# Spring 2018
## Combined Syllabi

## Radio and Television Storytelling
**JMC 3411:0001**  
**Tuesday - Thursday**  
9:30 a.m. – 10:50 a.m.  
Room W332 Adler Journalism Building  
Charles Munro, Instructor

## Television News Production
**JMC 3603:0001**  
**Tuesday - Thursday**  
11:30 a.m. – 12:20 p.m.  
W332 Adler Journalism Building  
(Also Television Studio E151 Adler Journalism Building)  
Angela Looney, Instructor

### Instructors contact information
Charles Munro, Instructor  
- Phone: 319 862-1739.  
- E-mail: charles-munro@uiowa.edu.  
- Office: E328 AJB  
- Office hours: Tuesday 3:30 – 5:00 pm/ Thursday 11:00 am – 12:30 pm 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  
- Office hours: Tuesdays 5:00-7:30pm in 230 BCSB or by appointment.

### Textbooks (required and available at the UI Bookstore)

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

**Note:** The SJMC Resource Center stocks copies of these books on reserve. Check hours. Take advantage of a 20% e-book discount directly from the publisher purchased and downloaded from our website. E-books may be immediately downloadable. Visit [http://www.hh-pub.com](http://www.hh-pub.com) or the bookstore.
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).

Note: 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 semester. 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 (or fast thumbs on your smartphone)
- A personal set of ear buds.
- A good alarm clock to 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 use a shared TV set you will need to make arrangements to have control of that set when you are working on a viewing assignment. 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 course work must be done outside the classroom – outdoors, outside class hours, and in all kinds of weather!

Course descriptions
Radio and Television Storytelling (3411:0001) and Television News Production (3603:0001) are complementary courses intended to be taken together because they complement storytelling and production skills. In this syllabus we refer to the two classes simply as “Storytelling” and “Production” Both courses include lectures, in-class exercises and outside events that will require you to develop critical standards. 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 DITV, the morning newscast produced by The Daily Iowan and broadcast on to cable TV households in Iowa as well as on the DailyIowan.Com.
Learning outcomes:
The School of Journalism and Mass Communication is committed to your academic and professional success. In line with this commitment we have identified particular learning outcomes that every student should obtain by the time they earn an SJMC degree. You can find more information about these learning outcomes at the following link: http://clas.uiowa.edu/sjmc/undergraduate-programs/assessment.

We regularly assess the curriculum to determine whether students are achieving these outcomes. These courses contribute to these learning outcomes by helping you achieve proficiency in understanding of writing and storytelling by demonstrating your ability to:
- gather factual story elements, and to evaluate and express them in logical, narrative forms for multiple media and audiences
- access and analyze data, report facts accurately, research and edit information responsibly and in a manner commensurate with professional standards.
- apply above concepts in a manner that is sensitive to audiences across all media

The courses will reinforce your understanding of law and ethics as demonstrated by your:
- knowledge of the history of the First Amendment and awareness of the rights protected by the First Amendment in different media contexts.
- knowledge of the main areas of media law, including libel, invasion of privacy, obscenity, commercial speech, intellectual property, and the freedom of the press.
- ability to anticipate and recognize ethical issues when they arise and to reason through them taking multiple perspectives and contexts into account.
- ability to explain their ethical approaches and reasoning about a particular dilemma in terms that can be understood by a diverse group of people

These courses also reinforce your understanding of multiculturalism and your ability to:
- produce media that serve the needs and interests of diverse communities and reflect their voices and experiences.
- understand the cultures, histories, perspectives, and socio-economic and political situations of diverse groups.
- work with members of diverse groups to engage publicly over issues of community interest

These classes have other specific outcomes in which you will display how well you can:
1. Write conversationally
2. Understand audiences and make editorial decisions that are sensitive to them
3. Integrate video and writing seamlessly into clear, creative, airworthy news pieces
4. Understand the concept of “enterprise” stories and how to pitch them effectively
5. Create and display work on a professional blog site
6. Conduct interviews and report in news conference, breaking news and live settings
7. Display the customs and standards practiced by broadcast professionals
8. Make deadlines

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 6 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 strict deadlines!
Note: On several instances throughout the term you will be working with a single partner or in a group. It is possible, therefore, that the performance of classmates could influence your grade. 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 or if you have concerns about how group work could affect your grade, talk to your instructor.

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 all outside influences. 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 about 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.
✓ A story that you submitted for grading before it appears on any outside media.

Unacceptable:
 o A story you develop from an idea given to you by someone outside the class.
 o A story that you have partially shot or edited before pitching it to class.
 o A story that is your own but that has previously appeared on a newscast or website.
 o A story that has been proofed or edited in by someone not in the class before submission.
 o 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 grades
Your grade will be based upon the points you earn from written assignments, video projects, quizzes and your participation in class divided into categories listed below. There are 100 points possible for each class. The numbers in parentheses indicate the weight the category carries toward your final grade.

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

1. Folders. You will submit class written assignments in four separate folders: 1) newswriting, 2) reporting, 3) producing, and 4) a professional portfolio (50%)
2. Skills Tests. You will be taking at written tests at various announced times. In these you will demonstrate your grasp of best storytelling practices. (20%)
3. Participation. Your participation grade is a combination of class attendance and participation in designated class exercises as described below. (20%)
4. Engagement. This is an instructor measure of how actively engaged you are in class discussions, how careful you are about managing your time to complete in-class assignments, how forthcoming you are in group critiques, and how active you are in contributing to projects that require working with classmates as described below. (10%)

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

1. Video Projects – Submit six packages, dropping lowest two scores. (40%)
2. Professional Blog Site that contains your resume video (30%) [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.]
4. **Engagement.** This is an instructor measure of how actively engaged you are in class discussions and workshop sessions, how careful you are about managing your time to complete in-class assignments and outside assignments, how forthcoming you are in group critiques, and how active you are in contributing to projects that require working with classmates as described below. (10%)

**Grading standards**
Achieving class grading standards won’t be easy. You will be graded on **performance not effort.** Indeed, you may have to put in greater time and effort to earn the same score as a classmate. Specific grading standards spelled out for each assignment. They will conform to the following general principles.

**Written assignments**
- **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.

**Video projects**
- **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.

**Participation**
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. You are responsible for signing the attendance roster for each class. Missing, repeatedly arriving late to class, and/or leaving early from class will lower your grade. You must sign a “roll call” sheet at the beginning of each class to be sure you are counted as attending and on time. 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” below.] We will also make accommodations for students who have religious obligations. [See also “Accommodations for Disabilities” below.]

2) **Events.** Five simulated class events will give you a dose of what “real world” broadcast news professional face. Each is worth two (2) course points. Events 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 4) writing, preparing and presenting two radio newscasts live on the air. You **must attend and participate in all of these events to receive full participation points**

**Engagement.**
Anyone wishing to earn the full engagement points in each course should develop these attributes:

3411:001 (Storytelling)
- Bringing in news items to discuss at the beginning of class. (Share these items and their sources as during a short call for “What’s Going On?” at the beginning of each class.)
- 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.
3603:0001 (Production)
• Keeping current with text, local newscast broadcasts and outside reading.
• 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.

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!**

**Keeping track of your grades throughout the semester**
You should keep a running total of how you are doing by frequently checking your point score on each course ICON site. Pay particular attention to your participation and engagement points on ICON, which may move up or down during the semester based upon the standards described above.

**Point/letter grade equivalents**
You will receive 1-10 points instead of a letter grades on individual assignments you submit. 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>Meets all assignment grading criteria; represents a highly professional work</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>B+</td>
<td>Strong on most but not all criteria; a slightly lower professional standard</td>
</tr>
<tr>
<td>7</td>
<td>B</td>
<td>Good work but requires additional editing to meet criteria and be airworthy</td>
</tr>
<tr>
<td>6</td>
<td>B-</td>
<td>Meets most criteria but needs special revision in others; not airworthy</td>
</tr>
<tr>
<td>5</td>
<td>C+</td>
<td>Misses most criteria; needs significant revision; below professional standard</td>
</tr>
<tr>
<td>4</td>
<td>C**</td>
<td>Flawed in several criteria; below professional standard</td>
</tr>
<tr>
<td>3*</td>
<td>C-**</td>
<td>Substandard; low quality work; contains major problems in execution</td>
</tr>
<tr>
<td>2*</td>
<td>D+**</td>
<td>Grades below C- are reported at midterm</td>
</tr>
<tr>
<td>1*</td>
<td>D**</td>
<td>Misses criteria; poor concept, execution or the result of missing deadlines</td>
</tr>
<tr>
<td>0*</td>
<td>F**</td>
<td>Failure</td>
</tr>
</tbody>
</table>

*Note: Instructors may at their discretion add a bonus point for extraordinary work (A+)
**If you receive a point score of 4 (C) or below on any assignment, you must meet with the instructor

**Earning optional bonus points**
- Covering a spot news story as it breaks
- Doing a “day turn” – a story assigned, reported, and completed in 8 hours or less.*
- 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*
- Volunteering to work on the staff of a class-produced newscast at semester’s end*
- Directing a newscast from the control room (after taking special training)*
  *Requires pre-approval by instructor
**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/assignments:* one (1) point off per class session.
- *Failure to complete six course news packages:* 10 points penalty
- *Failure to turn an assignment entirely:* loss of 10 points.
- *Errors in fact* as a result of sloppy reporting, misquoting, or poor proofing: a course grade of zero until the error is corrected after which a late penalty applies
- *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.*]

**Your final course letter grade**
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>98</td>
<td>A+</td>
</tr>
<tr>
<td>97</td>
<td>93</td>
<td>A</td>
</tr>
<tr>
<td>92</td>
<td>90</td>
<td>A-</td>
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<tr>
<td>89</td>
<td>87</td>
<td>B+</td>
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<tr>
<td>86</td>
<td>83</td>
<td>B</td>
</tr>
<tr>
<td>82</td>
<td>80</td>
<td>B-</td>
</tr>
<tr>
<td>79</td>
<td>77</td>
<td>C+</td>
</tr>
<tr>
<td>76</td>
<td>73</td>
<td>C</td>
</tr>
<tr>
<td>72</td>
<td>70</td>
<td>C-</td>
</tr>
<tr>
<td>69</td>
<td>67</td>
<td>D+</td>
</tr>
<tr>
<td>66</td>
<td>60</td>
<td>D</td>
</tr>
<tr>
<td>59</td>
<td>0</td>
<td>F</td>
</tr>
</tbody>
</table>
**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.

**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://checkout.uiowa.edu](http://checkout.uiowa.edu)

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 everyday with a reservation from 2pm until 4pm. If you do not have a reservation, you can drop by after 4pm. Remember you will be sharing gear with a partner so always communicate your production schedule.
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.
- Call or test the instructor's phone (see on page 1). Leave voicemail.

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 A JB, 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.

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/ 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.
<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Storytelling</th>
<th>Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tue</td>
<td><strong>Tell Me a Story I: Narrative.</strong> First class writing exercise: one minute biography to report on camera. Assignment: critical viewing of a local newscast (due Thursday).</td>
<td>Technical check out. Walk through the equipment checkout process. Pair-up work on basic camera skills. Reserve camera and tripod bring to class on Thursday. Read Keller Chapter 8.</td>
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<tr>
<td></td>
<td>Thu</td>
<td><strong>Tell Me a Story II: Challenges of Conversational Writing.</strong> AP Style, broadcast laws and regulations. Read Tuggle Chapters 1-2. Critical viewing of other local newscasts.</td>
<td><strong>Shooting News Video.</strong> Bring reserved camera and tripod to class. Learn camera operations, tripods, microphones, how/what to shoot. Shoot first video: VO. Read Keller Chapter 9. Good practices in shooting and editing.</td>
</tr>
<tr>
<td>2</td>
<td>Tue</td>
<td><strong>Tell Me a Story III: Words.</strong> News value, story treatments, best practices. Class writing exercise.</td>
<td><strong>Editing I:</strong> Bring Camera and External Drive to class. Procedures and protocols for Adobe Premiere Pro. Begin edit on first video project. Sign up for wordpress.com blog site, send email link. Begin to build your own professional blog site.</td>
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<tr>
<td></td>
<td>1/25</td>
<td><strong>News Value.</strong> Weaving words, pictures, and sound. The elements of a good lead. Class writing exercise. Read Tuggle Chapters 3-4.</td>
<td>Bring external drive to class. <strong>Editing II:</strong> Editing in Adobe Premiere Pro CC. Continue edit on first video project.</td>
</tr>
<tr>
<td>3</td>
<td>Tue</td>
<td><strong>Story Treatments.</strong> VO, VO/SOT Packages. Read Tuggle, Chapters 7-9.</td>
<td><strong>Demo lights kits and shooting interviews.</strong> Bring camera &amp; tripod to class. <strong>Eat Sleep study VO due Friday, Feb. 2nd at 10 p.m.</strong> Post script to your blog full verbatim. Learn how to shoot an interview for write for your VO/SOT. Read Keller Chapter 10.</td>
</tr>
<tr>
<td></td>
<td>Thu</td>
<td><strong>Logging and Writing</strong> the VO and VO/SOT. Best practice in visualization. Touch and Go.</td>
<td><strong>VO/SOT due by Friday, February 2nd 10 p.m.</strong> Post script verbatim to your blog. Start pitching your enterprise stories. Listen to first KRUI radio summary and write three-point critique. Work on shooting, editing, writing Package 1. Develop progress report on packages. Turn your VO/SOT into Package 1 needs to be ready to show your workshop group Thursday. Fill out Package Progress Report due by 10 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>Tue</td>
<td><strong>Writing a Radio Newscast I.</strong> In-class radio news writing exercise using “gather, edit, produce, and present” technique. Read Tuggle Chapter 6.</td>
<td>Package 1 due Tuesday, Feb. 6 start of class to be ready for workshop. Final Revisions due by <strong>Friday, February 9th by 10 p.m.</strong> Pitch package 2 stories in class.</td>
</tr>
<tr>
<td></td>
<td>2/6</td>
<td>Write a 4-minute radio news summary. Read KRUI anchor schedule (ICON).</td>
<td></td>
</tr>
<tr>
<td>Thu 2/8</td>
<td><strong>Writing a Radio Newscast II.</strong> Finish radio newscast. Listen to first KRUI news summary. Write 3-point critique.</td>
<td><strong>Workshop Package 2</strong> Meet in E151AJB to listen to KRUI. <strong>Production techniques II.</strong> Setting up lights and microphones for sit-down interviews, and using wireless microphone for standups. Be prepared to bring camera, lights, &amp; tripod to class. Bring package 2 for review. Begin to pitch package 3.</td>
<td></td>
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<td>---------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Tue 2/13</td>
<td><strong>Covering Meetings and the News Conference.</strong> Etiquette of covering news conference, pool audio, using confined space. Prep questions. <strong>Writing Folder Due.</strong></td>
<td>Package 2 should be pitched, interviews &amp; b-roll shot or scheduled. Standup should be shot or planned out. Bring clips to show in class. <strong>Production Techniques I.</strong> Select pairs to work on news conference event. Best practices in preparing for news conference. Pitch package 2 deadline.</td>
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<td>Thu 2/15</td>
<td><strong>NEWS CONFERENCE EVENT →</strong> Work in pairs. Travel to City Hall to cover real news conference with I.C. Mayor Pro Tem Kingsley Botchway III. <em>(No KRUI)</em></td>
<td><strong>NEWS CONFERENCE EVENT Edit and submit by 12:30 deadline.</strong> Completed news conference VO/SOT event, written and posted to your reporter’s blog. <em>Edit in either E151 (TV studio) edit stations or W332.</em></td>
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<td>Thu 2/22</td>
<td><strong>Interviewing for an actuality and SOT. Read Tuggle Chapter 5.</strong></td>
<td><strong>Videography.</strong> Pitch package 3 ideas. <em>How to edit to your video using natural sound.</em> Editing other’s work. Learn how to edit another’s project. Bring your external drive with your work.</td>
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<td>Tue 2/27</td>
<td><strong>Covering Spot and Breaking News.</strong> Best practices and etiquette of covering news as it happens. Shooting in a scrum. The Silver Scoop Award.</td>
<td><strong>Videography.</strong> Assign competitive teams for breaking news exercise. Pitch package 3 ideas. Workshop procedures and etiquette. <strong>Go to studio to practice for Live Shot on Thursday.</strong> Bring your own ear piece get this from Equipment Checkout. Must have for live shot exercise.</td>
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<td>Thu 3/1</td>
<td><strong>Live Reporting I.</strong> Research, write, and present a live shot. Live camera technique. Bring topic to for a live shot practice session in class.</td>
<td><strong>Package 2 DUE by start of class posted to your blog.</strong> <strong>LIVE REPORTING EVENT</strong> Research, write, and present on camera with notes. <em>(No KRUI news summary)</em> <strong>Package 2 due to your blog. Group workshops.</strong> You must workshop your package before submitting to your blog for grading. <strong>Package 2 due final revisions by Friday, March 9th 10 p.m.</strong></td>
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<td>8</td>
<td>Tue 3/6</td>
<td><strong>BREAKING NEWS EVENT</strong> → <em>(No KRUI)</em></td>
<td><strong>BREAKING NEWS EVENT</strong> <em>(TV Studio E151 and TV Studio edit stations and W332AJB.)</em> Due by deadline: 12:30 pm</td>
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<td>Thu 3/8</td>
<td>Award the “Silver Scoop.” Reporting Folder Due Skills Test #2.</td>
<td>Award the “Silver Scoop.” Review breaking news event. Finish all revisions on Package 2-backup your external drives. Update progress report. Pitch package 3 &amp; 4 if you have not done so. Discuss editing shortcuts and graphic elements to add to packages. <strong>Package 2 final revisions due by Friday, March 9th 10 p.m.</strong></td>
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<p>| 9 | Spring break | No classes | No classes |
| 10 | Tue 3/20 | <strong>Covering Politics.</strong> <em>[Guest speaker: TBA]</em> | <strong>Editing Shortcuts and Natural Sound</strong> to enhance your storytelling skills. <strong>Progress Report filled out.</strong> Workshop session for Package 3. Last chance to pitch packages 4. |
| Thu 3/22 | Optional: Class Trip to Iowa State Legislature in Des Moines Board vans at 5:30am, return by 1:20 for afternoon classes. This trip is optional. <em>(Students choosing not to go to Des Moines will complete an alternate assignment.)</em> | Optional: Class Trip to Iowa State Legislature in Des Moines Package 3 DUE and posted to your blog. You will show your workshop group, revisions due Friday, March 23rd 10 p.m. Package 4 Day Turn-If you want to do a day turn you must be signed up by the today. |
| 11 | Tue 3/27 | <strong>Producing a Newscast I.</strong> Introduction to producing a half-hour newscast. <strong>Read Tuggle Chapter 11</strong> | <strong>Group workshops.</strong> Package 4-If you want to do a day turn you must be signed up by the end of class. You have to have completed Package 3 before you can move on to complete Package 4. Pitch Package 5. |
| Thu 3/29 | <strong>Producing a Newscast II.</strong> Continue work in class on half-hour newscast rundown. Complete scripts. | <strong>Group workshops.</strong> Take time to make revisions to your day-turn package if you are using it on your resume reel or workshop your package. <strong>Pitch packages 5.</strong> Package 4 due Friday, March 30th by 10 pm. |
| 12 | Tue 4/3 | <strong>Producing a Newscast III.</strong> Late spot news assignment. <strong>Producing Folder Due.</strong> | <strong>Studio training</strong> <em>(See schedule.)</em> Package 5 should be pitched and working on. Package Progress reports must accurately reflect your produced news stories. |
| Thu 4/5 | <strong>Advanced Writing and Storytelling Techniques I</strong> Making the complicated clear. Finding a compelling narrative Taking good writing up to great writing. | <strong>Studio training</strong> <em>(See schedule) continued.</em> We will be working in e151-AJB. Pitch Package 6. |</p>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Schedule</th>
<th>Notes</th>
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| 13   | Tue   | **Field trip to KCRG.** Leave 9:45 for studio tour.  
  * (No KRUI)  | **Field trip to KCRG.** Watch midday news, return to campus at 12:20 pm. |
|      |       |                                                                          |                                                                      |
|      | Thu   | **Advanced Writing and Storytelling Techniques II**  
  Taking good writing up to great writing.  
  Class advanced writing exercise.  | Continue on Studio training.  
  You will learn the various equipment in the studio for the final newscast.  
  **Group workshops** Package 5 due start of class.  
  Show your workshop group to make revisions to your package.  
  (See schedule.) Sign up for one of two newscasts we will produce during class.  
  Signature packages finalized.  
  **Package 5 due Friday, April 13th by 10 p.m.**  
  Must be signed up for one of the two newscasts produced during class.  
  Package 6 final pitch. |
| 14   | Tue   | **Advanced Writing and Storytelling Techniques III:**  
  Making the complicated clear.  
  Finding a compelling narrative.  
  **Advanced Writing Exercise Due.**  | Show your workshop group to make revisions to your package.  
  Sign up for one of two newscasts we will produce during class.  
  Signature packages finalized. Shoot introductions in studio.  
  Must be signed up for one of the two newscasts produced during class. |
|      |       |                                                                          |                                                                      |
|      | Thu   | **Storytelling Across Media I:** The TV story, the web story and viewing across platforms.  
  Read Tuggle Chapter 15.  | **Resume Video Shoot.**  
  (Weather conditions)  
  Start shooting resume reel introductions.  
  Dress professionally and have script prepared.  
  Either shoot on location or in the studio. Final sign up for training for those interested in directing or producing a newscast. Producers work on your newscast. |
| 15   | Tue   | **Storytelling Across Media II:** Finish class writing assignment.  
  Begin working on Portfolio folder.  | **Studio production in the studio.**  
  **Package 6 due Friday, April 27th by 10 p.m.** |
|      |       |                                                                          |                                                                      |
|      | Thu   | **Class Newscast I**  
  * **Newscast Produced during class.**  
  If you are not part of the crew you will have time to work on your Package 6, revise your other packages, or shooting/editing your resume reel.  |                                                                      |
|      |       |                                                                          |                                                                      |
| 16   | Tue   | **Class Newscast II**  
  * **Newscast Produced during class.**  
  If you are not part of the crew you will have time to work on your Package 6, revise your other packages, or shooting/editing your resume reel.  |                                                                      |
|      |       |                                                                          |                                                                      |
|      | Thu   | **Newscast critiques**  
  Finish all folders and submit Portfolio.  
  **Skills test #3**  
  **COURSE ENDS.**  | **Open Workshop**  
  No class session  
  ALL PACKAGE PROGRESS REPORTS MUST BE FILLED-OUT AND SUBMITTED IN DROP BOX TO AVOID LOSING POINTS. Resume Reel due by 10 p.m. Return all equipment to Equipment Checkout.  
  **COURSE ENDS.** |
|      |       |                                                                          |                                                                      |