

JOU4201 Sections INCA (23235), INCB (23236)

**NEWS CENTER PRACTICUM:
INC JUMPSTART (INTRO TO STATIONS/NEWSROOM)
SPRING 2025 SYLLABUS MARK LEEPS mleeps@wuft.org**

Basics

We'll meet weekly for physical and mental exploration of the spaces, tools, workflows and products related to the UF Innovation News Center (INC).

Section INCA meets Wednesdays 9:30am-10:25am (Weimer 3024)

Section INCB meets Fridays 9:30am-10:25am (Weimer 3024)

It's very important that everyone is always on time because of the "guided tour" nature of many of the classroom sessions.

(Canvas will only have a basic shell for grading...always contact Mark by email at mleeps@wuft.org.)

Instructor's office hours: M/W/F 1pm-2pm (Weimer 1013)

Text

There is no text required for this course, but you may receive a number of handouts and that information could be included on quizzes. Many of these handouts will be actual industry materials that we should destroy after using and not redistribute in any form.

Course

This section of JOU4201 (News Center Practicum) is meant to serve as an Intro to the UF broadcast news operations and INC (newsroom) operations.

You will get a broad survey of all our stations and many of our current newsroom products and operations. We will also discuss past differences/changes.

You will get an introduction to select pro skills and tools which could help you contribute earlier, help shape which future courses you might set as a goal, and help you choose which station experiences you might pursue before you reach the academic prerequisites for advanced skills courses.

Objectives & Course Schedule

- Goal 1: Exploring Weimer & understanding some of its history/operations
- Goal 2: Understanding UF Radio Stations
- Goal 3: Understanding UF TV Stations
- Goal 4: Exploring Spanish-language news operations
- Goal 5: Exploring Sports operations and products (and Sports courses)
- Goal 6: Exploring Weather operations and products (FPREN, MITS, UF M&C)
- Goal 7: Understanding product workflow: newsletter
- Goal 8: Intro to TV News Assignment Editing
- Goal 9: Intro to TV News Producing (and Producing courses)

Recording Lectures

A law allows FL students 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 without the written consent of the instructor.*

A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation. Only part of what you’ll experience would qualify as a lecture. As defined by the law, a *class lecture does not include lab sessions, student presentations, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.*

Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Inclusion & Diversity

CJC JOU Policy:

The University of Florida's College of Journalism and Communications Department of Journalism embraces a commitment toward an intellectual community enriched and enhanced by diversity along a number of dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion. We expect each of our journalism courses to help foster an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society.

Statement from the Instructor:

The craft of journalism strives to be objective. However, in practice, much of the gathering of information tends to come from subjective sources and a subset of voices that may not be representative of society as a whole. The re-telling may also be influenced by the source, editorial slants, and social sensibilities more related to the current times (the era/decade/year in which it was produced) or the intended audience. Please contact me with feedback if you have any suggestions to improve the quality of the course materials.

The newsroom has many policies for dress and behavior, as does WUFT-TV, but in the classroom we support a diversity of thoughts, perspectives and experiences, and would like to honor your identities (including race, gender, class, sexuality, religion, ability, etc.). To help accomplish this:

- If you prefer a name and/or set of pronouns that differ from those that appear in your official records, please let me know early on. •
- If something is said in class (by anyone) that makes you feel uncomfortable, please talk to me about it confidentially afterward.
- If you feel like your performance in the course is being impacted by your experiences outside of classtime, please don't hesitate to come and talk to me or an INC news manager. Faculty/Staff want to be a resource for you.
- The PATH office also has an excellent staff of academic advisors, and active connections to the Dean of Students and the U Matter We Care program.
- Another option for someone totally outside of the newsroom is Joanna Hernandez, the CJC Director of Inclusion and Diversity.

Calendar Notes

UF Spring 2025: classes begin MONDAY 01/13

UF Spring 2025: Holidays...

01/20 MONDAY: MLK Day

03/17-03/21 MONDAY-FRIDAY: Spring Break

UF Spring 2025: classes end WEDNESDAY 04/23

Grading

- **40% - Classroom Attendance** Attendance is mandatory, as is “classroom professionalism”, even while “on tour” we don’t want to be disruptive to the work being done or distracting to classmates trying to learn. *Cellphones and computers should never be used or out in the open during class time*, they should be stored for afterward. Attendance starts as 400 points in Canvas and each missed class lowers your attendance grade by 10 points if unexcused. We want you to experience all the flavors of workflow we’re exploring and we generally cannot arrange make-ups, so we want you there unless you are truly sick, then we want you to stay out and get better. Missing class is likely to also hurt your knowledge base for the next quiz in the course.
- **60% A series of up to 6 quizzes** Each will be 10 questions totalling 100 points in Canvas. The material will come from our tour information, handouts, and “treasure hunt” info sheets we’ll complete as we go.

Grading Policies

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

and <http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Grading Scale

The grading scale is as follows:

A	95-100
A-	92-94
B+	89-91
B	86-88
B-	83-85
C+	80-82
C	77-79
C-	74-76
D+	71-73
D	60-70
D-	50-59
E	0-49

UF Honor Code

UF students are bound by "The Orange Book" which explains the code of conduct for all students. It is online at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Campus Resources

Please be aware of UF's Health & Wellness resources for students:

U Matter, We Care: if you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student

Counseling & Wellness Center: <http://www.counseling.ufl.edu/cwc/Default.aspx>
352-392-1575

First Responders: University Police Department 352-392-1111 or 911 for emergencies <http://www.police.ufl.edu/> & SARS (Sexual Assault Recovery Services) at the Student Health Care Center 352-392-1161

Cost Considerations

I will provide many handouts so there is no text and no equipment fee. You will need basic computer access (email, word processing, internet), but do not need specialty software like audio/video editing. You may be given access to very advanced specialty software (ENPS) in the INC and in the lab/classroom.

Feedback & Evaluations

Although almost all our work will be accomplished outside of Canvas, there will be a minimal shell for this course which will allow easier tracking of graded quizzes and assignments. Please contact me in person or by email (mleeps@ufl.edu) for any question you have throughout the course; please do not use the messaging system in Canvas. Students are expected to provide professional and respectful feedback on the quality of the instruction in this course by completing course evaluations online via GatorEvals.