

TV News Producing

JRSM 4639

MW 2:20-4:45 p.m., MJ 202

Spring 2020

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COURSE REQUIREMENTS

Catalog description

Producing, writing, editing and using electronic equipment to assemble a television newscast; emphasis on performing the various tasks in a working newsroom.

Prerequisites

JOUR 4639 (TV News Writing/Reporting)

Textbooks, Software and Required Materials

No books to buy, but there will be occasional reading—chapters and articles—assigned by the instructor. These will be announced in class and distributed via email or eCourseware.

Required: A portable external hard drive, 500 GB. Universal for both Mac and PC. For example: Hitachi SimpleDrive Mini. It's a good idea to buy the inexpensive protective carrying case that goes with it. (*Note: A hard drive was also required for TV Reporting, but you don't need two. One will do.*)

Classroom format

After a month of training and prepping, this course will work like a newsroom to build your skills in producing television newscasts and content for those shows. Each student is expected to write, produce, perform studio work, and generate content for their classmates. Producing is all about communicating clearly and organizing effectively. Demonstrating these skills is how you'll be judged and what your grade is based on.

Accessing the course website

1. Go to the University of Memphis eLearn home page: <http://elearn.memphis.edu>
2. Log in using your University of Memphis username and password.
3. In the Term Year course list available to you, click on the link for JOUR 4639 - 001 to enter your course and read the instructions on the welcoming page

Course Requirements

Producing

Each student will help produce a 15-minute newscast for Tiger News. As the producer, you will be

expected to stack the show and manage your news team. This responsibility involves two parts: (1) in the lab, selecting and assigning stories, writing teases and opens/closes, editing scripts, and checking video; (2) in the studio, communicating with anchors and crew members, working closely with the director, and insuring that the show starts and ends promptly.

Before going into the studio you need to deliver hard copies of the scripts to share with the news team: yourself, director, audio, TelePrompTer, anchor, floor director, assistant director, tape operator, professor.

Professional development involves accountability. After the newscast, you will evaluate each member of your team, paying particular attention to hardworking people who went above and beyond to help make the show a success—or people who dropped the ball and failed to deliver.

Other Assignments

When you are not producing a show, you will be assigned specific duties as part of this news team: writing stories, shooting and editing video, and performing one of several critical roles in the studio (the prompter or CG, e.g.). Afterward, your producer will evaluate your performance in writing and turn it in to the instructor. Exemplary service and team spirit will earn you extra points. Failure to perform your duties will result in a lower grade.

“Spotlight” Producing (Optional)

For their own or others’ newscasts, students may invite, research, and interview a guest speaker as part of a taped segment called “Spotlight.” This is a different type of producing but an important and increasingly popular feature of many news programs. You will work with the producer to determine the length, placement, perhaps even the approach within the show, but these will generally run two to three minutes. (Remember: the overall newscast is only 15 minutes.) The guest and the topic must be approved in advance by the instructor. A successful segment will garner extra credit points. It also looks great as part of a résumé reel.

Portfolio

Students must update the portfolio they created and developed in earlier skills courses with content from this course—packages, stand-ups, anchoring, or Spotlight interview segments.

Grading

You will work as a television station news department. That means a great emphasis on teamwork. If the newscast fails, you all fail. If it succeeds, you all succeed. Help one another.

- 15:00 newscast 30%
- Assignments 30%
- Participation/Attendance/Attitude 30%
- Portfolio 10%

A+ = 96.5-100%; A = 92.5-96.4%; A- = 89.5-92.4%

B+ = 86.5-89.4%; B = 82.5-86.4%; B- = 79.5-82.4%

C+ = 76.5-79.4%; C = 72.5-76.4%; C- = 69.5-72.4%

D+ = 66.5-69.4%; D = 59.5-66.4%

F 0-59.4%

Other issues

One of the key qualities you should leave a professional program with is . . . professionalism, which means being competent, yes, but also being hardworking and dependable. Can your coworkers trust you to get the job done right and on time? Are you reliable? Can you be counted on to keep your cool and still perform well?

Deadlines are sacrosanct in journalism, television in particular. So be prepared, get organized, plan ahead, communicate clearly, complete your work and show up on time.

We are producing something for public consumption, something that affects not only your reputation but our image as a university. Please act accordingly.

COURSE SCHEDULE

Week 1, Jan. 22: Introduction

Broadcast terms, writing, and scripting

Week 2, Jan. 27 and 29: Newscast and roles

Readings: "Producing," *Broadcast News Handbook*

Quiz on chapter; quiz on broadcast terms.

- Field trip: Jan. 29, WMC-TV, 2:30 p.m.

Week 3, Feb. 3 and 5: Newscast analysis and construction

Producer assignments and schedules.

Studio tour and training.

- Anchor auditions: Feb. 5

Week 4, Feb. 10 and 12: Coaching your team

The fine art of being a manager

Week 5, Feb. 17 and 19:

Show 1

Week 6, Feb. 24 and 26:

Show prep

Week 7, March 2 and 4: Title

Show 2

Week 8, March 9 and 11: SPRING BREAK

Week 9, March 16 and 18: Title

Show 3

Week 10, March 23 and 25: Title

Show prep

Week 11, March 30 and April 1: Title

Show 4

Week 12, April 6 and 8: Title

Show prep

Week 13, April 13 and 15: Title

Show 5

Week 14, April 20 and 22: Title

Portfolios

Week 15, April 27 and 29: Wrap-up

Resume reels

ASSESSMENT AND OUTCOMES

Five Pillars in JOUR 4639/6639

- *Critical Thinking:* Students develop skills to give and receive criticism by their peers when newscasts are reviewed collectively in class. They also learn how to cultivate an audience with particular news-making decisions and strategies. They decide what stories are important and determine how best to organize and promote them.
- *Media Literacy:* Students learn industry terms, trends and controversies.
- *Multimedia:* Students generate broadcast-caliber content that makes use of audio, video, graphics and the Internet.
- *Professionalism:* Students learn the professional skills and attitudes necessary to work in today's broadcast news industry by regularly putting together a TV newscast. They learn to communicate, to coordinate the contributions of a news team, and to manage other people under deadline pressure.
- *Writing:* Students write stories for broadcast, edit, craft teases, opens and closes, compose copy for anchors reading a teleprompter.

Professional values and competencies for JOUR 4639/6639

- Understand concepts and apply theories in the use and presentation of images and information.
- Demonstrate an understanding of professional ethical principles in pursuit of truth, accuracy, fairness and diversity.
- Think critically, creatively and independently.
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate

style and grammatical structure.

- Apply current tools and technologies appropriate for the communications professions in which they work, and to understand the digital world.

How professional values and competencies will be met

Cognitive objectives to be mastered (ability to explain, analyze, understand, think critically)

- Understand the variety of relationships between media and their audiences, including demography, designated market areas and ratings measurements.
- Be sensitive to the needs of diverse and under-represented groups in programming and creating messages.
- Recognize the ethical and philosophical issues that arise in media culture and understand the range of viewpoints regarding these issues.
- Understand the behind-the-scenes operations and decision-making processes of major mass communication industries.
- Understand how new technology affects the media and the public.
- Understand necessity and challenges in thematic blocking of news content
- Think critically in balancing newscasts to fit time and content requirements of news management.
- Acquire ability to think of time as newscast space through application of backtiming.
- Recognize the problems of balancing production and marketing demands with providing journalistic content for audience members.
- Develop appreciation for audience context and perspective in the communication process.

Performance standards to be met (demonstrable skills, abilities, techniques, applied competencies)

- Demonstrate effective newscast development, organization and broadcast writing style.
- Demonstrate advanced backtiming ability to include multiple-segment, 15- minute newscasts executed to within 10 seconds of assigned time.
- Demonstrate the ability to maintain focus and multitasking skills in “live-to-tape” newscast production.
- Produce a complete newscast.
- Work effectively with show director and news crew.
- Manage a news team.

How assessment of student learning will be met

Awareness

- Recognize diversity as a method for reaching the audience, showcasing different voices, and covering all parts of the community
- Become aware of ethical decision-making as it applies to the writing and grouping of individual stories, source development, and audience responsibility

Understanding

- Understand the practice of basic journalistic principles

Application

- Each student will produce a 15-minute newscast
- Time permitting, each student will also produce an interview segment to run during the show
- Students will also crew shows for their classmates—anchoring, running audio, operating studio cameras, serving as assistant director, running the prompter, and working as tape-op

JOURNALISM AND STRATEGIC MEDIA POLICIES

Portfolio requirement

All students in the Department of Journalism and Strategic Media are required to develop and maintain an active portfolio of their work. Undergraduate students are to begin the portfolio in JRSM 3900 and graduate students are to begin in JRSM 7002. Students are to contribute to it in every skills course thereafter. The portfolio should contain samples of the student's work from courses and/or professional experiences and should develop as the student builds skills. Portfolios will undergo a final, external review while students are enrolled in their capstone courses.

Students may use any type of web hosting for their portfolios, but it must have an independent and professional URL. Students may use any content management system, but students are encouraged to use WordPress, Wix or SquareSpace. Students are encouraged to consider purchasing a URL and hosting if they plan to use the portfolio for a long term, but they must keep the portfolio active for six months following graduation from the University of Memphis.

Students should have a professional email address they plan to use throughout their professional lives, via a common email service, such as Gmail.

All portfolios must contain the following items:

- Samples of work from courses and/or professional activities. (Example: Broadcasting students must include a video reel)
- A current résumé
- A personal profile
- Contact information/means of contact
- Social media links

Students might wish to include a blog, video reels, photograph galleries, SoundSlides presentations, design PDFs, audio files and writing pieces as examples of professional work. The professional work should ultimately be tailored to the career the student seeks after graduation. Thus, each student's portfolio should show a unique blend of work.

Email

Students must have their UofM email accounts activated. Students using another provider, such as Google, are required to have all UofM email forwarded to that account. Students should go to the <http://iam.memphis.edu> website to implement forwarding of UofM email. Students are required to check their email daily. They are responsible for complying with any email sent to by professors or others in the University.

Electronic devices

Some classes require a tablet, laptop or a smartphone. Others do not. Instructors will set the policy for their specific classes.

Attendance

Class attendance is mandatory in Journalism and Strategic Media. Students may be assigned a failing grade for the semester for nonattendance or habitual late arrival. No late work will be accepted without

prior arrangements with the class professor. Students may not be permitted to make up any missing work unless it is for an absence because of illness or other catastrophic emergency, such as a death in the family that can be documented (e.g. with a doctor's note or a copy of the newspaper obituary). Journalism and Strategic Media is a professional program, and students are expected to understand and comply with deadlines. Students who have some problem making it to class on time should make arrangements to correct the problem or consider taking another class. Students should consider this class as a "job" in the educational process and be on time just as they would elsewhere.

Course repetition

Majors and minors who fail to earn the minimum passing grade ("C-") in a class required by their program of study in Journalism and Strategic Media more than three times will be dropped from the program.

Students may not use or submit work from a previous course, even if it is the same course being repeated, to fulfill requirements for assignments in another course. If students wish to substantially rework the original submission, or to work with the same general idea, that may be permissible upon discussion with and written approval from the professor of the current course. All written work will be checked for policy adherence via TurnItIn.com. All creative work will be checked for policy adherence by the professor, and judged against previous submissions. The only exception to this policy is the student's online portfolio and its attendant pieces (for example, the résumé and logo).

Academic integrity

In addition to University-wide policies stated in the Code of Student Rights and Responsibilities, the Department of Journalism and Strategic Media considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses or students receiving any assistance from others for work assigned to be done on their own, as acts of cheating punishable to the degree determined appropriate by the course instructor and department chair. Punishment may include grade reductions or seeking dismissal of the student from the University.

Further, as this is a journalism and strategic media class, students are expected to comply with copyright law and must have sufficient permission to use any copyrighted materials used in creative projects, unless otherwise informed in cases of exercises or reproduction.

Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for rating originality of your ideas. Also to evaluate proper use and assignment of sources. As part of this process, you may require to submit electronic as well as hard copies of your work. Other instructions to follow may also be given. By taking this course, you agree that all assignments may undergo this review process. The assignment may be included as a source document in Turnitin.com's restricted access database. It is solely for the purpose of detecting plagiarism in such documents. Assignments not submitted according to the instructor's procedures may be penalized or may not be accepted at all. (*Office of Legal Counsel, October 11, 2018*)

Online SETEs

Students are urged to complete the SETEs evaluation of this course. Once the instructor has posted grades, student can immediately see that grade, provided they have completed a the SETE for that class. To access evaluation forms, students should log in to MyMemphis using their UUIDs and email passwords; click on the gray "Student" tab; complete an evaluation for each course listed and hit the "Submit" button at the bottom of the form. Completing the SETE will only take a few minutes. Faculty

take the evaluations very seriously and use them to improve courses and instructional quality. Student feedback is essential and is appreciated.

Deadlines

All deadlines are firm. This is journalism and strategic media. Students needing an extension on an assignment must receive approval from the instructor. Exceptions will be made for reasonable circumstances if the student notifies the instructor prior to the due date.

AP Style and grammar

All written work in this class must follow the AP Stylebook and accepted rules of grammar and punctuation. Students are responsible for learning these rules and checking their work for errors.

Disability and accommodations

Students who need an accommodation based on the impact of a disability should contact the Office for Disability Resources for Students at 901-678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations for students with documented disabilities.

Diversity and inclusivity

Students are required to respect the differences of others and treat all persons with respect. Discriminatory, derogatory and threatening language or behavior will not be tolerated. Further, students are expected to consider their work through a diverse mind. Media reach a mass audience, and students should be aware of how those messages are received by a diverse audience.

Weather policy

Always check with local media and the University of Memphis website regarding inclement weather. If the University is closed or classes are canceled, this course will not meet. However, students will still be responsible for that day's work.

Student support

Student who are experiencing personal or academic challenges including, but not limited to food or housing issues, family needs, or other stressors, should visit the Office of Student Accountability, Outreach & Support page to learn about resources that can help: <https://www.memphis.edu/saos/sos/crisis-resources.php>. Any student who faces personal challenges including, but not limited to securing their food or housing and believes this may affect their performance in the course is urged to contact the Office of Student Accountability, Outreach & Support (901-678-2187) located in the University Center, Suite 359 for assistance. Students may also talk with course instructors about the challenges they are experiencing. Instructors may be able to assist in connecting with campus or community support.