Spring 2015
Combined Syllabi

Radio and Television Storytelling
3411:0001
Tuesday - Thursday
9:30 a.m. – 11:20 a.m.
Room W332 Adler Journalism Building
Charles Munro, Instructor

Television News Production
3603:0001
Tuesday - Thursday
11:30 a.m. – 1:20 p.m.
W332 Adler Journalism Building
(Also Television Studio E151 Adler Journalism Building)
Angela Looney, Instructor

These courses will challenge you to invest significant time and effort to learn how to find, edit, write, and present stories for radio, television and other visual media. You need not have ever picked up a camera, spoken into a microphone, nor produced a broadcast news story to succeed in these courses.

Instructors and contact information

Charles Munro, Instructor
- Phone: 319 862-1739. (As a student you may dial this number anytime day or night!)
- E-mail: charles-munro@uiowa.edu. (No texts, please.)
- Office hours: Tuesday/Thursday 2:00 – 3:30 pm in E328 AJB or by appointment.

Angela Looney, Instructor
- Phone: 319-361-8437 or leave a message on office phone 319 335-0583
- Email: angela-looney@uiowa.edu.
- Text: 319-361-8437 (Equipment/Edit Problems)
- Office hours: Mon/Wed 2:00 – 3:30 pm in 230 BCSB or by appointment.
Textbooks (required and available at the UI Bookstore)


The SJMC Resource Center stocks copies of these books on reserve. Check hours. You can take advantage of a 20% e-book discount directly from the publisher purchased and downloaded from our website. E-books may be immediately downloadable to your PC, laptop, or tablet. Visit [http://www.hh-pub.com](http://www.hh-pub.com), search for the book title or author name, and use the discount code *S14eB20* For example, *Video Production: Disciplines and Techniques*, e-book ISBN: 978-1-934432-88-4 has a list price: $47.50 (discounted from the print book price of $59.00). Discount price: $37.60

Reference book (to keep with you as long as you practice journalism)


Technical equipment and costs

You will be working in an advanced digital media environment and saving your work in digital formats. You will need **two external hard drives** (portable 250MB to 1TB external desktop).

Make sure the drive speed is 7200 rpm and can be supported by MAC OSX 10x available from consumer electronics stores and from the UI Bookstore starting at $55 each. You **have access** to check out external hard-drives from equipment checkout. Supplies are limited so you should sign up as soon as possible at the beginning of the term. Recommendation: check one out and purchase one to keep archival footage/resume stories. You will have to return any external drives checked out on the last week of the semester or assume their full cost, which will be invoiced directly to your U-bill.

Other supplies you will need

- A reporter’s notebook (available at all book/stationary stores)
- A personal set of earphones or ear buds.
- Three manila folders to hold your writing and viewing assignments.
- A good alarm clock so you can make class at 9:30 a.m. sharp!

Required facilities and time

To complete viewing assignments you will need to watch local and national TV newscasts either on a TV set or by video streaming. If you used a shared TV set you will need to make arrangements to have **control of that set** when you are working on a viewing assignment.

Course descriptions

Radio and Television Storytelling (3411:0001) and Television News Production (3603:0001) are complementary courses intended to be taken together, much as you would take a “lecture/lab” combination. In this syllabus we refer to the two classes simply as “Storytelling” and “Production” They are basic courses. You **need not have any experience in shooting or editing to derive value from taking these courses**. Both courses include lectures, in-class exercises and outside viewing assignments that will require you to develop critical standards against which you will measure the quality of work that you see and do. You will be required to watch and comment on television news programs, become familiar with the techniques used in them, and
offer critical assessments of them in written assignments and also in class discussions. In the production sessions you will be working hands-on to produce competent, airworthy news pieces.

**3411:0001 (Storytelling)** covers the fundamentals of finding, reporting and writing news stories for broadcast, online and social media. Emphasis is on writing that is *conversational*. You will contact sources, pitch ideas, and write stories from simple voiceovers to full news packages in class and live on campus radio station KRUI. You will be exposed to editorial and logistical decision making that a newscast producer faces and make editorial judgments against deadlines.

**3603:0001 (Production)** affords you the opportunity 1) to learn the terms and the tools of the video journalist’s trade and 2) to apply those tools skillfully in the shooting and editing professional quality stories. At the beginning of the term you will learn how to set up and shoot a story and how to use non-linear editing techniques to produce stories from what you have shot. For the remainder of the term you will have the opportunity to get critical feedback from classmates in a workshop setting on stories you produce. You will post video on a course blog site that you develop and maintain throughout the course. Pieces that you submit in class are eligible to air on Daily Iowan TV (DITV) the nightly newscast produced by *The Daily Iowan* and broadcast on to cable TV households in Iowa as well as on the DailyIowan.com.

Both courses rely both on individual and group participation. Each course makes use of writing lab and TV studio facilities in the Adler Building. In addition a significant amount of the course work must be done outside the classroom – outdoors, outside class hours, and in all kinds of weather!

**If you are successful you will have mastered these competencies at courses end:**

1. Recognize critical content that best lends itself to a video news story across media
2. Know how to gather facts and - out of them - develop a story narrative
3. Write conversationally
4. Integrate video and writing into storytelling
5. Know how to “enterprise” and pitch hard and feature story ideas
6. Create and display work on a professional blog site
7. Conduct interviews and report in news conference, breaking news and live settings
8. Use the news camera and digital editing stations to their fullest advantage in storytelling
9. Edit footage into clear, creative, *airworthy* news pieces
10. Appear professional and perform confidently on camera
11. Display the customs and standards practiced by broadcast professionals
12. Make deadlines

These classes emphasize the importance of finding and communicating stories effectively. These two concepts are at the heart of the teaching philosophy of the School of Journalism and Mass Communication that we call “The Iowa Dozen.” [See “Iowa Dozen” list on page 12.]

**Planning your time**

University policy sets a weekly standard of two hours outside of class work for every classroom hour. That means you should allot up to **8 hours per week per class** for outside work on course projects. Some of this time may include weekends. Plan to allocate time to watch *evening* newscasts since part of your grade will depend upon how actively you engage in workshop reviews and class discussions of current news issues. All assignments have deadlines.

Throughout the term you will be working with a number of partners and in larger teams. You must, therefore, work well with your classmates, regardless of their skill level. You must also be willing to coordinate your shooting and editing time and equipment needs with your teammates so everyone makes deadlines. If because of conflicting schedules you and your partner find it difficult to get together for your project work, talk to your instructor right away. Better to change partners than miss deadlines!
Standards for submitting original work [Important!]

Any writing or video assignment that you submit must be your work from start to finish; that means it must be free of outside influence. If you plan to work on a story for Daily Iowan TV, for the UI, for a TV station or for an outside internship, use these guidelines to know whether your story is or is not acceptable to submit as class work:

Acceptable:
- A story that you have developed, shot, and edited on your own or in collaboration with classmates or instructors.
- A story that you have pitched to the class before pitching it outside class and submitted for grading before it appears on any outside media.

Unacceptable:
- A story you develop from an idea given to you by someone outside the class.
- A story that you have partially shot or edited before pitching it to class.
- A story that is your own but that has previously appeared on a newscast or website.
- A story that has been proofed or edited in by someone not in the class before submission.
- Submitting footage inside your story you did not shoot without crediting its source.

Note: If you have questions about these guidelines, be sure to ask before you submit the assignment!

How you will earn your grade for these two courses

There are no tests, quizzes, midterms, or other examinations! You will be graded on written and video assignments as well as on your participation. Your final course grades come from assignments you receive in the categories listed below. Read these carefully. They will help you understand what you will be working on. Note percentages.

Your 3411 (Storytelling) grade is based on your point scores in five categories:

1. Writing Folder containing four graded writing assignments submitted in folder (40%)
2. Viewing Folder containing three graded assignments that provide critical analyses of newscasts submitted in a folder (30%)
3. Professional Portfolio containing your best course work samples (10%)
4. Exercises determined by your successful completion of class exercises (10%) [See “Standards for grading participation” below.]
5. Participation determined by your attendance and by your engagement in class discussions (10%) [See “Standards for grading participation” below.]

Your 3603 (Production) grade is based on your point scores in three categories:

1. News Packages – Submit six packages, dropping lowest two scores. (40%)
2. Professional Blog Site that contains your resume video (40%) [See “Resume Video Requirements on page 10.”]
3. Participation in workshop sessions in class discussions, and in working collectively with classmates determines this grade. (20%) [See “Standards for grading participation” below.]
**How you earn points for your written and video work**

You will be graded on how well your work achieves accepted professional standard as described below. Achieving these standards won’t be easy. You will be graded on *performance* not *effort*. The degree of effort you extend may be greater or lesser than your classmates. An “A” student in this class must display work that worthy of airing on a television newscast or news website.

**3411:0001** *(Written work)*

- **Storytelling** – strong start, good context, and a narrative that flows clearly
- **Editorial** – stories reflect smart journalistic judgments and are factually sound
- **Preparation** – your reporting work displays effective background research
- **Sourcing** – your stories contain appropriate (on and off camera) sourcing
- **Completeness** – your stories answer all relevant questions.

**3603:0001** *(Video work adds the following elements):*

- **Production** – you structure your stories with visual/sound elements that advance storytelling in a creative manner and all are woven together seamlessly
- **Presentation** – your on-camera performance enhances your story and you present a professional appearance.

**How you earn points for exercises**

Several “hands on” class exercises will give you a dose of what “real world” broadcast news professional face. Each is worth two (2) course points. Exercises include 1) an on-the-record news conference, 2) covering breaking news as it happens, 3) presenting a live shot on a short deadline, and writing, preparing, and 4) presenting two radio newscasts live on the air. You must attend and participate in all of these exercises to receive full points for both classes.

**Standards for grading participation**

For these courses we use two standards to determine how you earn participation points.

1. **Attendance.** Each class session is designed to provide valuable information, much of it through class discussions, the value of which you miss if you are not there or if you arrive late. *Missing and/or repeatedly arriving late to class /leaving early from class will lower your grade.* Signing the attendance roster at the beginning of each class is an important responsibility. Be sure you do so! If you encounter an emergency that would cause you to miss a class or a deadline, contact us *in advance* for reasonable accommodation. (See “Communicating with the instructors” on page 8.)

   **Advice:** These courses move quickly - you don’t want to fall behind. It will always be to your advantage to notify us if you anticipate missing a class. You are responsible for the material covered in any class you miss for any reason! Take a moment to review “Cautions and Responsibilities” on page 7.

2. **Engagement.** Simply showing up and completing assignments will not earn you a high participation grade. We expect a student not to be spectators* but to be fully engaged in class discussions by working vigorously on exercises, by offering thoughtful critiques, and by being an active contributor to projects that require working with classmates. Anyone wishing to earn the full participation points in each course should develop these attributes:

   **3411:0001** *(Storytelling)*

   - Understanding assignments but, when confused, asking for clarification.
   - Engaging in class discussions and often pose additional questions that demonstrate an understanding of course concepts.
   - Applying those concepts to personal experience and giving examples of how concepts might be applied to other contexts and situations.
• Keeping current with text and outside reading.
• Bringing in required material and also found items for discussion.

**3603:0001 (Production)**

• Meeting workshop deadlines and submitting completed projects on time.
• Offering frequent and constructive comments on classmates’ projects.
• Interacting with classmates on partnered and team assignments.
• Reading, understanding, and applying concepts within technical frameworks.
• Listening to constructive comments and using them to improve work.

* “Spectators” are students who do one or all of the following: 1) sit quietly in class and workshops while others offer constructive comment; 2) don’t bring in required class discussion material throughout the term; and/or 3) limit their participation in class to nodding in agreement with classmates. Spectators get lower participation grades.

**How you earn grades**

You will receive 1-10 points instead of a letter grades on your assignments and also on your participation. There are 100 possible course points for you to score. Points correspond to letter grades as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Letter Grade</th>
<th>Typical interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A+</td>
<td>Extraordinary work - would draw attention in a professional setting!</td>
</tr>
<tr>
<td>9</td>
<td>A</td>
<td>High quality work - meets most criteria listed above to a high degree</td>
</tr>
<tr>
<td>8</td>
<td>A-</td>
<td>Strong and airworthy but of a slightly lower professional standard</td>
</tr>
<tr>
<td>7</td>
<td>B+</td>
<td>Good work - with editing will meet most of the above criteria and be airworthy</td>
</tr>
<tr>
<td>6</td>
<td>B</td>
<td>Strong - meets most criteria but needs special revision in others</td>
</tr>
<tr>
<td>5</td>
<td>B-</td>
<td>Potentially airworthy - needs revision to correct flaws</td>
</tr>
<tr>
<td>4</td>
<td>C+</td>
<td>Not airworthy - significantly flawed in several criteria</td>
</tr>
<tr>
<td>3</td>
<td>C</td>
<td>Substandard. Contains major problems in concept*</td>
</tr>
<tr>
<td>2</td>
<td>C-</td>
<td>Grades below C- are reported at midterm*</td>
</tr>
<tr>
<td>1</td>
<td>D</td>
<td>Lowest standard or the result of habitually missing deadlines*</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
<td>Failure*</td>
</tr>
</tbody>
</table>

*If you receive a grade of C or below on any assignment, you must meet with the appropriate instructor.

We will display your scores on both course ICON sites so you can see how you are doing. We will also set aside a class session early in the term for individual conferences to review your work.

**Your letter grade at the end of the term**

All projects, written assignments, blog posts, and video resumes are due on the last day of class without exception. You should keep a running total of how you are doing or frequently check your point score on the course ICON site.
As the semester comes to an end, add up your points in all the categories that make up your grade in each course. Then look at the final grade chart below or follow in ICON “Grades” tab.

**3411:0001 “Writing”**
- Writing Folder (possible 40 points) __________
- Viewing Folder (possible 30 points) __________
- Professional Portfolio (possible 10 points) __________
- Exercises (possible 10 points) __________
- Participation (possible 10 points) __________
- Bonus points (see next page) __________

**Total (possible 100 points)** __________

**3603:0001 “Production”**
- 4 Best News Packages (possible 40 points) __________
- Professional Blog Site (possible 40 points) __________
- Workshop participation (possible 20 points) __________
- Bonus points (see next page) __________

**Total (possible 100 points)** __________

*Final grade chart*
Each course letter grade will be equivalent to the point total on this chart:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>96</td>
<td>A+</td>
</tr>
<tr>
<td>95</td>
<td>89</td>
<td>A</td>
</tr>
<tr>
<td>88</td>
<td>84</td>
<td>A-</td>
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<tr>
<td>83</td>
<td>79</td>
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<td>78</td>
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<td>73</td>
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<td>68</td>
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<td>58</td>
<td>54</td>
<td>C-</td>
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<tr>
<td>53</td>
<td>49</td>
<td>D+</td>
</tr>
<tr>
<td>48</td>
<td>39</td>
<td>D</td>
</tr>
<tr>
<td>38</td>
<td>0</td>
<td>F</td>
</tr>
</tbody>
</table>
**Earning bonus points**

*(Graduate students are *required* select at least one.)*

- Covering a real breaking news story.
- Doing a “day turn” – a story assigned, reported, and completed in 8 hours or less.**
- Revising certain assignments in the final two weeks of the semester.
- Covering an institutional meeting, such as a school board or city council**
- Working on a “signature package” such as an in-depth or investigative story**
- Producing a newscast at the end of the term for airing on UITV cable**
- Working on a long-form video story or a story designed for online exposure**
- Directing a newscast from the control room (after taking special training)**

**Requires instructor pre-approval

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**Losing points**

Missing deadlines is fatal in journalism! A pattern of late assignments without prior arrangement with can earn you a failing grade.

- *Late Packages.* One (1) point off per class session will be assessed for each class session the package fails to meet the deadline.
- *Failing to complete a six course news packages results in losing ten (10) points.*
- *FAILING TO COMPLETE YOUR PACKAGE PROGRESS REPORT AND SUBMIT TO DROP-BOX IN ICON WILL RESULT IN LOWERING POINTS.*
- *Failing to turn an assignment entirely results zero points.* This will lower your overall grade as well as affect your participation points. Complete all assignments!
- *Errors in fact* as a result of sloppy reporting, misquoting, or poor proofing will result in a zero until the error is fixed correctly after which the score of the grade will reflect a lower score because of lateness and/or penalty.
- *Ignorance of accepted writing standards* that could subject a news organization to a lawsuit will result in a zero score. [Refer to the *AP Stylebook and Libel Manual.*]

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**Collaborating on Group Projects**

In order to provide the best access possible to camera gear, you will be assigned at various times during the semester to a work in small groups of 2-4. In these groups you will share equipment, exchange story ideas and offer each other constructive criticism. We encourage you to collaborate in determining shooting schedules and story content. In some cases you will work on the same story with another member of your group. In such a case you must ensure that any work you submit must be entirely your own, that it is independently developed, and that it conforms to “Standards for Submitting Original Work” as outlined on page 4 of the course syllabus.

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**Facilities and security**

We are fortunate to have state-of-the facilities in the Adler Building at class disposal. During posted lab hours you will have access to individual assistance from TA’s who can help you with writing and editing software. The privilege of having these facilities carries with it certain responsibilities. As a registered member of the class you enjoy access to edit stations in the TV studio day and night. This access is granted only to you not to unregistered guests. Entrance to the building and each room is monitored by campus security. If you misuse your ID by, for example, loaning it to a friend or trying to enter unauthorized areas of the Adler Building after hours, campus security will notify the SJMC and suspend your access privileges for the term. Be aware also that edit bay internet access is monitored by UI Information Technology Services to guard against improper or illegal downloading.
**Cautions and responsibilities**

Because camera equipment is shared with your classmates and editing facilities are shared with students from other classes, certain rules for camera check-out and the use of editing stations apply – as do fines and charges for violations of the rules. You must agree to abide by these rules. Equipment you sign out for class must be used, stored, and transported carefully, then must be returned without damage and on time. Inventory all gear before you leave Equipment Checkout! Failing to inventory your gear before leaving equipment or returning damaged gear has strict costs that can mount up if you are careless. Fees are assessed directly to your U-bill.

- Late fees (starting at $15.00/day) to students who fail to return equipment on time.
- Gear that is damaged, missing, or shows signs of abuse results in fees ranging from $7.00 for a lens cap, to $25.00 for a lens filter, to $180.00 for a microphone, and to several hundred dollars for camera parts. Repeated or wanton abuse of equipment or an edit station may result in your suspension from the course.

**Online checkout**

Class equipment sign out is done online from a special website at this link: [http://research3.its.uiowa.edu/film](http://research3.its.uiowa.edu/film)

At prescribed times you may reserve equipment and then pick it up in person from the facilities manager in the Becker Communications Building. Familiarize yourself with this process early in the term. You have 24 hours to reserve your equipment online. The cut-off time each morning to reserve equipment for the next day is 8am. You may always call Equipment Checkout at 335-0587 to speak in person about specific reservations/equipment. You can checkout equipment on Monday, Wednesdays, and Friday with a reservation from 2pm until 4pm. If you do not have a reservation, you can drop by Mondays, Wednesdays, and Fridays after 4pm. You also will be assigned a certain camera and tripod to share amongst a small group.

Questions about how to sign out video gear and assessment of fines should be directed to Mr. Tim Looney, Facilities Manager at 335-0587 during posted hours or to timothy-looney@uiowa.edu. Discuss any exceptions or accommodations directly with Tim.

**Communicating with the instructors and complaints**

As your instructors, we both regard student communication as our highest priority. No student should ever feel constrained, intimidated, or in any way discouraged from using any of the following means to communicate with either of us.

- Remain after class. Never leave a course session with an unanswered question.
- Schedule an appointment or drop in during office hours to discuss course content, procedures, standards, your grade, or to discuss a matter of personal concern.
- Telephone the numbers on page 1. Leave voicemail. We always call back!

If you have a complaint arising from the courses the procedure as prescribed by the College of Liberal Arts and Sciences is as follows:

1. Communicate your suggestion or complaint to personally through any of the means described above in the paragraph above.
2. Discuss your suggestion or complaint with the Director of the SJMC, David Ryfe either by visiting him in room E305 AJB, by phone at 319-335-3486, or by sending an email to david-ryfe@uiowa.edu
**College of Liberal Arts and Sciences rules and policies:**
You should take a few moments to read the important rules and policies that follow. They describe policies that apply to all of us who teach, learn, and administer in the College of Liberal Arts and Sciences. They also describe your rights to accommodation and the complaint procedure beyond that contained in the above paragraph.

**Administrative Home**
The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS Academic Policies Handbook at [http://clas.uiowa.edu/students/handbook](http://clas.uiowa.edu/students/handbook).

**Electronic Communication**
University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences ([Operations Manual, III.15.2, k.11](#)).

**Accommodations for Disabilities**
A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See [www.uiowa.edu/~sds/](http://www.uiowa.edu/~sds/) for more information.

**Academic Honesty**
All CLAS students have, in essence, agreed to the College's [Code of Academic Honesty](#): "I pledge to do my own academic work and to excel to the best of my abilities, upholding the IOWA Challenge. I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others; nor will I help fellow students to violate the Code of Academic Honesty." Any student committing academic misconduct is reported to the College and placed on disciplinary probation or may be suspended or expelled ([CLAS Academic Policies Handbook](#)).

**CLAS Final Examination Policies**
The final examination schedule for each class is announced around the fifth week of the semester by the Registrar. Final exams are offered only during the official final examination period. **No exams of any kind are allowed during the last week of classes.** All students should plan on being at the UI through the final examination period. Once the Registrar has announced the dates and times of each final exam, the complete schedule will be published on the Registrar's web site.

**Making a Suggestion or a Complaint**
As specified on the preceding page, students with a suggestion or complaint should first visit with the instructor (and the course supervisor), and then with the departmental DEO. Complaints must be made within six months of the incident ([CLAS Academic Policies Handbook](#)).

**Understanding Sexual Harassment**
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the UI [Comprehensive Guide on Sexual Harassment](#) for assistance, definitions, and the full University policy.

**Reacting Safely to Severe Weather**
In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the [Department of Public Safety website](#).
Final Resume Reel
[Required for 3603:0001: TV News Production]

On the final day of class you will post your resume reel on your personal blog site, linked to the class site. You must make sure both video and audio play properly from the class blog site. This is important! Double check! Improperly uploaded videos will lower you your final course grade.

Opening slate –:10 seconds
- Display your name, address (optional), phone number, email and (permanent) mail generated as a full screen graphic with white lettering on black background.
- Fade to black for 3 seconds.

Personal on-camera introduction –:30 seconds maximum
- Introduce yourself as a multimedia journalist and refer to the work you have done in and out of class. Be energetic and engaging. Sell yourself. A prospective employer may be watching!
- Spice your introduction with clips from exercises you have done (news conference, breaking news, live shot). Consider including clips of standups from your packages. Be creative.
- Be sure you look and sound professional. This is the first image a potential employer will have of you as a multimedia journalist.
- Dress for the camera. Appearance counts!
- End the introduction by inviting the viewer to see examples of your work that will follow.
- Fade to black for 3 seconds.

Three news packages – each 1:30 maximum
- Use your best three packages. Make appropriate revisions to them based upon workshop and grading comments you received. (This will be taken into account when grading.)
- Include a variety of story content to show your versatility as a reporter. Your first package should be your very best work, preferably a harder news story. The second should be a good enterprise piece. The third should be either another news story or a feature.
- Post scripts for your packages including the anchor lead and full verbatim (including all SOTs) clean and in proper script format.
- No slates in front of your package. Packages should be separated only by 3 seconds of black.
- At the end of the third package, fade to black for 3 seconds before going to the closing slate.

Closing slate –:10 seconds (use opening slate again)
- Fade up from black to the same slate you used in the opening.
- Erase any extraneous material after the closing slate for at least a minute.

Checklist
✓ Ensure that the total video time is no more than six minutes, less is better.
✓ The only slates you should use are the open and closing slates. No others.
✓ Check to be sure you have posted full transcripts of all video, including all "SOTs" (sound bites) word for word.
✓ Ensure your script is in proper format on the course site and has the total time for each story.
✓ Be sure your blog site looks professional and contains only UI class work - no random links.

> **AFTER UPLOADING DOUBLE CHECK TO SEE VIDEO AND SOUND PLAYS!**
Professional Portfolio Requirements
[Required for 3411:0001: Radio and Television Storytelling]

1. **Resume** - neat, complete, and up-to-date on one page.

2. **Annotated list of work samples.** Select five written items from your writing or viewing portfolio or other course work. Include a revised (if needed) version of all five with a sentence describing the purpose of the assignment and any learning that resulted from it. This work should be in clean form (no grades or correction markings) and be in a format that you could use to show a prospective employer.

3. **A 400-word self-analysis** in which you 1) enumerate what you believe were your most important course learnings, 2) describe how they relate – or do not relate - to your professional growth plans, 3) enumerate any personal strengths and/or weaknesses you discovered in the process of the course, and 4) explain as you might to an employer how the work samples you provided in #2 above support your career aspirations. Feel free to discuss dilemmas, difficulties, and disappointments that went into individual work samples and how you overcame or plan to overcome them.

Include these in a separate manila folder marked “Professional Portfolio” and your name. After grading you may pick it up in the Resource Center on the 3rd floor. It will be free of any additional marks or so that you may use the samples in a job interview.

**The Iowa Dozen**

As one of more than 104 programs in journalism and mass communication accredited by the Accrediting Council for Education in Journalism and Mass Communication (ACEJMC), we must assess student learning to assure that each of our graduates meets the following standards. This course primarily addresses numbers 1-9.

**We learn...**
1. To write correctly and clearly
2. To conduct research and gather information responsibly
3. To edit and evaluate carefully
4. To use media technologies thoughtfully
5. To apply statistical concepts appropriately

**We value...**
6. First Amendment principles for all individuals and groups
7. A diverse global community
8. Creativity and independence
9. Truth, accuracy, fairness, and diversity

**We explore...**
10. Mass communication theories and concepts
11. Media institutions and practices
12. The role of media in shaping culture
### Spring 2015 Combined Courses Plan
(Subject to changes announced in class.)

#### Weeks 1 - 4

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>3411:0001 Storytelling</th>
<th>3603:0001 Production</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Room W332 (unless noted)</td>
<td>Room W332 (unless noted)</td>
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<tr>
<td></td>
<td>Thu 1/29</td>
<td>Story Types and Treatments. Understanding the use of VOs, VO/SOT, and packages. Package Parts Writing great leads. The importance of the SOT.</td>
<td>Bring External Drive to class. Editing I: Procedures and protocols Adobe Premiere Pro CC6. Begin edit on first video project Begin to build your own professional blog site.</td>
</tr>
<tr>
<td>3</td>
<td>Tue 2/3</td>
<td>Where Stories Come From. News value; enterprise stories. Go outside for “Old Capitol” story exercise and assignment. Story Pitch. Researching, sourcing, and preparing a story pitch. Viewing Folder Assignment #1 due.</td>
<td>Bring Camera &amp; Tripod to class. Eat Sleep study VO DUE. Post script to your blog full verbatim but you will not “voice-over” the audio we will read in class. Shooting SOTs. Read Keller Chapter 10. DEMO LIGHT KITS and shooting SOTs.</td>
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<tr>
<td></td>
<td>Thu 2/5</td>
<td>Interviewing. Read Tuggle Chapter 7. Start Writing Folder Assignment #1. Covering Meetings.</td>
<td>Weaving words and pictures. VO/SOT - Adding a SOT to your VO and shooting standups to put in packages. Start pitching stories you want to enterprise “Eat Sleep Study “VO/SOT due and posted to your blog. Listen to first KRUI radio summary and write three-point review. Work on shooting, editing, writing Package 1. Develop progress report on packages.</td>
</tr>
<tr>
<td>4</td>
<td>Tue 2/10</td>
<td>Preparing radio news summaries using the gather, edit, produce, and present technique. Writing Folder Assignment #1 due. Read Tuggle Chapter 6, Story Forms. Viewing packages examples. Start Viewing Folder Assignment 2. (Use Keller text.)</td>
<td>“Eat Sleep Study “VO/SOT due and posted to your blog. Listen to first KRUI radio summary and write three-point review. Work on shooting, editing, writing Package 1. Develop progress report on packages.</td>
</tr>
<tr>
<td></td>
<td>Thu 2/12</td>
<td>Individual Conferences. Bring in folder assignments to date.</td>
<td>Package 1 (“Eat, Sleep, Study”) due. Fill out your progress report.</td>
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</table>
### Weeks 5 – 8

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th><strong>3411:0001 Storytelling</strong></th>
<th><strong>3603:0001 Production</strong></th>
</tr>
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</table>
| 5  | Tue 2/17 | **Covering Meetings and the News Conference.** Etiquette of covering news conference, pool audio, using confined space. Viewing Folder Assignment 2 due. | **Production techniques I**
Using the right microphones. Demo microphones.
Select partners to work on Wednesday’s News Conference exercise. Pitch package 2 ideas. |
|    | Thu 2/19 | **NEWS CONFERENCE EXERCISE** City Hall Guest news maker to be announced. Cover and shoot in pairs. (No KRUI news summary) | **News conference exercise:** Edit and submit by 1:20 deadline. Completed news conference VO/SOT exercise, written and voiced. (Edit in either TV Studio edit stations E151 or classroom computers.) |
| 6  | Tue 2/24 | **Logging and writing** the VO and VO/SOT. Best practice examples. Shooting in a scrum. Begin Writing Folder Assignment 2. | **Workshop Package 2**
Meet at 11:45am in E151AJB to listen to KRUI. **Production techniques II.**
|    | Thu 2/26 | **Visual Storytelling.** Best practices in visualization; examples from great visual storytellers. | **Videography.** Pitch package 3 ideas. **How to edit your video using natural sound.**
**Last day to workshop Package 2 before submitting for a grade.** Must be done to show your group. |
| 7  | Tue 3/3  | **Shooting in a Scrum.** Covering breaking news as it happens. Best practices and etiquette of covering news as it happens. Writing Folder Assignment 2 due. | **Videography.** Assign competitive teams for breaking news exercise. Pitch package 3 ideas. Workshop procedures and etiquette. Pitch, produce, workshop, revise, submit. **Package 2 DUE by 1:20 pm post to your blog.** Workshop procedures and etiquette. |
|    | Thu 3/5  | **BREAKING NEWS EXERCISE**
(No KRUI news summary) | (TV Studio E151 and TV Studio edit stations and W332AJB.) Due by deadline: 1:20 pm |
| 8  | Tue 3/10 | **Producing a Newscast I.** Introduction to producing a half-hour newscast. Discussion of techniques, skills, and opportunities for new producers. (Guest speaker TBA.) | **Award the “Silver Scoop.”** Review breaking news exercise.
Must be signed off on proper procedures in uploading to blog, using Compressor, basic Adobe Premiere knowledge, and shooting basics. Workshop Package 3. Finish all revisions on Package 2-backup your external drives. Update progress report. Pitch package 3 if you have not done so. |
|    | Thu 3/12 | **Producing a Newscast II. Guest speaker (professional producer).** Begin working on Writing Folder Assignment #3. | **Group workshops.** You must workshop your package before submitting to your blog for grading. Last day to workshop Package 3 must be done in order to show your group before you can submit for a grade. |
## Weeks 9–16

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th><strong>3411:0001 Storytelling</strong></th>
<th><strong>3603:0001 Production</strong></th>
</tr>
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<tbody>
<tr>
<td>9</td>
<td>Spring Break</td>
<td>No classes</td>
<td>No classes</td>
</tr>
<tr>
<td>10</td>
<td>Tue 3/24</td>
<td>Producing to Deadline. Begin 30-minutes newscast. Work on Writing Folder 3 in class.</td>
<td>Package 3 due by 1:20 pm.</td>
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<tr>
<td></td>
<td>Thu 3/26</td>
<td>Advanced writing and producing II Finalize rundowns; include late breaking news. Writing Folder Assignment #3 due.</td>
<td>Group workshops. Work on editing shortcuts and using natural sound to enhance your storytelling skills. Pitch package 5 and 6 ideas. Last day to workshop Package 4 before it is due. Must be seen by your workshop group today before you can submit. Update your progress report.</td>
</tr>
<tr>
<td>11</td>
<td>Tue 3/31</td>
<td>Research, write, and prepare to present a live shot. Live camera technique, live shot studio practice</td>
<td>Group workshops. Discuss editing shortcuts and graphic elements to add to packages. Pitch package 5 and 6 ideas. Meet at 12:45 in W332AJB to view selected packages in class. Package 4 due by 1:20 pm.</td>
</tr>
<tr>
<td></td>
<td>Thu 4/2</td>
<td>LIVE SHOT EXERCISE Research, write, and present on camera with notes. (No KRUI news summary)</td>
<td>Live Shot Exercise: Research, write, and present on camera with notes. (No KRUI news summary)</td>
</tr>
<tr>
<td>12</td>
<td>Tue 4/7</td>
<td>Visual storytelling across media I: writing search-friendly headlines. Start Viewing Folder Assignment #3.</td>
<td>Studio training (Bob Burns) (See schedule.) Pitch package 5 and 6 ideas. ALL PACKAGE PROGRESS REPORTS FILLED-OUT AND SUBMITTED IN DROPBOX TO AVOID LOSING POINTS.</td>
</tr>
<tr>
<td></td>
<td>Thu 4/9</td>
<td>Field trip to KCRG. Leave 9:45 am in van for studio tour. (No KRUI news summary.)</td>
<td>Field trip to KCRG. Watch midday news, return 1:15.</td>
</tr>
<tr>
<td>13</td>
<td>Tue 4/14</td>
<td>Visual storytelling across media II: writing search-friendly headlines. Viewing Folder Assignment 3 due.</td>
<td>Continue on Studio training (Bob Burns) (See schedule.) Learn how to put your videos in your resume reel. Must have clips ready to use and bring to class.</td>
</tr>
<tr>
<td></td>
<td>Thu 4/16</td>
<td>Advanced Writing and Storytelling Techniques I. Best practices –examples. Long-form news stories. Begin Writing Folder Assignment #4.</td>
<td>Group workshops. Start shooting resume reel introductions in the studio. Must dress professionally and have script prepared. (See schedule.) (If you are interested in directing or producing a newscast sign up for training.) Signature packages finalized. Shoot Introductions in studio. Professional attire required. Package 5 due. Pitch Package 6.</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
<td>Description</td>
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<tr>
<td>4/21</td>
<td>Tue</td>
<td>Advanced Writing and Storytelling Techniques II.</td>
<td>Writing Folder Assignment 4 due. Group workshops. Start shooting resume reel introductions in the studio. Must dress professionally and have script prepared. (See schedule.) (If you are interested in directing a newscast or producing a newscast sign up for training.) (Signature packages finalized.) Shoot Introductions in studio. Professional attire required.</td>
</tr>
<tr>
<td>4/23</td>
<td>Thu</td>
<td>Advanced Writing and Storytelling Techniques III.</td>
<td>Continue working on optional revisions. Workshop Package 6 Continue resume video shoot in studio. (If you are interested in directing or producing a newscast you must sign up for training.) Last day to workshop Package 6. Continue resume video shoot in studio.</td>
</tr>
<tr>
<td>4/28</td>
<td>Tue</td>
<td>Becoming a Professional.</td>
<td>Begin working on optional revisions. Package 6 due. Group workshops. (See schedule.) Introductions in studio continue. Continue resume video shoot in studio. (If you are interested in directing or producing a newscast you must sign up for training.)</td>
</tr>
<tr>
<td>4/30</td>
<td>Thu</td>
<td>Professional Portfolio</td>
<td>Begin working on Professional Portfolio. Producers work on your newscast. Finish your resume reels. Additional revisions to packages. Last day to shoot Introductions in the studio.</td>
</tr>
<tr>
<td>5/1</td>
<td>Fri</td>
<td>[Optional class newscast]</td>
<td>No class session. [Optional class newscast] No class session. Option to earn bonus points by helping out either anchoring or tech-crew a student-produced newscast. TBD.</td>
</tr>
<tr>
<td>5/5</td>
<td>Tue</td>
<td>Viewing your stories.</td>
<td>Show off your award-winning work in class. Work on annotations and revisions for folder assignments. Viewing your resume reel in class. Post your reel to your blog and we will meet in 332AJB at 12:15 to view or TBD. ALL PACKAGE PROGRESS REPORTS MUST BE FILLED-OUT AND SUBMITTED IN DROP BOX TO AVOID LOSING POINTS.</td>
</tr>
<tr>
<td>5/7</td>
<td>Thu</td>
<td>Polishing up.</td>
<td>Submit Professional Portfolio. Submit optional revisions. No workshop class. All packages due. And uploaded to your blog by 5pm. Fill out surveys and return all equipment to Equipment Checkout. If you are producing or directing a newscast, work on preparations. Course ends.</td>
</tr>
<tr>
<td>5/8</td>
<td>Fri</td>
<td>[Optional class newscast]</td>
<td>No class session. [Optional class newscast] No class session. Option to earn bonus points by helping out either anchoring or tech-crew a student-produced newscast. TBD.</td>
</tr>
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Quick Reference Guide
(Information you may need during the semester)

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Standards for grading course participation .............. page 5
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