/ .

COURSE SCHEDULE

(Tentative, subject to changes as needed)

Week 1 (8/23)

- No class

- Review syllabus on your own.

- Review all writing handouts in Canvas

- Read *Write Like You Talk*

- **Optional: Complete writing practice VOSOT**

Week 2 (8/30)

- Introductions

- Equipment Policy Review

- Writing for Electronic Media Review including newsroom vocabulary (and examples)

- Outside the Box Introduction

- Scripting

- ENPS Demo

- Interview Techniques

- How to mic interviewees, camera audio check (headphones!)

- Interview framing, 2 shots

- **Homework: Deadline writing exercise #1 (VoSot) due 9/2 at 5pm Eastern time**

- **Homework: Outside the Box Pre-Reflection due 9/2 at 5pm Eastern time**

Week 3 (9/6)

- Sequences

- Matched action sequences

- The gear (what is in each kit, how to properly use and care for the gear)

- Hands on camera exercise (save footage on your SD card: 1 interview, 1 sequence, 15 shots). Finish for homework, if needed.

- **In Class: News Writing Style and Format Quiz**

- **Homework: Deadline writing exercise #2 (VoSot) due 9/9 by 5pm Eastern**

Week 4 (9/13)

- Editing can make or break a story

- Adobe Premiere Demo

- Adobe Premiere exercise (editing sequences, manipulating audio, inserting Nat pops full)

- AP Playbook

- Last minute newsroom shift questions

- **Homework: Outside the Box Reflection due by 9/16 at 5pm Eastern**

Week 5 (9/20)

- No class. Review any concepts as needed.

Week 6 (9/27)

- Interactive VOSOT Activity (practice newsroom shift)
- **Mini project story idea due via email <mark>Friday, 9/27 by 5:00pm Eastern</mark>**

Week 7 (10/4)

- Newsroom shifts begin Monday, September 30th
- Package writing
- Examples of packages and discussion
- Standups (framing, background, placement, purpose)
- Informative vs demonstrative; Bridge standup vs closing
- Storytelling techniques
- Storytelling examples, discussion, and critique
- Deadline writing practice (package)

Week 8 (10/11)

- Storytelling techniques
- Storytelling examples, discussion, and critique
- Deadline writing practice (package)
- **<mark>Mini project (script and video) due Friday, October 11th by 11:00am Eastern time.</mark>**
- **Homework: Deadline writing exercise #3 (package) due 10/14 by 5pm Eastern.**

Week 9 (10/18)

- No class, homecoming

- **Project #1 Story Idea due via email by <mark>Thursday, October 17th by 5pm Eastern time</mark>.**

Week 10 (10/25)

- Editing a package including pad, and nat pops
- Graded exercise #4 (editing a package)- in class

Week 11 (11/1)

- <mark>Class starts at 11:05am</mark>
- Understanding Others
- Deadline writing exercise #5 (mock press conference, in class)
- **Project #1 due Friday, November 1st by 5:00pm Eastern time.**
- **Homework: Understanding Others reflection due Monday, 11/4 by 5pm Eastern**

Week 12 (11/8)

- Project 1 critiques
- Resume demo reels
- **Project #2 story idea due by email on Friday, 11/8 at 5pm Eastern**

Week 13 (11/15)

- Guest speakers/ Virtual Exchange
- Review material
- **Homework: Virtual Exchange Reflection on Monday, 11/18 by 5pm Eastern**

- **Project #2 story idea due by email on Friday, 11/8 at 5pm Eastern**

Week 14 (11/22)

- Last class

- Contracts/negotiations

- Benefits/finances

- Future opportunities

- All newsroom shifts must be complete by 11/22.

- **Project #2 due by Friday, November 22nd at 5:00pm Eastern time.**

Students can make up excused newsroom shifts through November 22nd. Students will receive a zero for any newsroom shifts not completed by November 22nd.

SYLLABUS POLICY

Every effort has been made to create a syllabus that is as comprehensive and accurate as possible, but each class is a living entity and changes may arise. Please know I will notify you in writing as soon as any syllabus change may arise.