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E-mail: harwoodp@cofc.edu (Please note that I do not accept work by e-mail)
Course Website: www.harwoodp.people.cofc.edu (go to link for this class)
Note: I do not accept any work by e-mail.

Course Objectives: This is a hands-on/learning-by-doing class. You will learn about television newsgathering, writing, production and on-camera delivery by doing it.
- This course also focuses on journalistic responsibilities and ethical concerns pertinent to broadcast news.
- This course is somewhat technical in that you’ll be expected to learn how to operate video cameras, microphones, lights and video editing programs to shoot and produce video reports.
- You’ll learn how to plan and complete the different types of TV news stories and you’ll learn how to write, produce and deliver television live reports and newscasts.
- You will establish your own You Tube channel for posting your reports.
- Your final project at semester’s end will be producing a television news resume/audition “tape” that will showcase your work this semester and can be shared with potential employers.


Equipment: (more on this later in the syllabus)
- High quality video cameras and related production equipment will be provided to each news team. The team will be responsible for sharing and keeping track of this equipment
- You can use personal digital video cameras for your projects
- Mini-DV tapes will be provided
- Flash drive (minimum 1 or 2 gigabytes recommended) for saving reports and newscasts
- If you would like the option (and convenience) of editing your reports/projects at home on your own computer you may need to purchase a firewire and a firewire adapter. These items may run, depending on where you get them, in the $75-$100 price range (total). See the class website for examples of this equipment.
YouTube Requirement:
I would like each of you to start your own YouTube channel. Each reporting/video project will be posted there, and this is how your reports will be shown in class and graded. See my YouTube channel for layout/design ideas and examples: www.youtube.com/harwoodp. A date will be given early in the term for you to have established this site. Go to www.youtube.com to establish your account and build your page. Class reports will be posted together on a YouTube channel similar to this one: http://www.youtube.com/group/Spring09CofCTV

Cameras and Editing Equipment: We have expensive, high quality mini-DV cameras (as well as mics, tripods and lights) available for your shooting/reporting projects. Once news teams are formed, each team will be assigned a camera kit. Team members are responsible for taking care of this equipment. The equipment must be turned in at end of the term, otherwise final grades will be withheld—for each member of the team that has missing or damaged equipment!

You will be taught how to use non-linear (or digital) editing systems located at the Communication Department and the Addlestone Library. And you can also edit on your own personal computers if you have Windows XP/Vista (or Mac) video capture capabilities. You will be exposed to editing software programs such as Adobe Premier Pro (Comm Media Lab), Casablanca (Addlestone Library), and Windows Movie Maker.

Working in Teams to Shoot TV News: Shooting TV news stories is usually a group process of two or more people. In this class we will set up news teams in which you will work together to shoot and edit news reports. Each member of the class will be required to turn in different types of TV news reports (see details below). Report due dates will be staggered throughout the term so equipment usage can be more efficiently distributed.

Work Outside of Class: This class will require a time commitment needed to plan, shoot and edit these news and feature stories. Efforts will be made to organize teams with students who have compatible schedules.

Digital Media Lab: The Communication Department has a state-of-the-art media lab located at 7 College Way. It has six Dell work stations with Adobe Premier Pro (and Movie Maker) editing programs. This room is kept locked. During regular weekday hours, you need to go to the main Communication Department office (next door at 9 College Way) and ask either the person at the front desk or Ms. Mary Jones, the office manager, to let you in the room. For weekend and after hours access, you must call Public Safety (953-5609) to be let in. Your names will be sent to Public Safety for such access. The media lab has a phone in it. The number is 953-8134.

Specific Individual Reporting and Writing Assignments:
- Individual Reports (POS, Q & A, Music Montage, PKGs)
- Individual writing and delivering of TV live reports and newscasts
- Homework assignments from your book and other sources dealing with TV news writing, research and news judgment
Grading Reports: Your reporting work will be given letter grades based on accuracy, enterprise and newsgathering skills shown, writing, scripting, production quality, delivery, meeting deadlines, and overall quality.

Exam: There will be a midterm exam. There won’t be a final exam. We will most likely use our exam period to record a final individual newscast or to turn in final reports.

Midterm Exam Grading Scale: A  94-100; A- 90-93; B+  87-89; B  83-86; B- 80-82; C+  77-79; C  73-76; C-  70-72; D+ 65-69; D  60-64; F  59 and under

Here is the letter-grade plus/minus grading system:

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\begin{align*}
A &= 4.00 & B &= 3.00 & C &= 2.00 & D &= 1.00 \\
A- &= 3.67 & B- &= 2.67 & C- &= 1.67 & F &= 0.00 \\
B+ &= 3.33 & C+ &= 2.33 & D+ &= 1.33 \\
\end{align*}
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Deadlines: A crucial part of the news business is being able to work quickly, efficiently and accurately in order to meet deadlines. Reporting assignments turned in late cost one letter grade for each class session late. Regular homework assignments turned in late will receive an automatic check minus and won’t be accepted after one class period late.

Attendance Policy: Roll will be taken at the start of each class. Five absences will result in a half letter grade reduction in your final grade. To receive an excused absence you must give me a written note with the reason for your absence, and the date of your absence.

Important class rule: Do not turn on or use the computers in this room unless told to do so. Class time is not your time to check and send e-mail or browse the Internet. Please do not make me repeatedly tell you to turn off your computer and pay attention in class! You will receive an automatic half letter or full grade reduction if you become a student I am repeatedly having to tell to pay attention to me and not the computer!

Final Grade Determination:

- Reporting Projects 25 percent
- Live Reports and Newscasts 25 percent
- Midterm Exam 15 percent
- Homework, quizzes, participation, attendance 15 percent
- Final Project: TV Resume Tape 20 percent

100 percent

Weekly Class Schedule starts on next page

Note: Friday, Jan. 15 is the drop/add deadline date. Monday, Feb. 22 is last day to withdraw with a “W” mark.
CLASS SCHEDULE (subject to changes and modifications)

Note about the Weekly Schedule: This schedule is frequently updated and adjusted. Please refer to this online schedule for the latest assignments and class details instead of relying on the schedule you may print early in the term. You can print the first part of this syllabus but the weekly schedule (below) is subject to frequent changes, that will be mentioned in class before due dates.

Weekly Schedule (again—subject to change)

Week 1—January 12 and 14
- Course introduction; buy book ASAP (homework due second class)
- Journalistic ethics and responsibilities/legal considerations (Chapter 5)
- Homework due Thursday, Jan. 14: Read Chapter 5, “Legal Considerations” and complete handout
- Preview Chapter 1, “All About News”
- Homework for Tuesday, Jan. 19: read Chapter 1, “All About News”
  - Define the Key Concept Terms on Page 30
  - Review “Characteristics of a Good Reporter” on Page 28
    - List each of the 10 characteristics
    - Give a brief—and honest—assessment of your strengths and weaknesses (if any) for each trait!

Week 2—January 19 and 21
- Tuesday: Review homework
- View CNN’s Princell Hair speech on Future of News and News Ethics
- Discuss Practice Shooting Assignment—see description posted
- News, news sources and the TV newsroom (Chapters 1-3)
- Viewed book video about author working at Denver TV station and also parts about shooting video
- Form news teams
- Homework for Thursday, Jan. 21: (two chapters assigned)
  - Read Chapter 2, “The Television Newsroom”
  - Write a paragraph or two about the two “Regarding Ethics” scenarios on page 53
  - ALSO Read Chapter 3, “News Sources”
  - And address the three “Regarding Ethics” scenarios on pages 85-86
- Thursday: Class meets in Robert Scott Small Building’s Admission Office auditorium for camera equipment distribution. Will go over basic interview shooting and will shoot practice interviews
- Homework for Tuesday, Jan. 26: (two chapters assigned)
  - Read Chapter 8, “Shooting Video I” and complete the handout AND Read Chapter 9, “Shooting Video II” Complete Chapter 9 handout.
  - Shoot something for the Practice Shooting Assignment (details posted)—bring tape and camera to next class which meets at the Comm Lab
Week 3—January 26 and 28

- **Tuesday:**
  - Class meets at the Comm Digital Lab, located at the back of 7 College Way. Bring your team’s camera and the tape of video shot for Practice Shooting Assignment—we will upload to the computers and view
  - Collect Ch. 8/9 Homework
  - Discuss POS assignment—show Warren Peper MOS examples from Charleston.net

- **Homework for Thursday, Jan. 28:**
  - Read Chapter 10- “Editing” and complete handout (posted online—print and fill out please)
  - Come up with “Person on the Street” interview topics (have in mind, don’t have to write anything)
  - Also, set up your YouTube account and channel, if you don’t have one

- **Thursday’s Class:** Handout- Basic shot composition; Shooting interviews demonstrations showing proper camera and microphone positions; view sample POS report and script; Making your SUs Stand Out; view tape of student doing SUs; POS Report Guidelines; Reporting and writing assignment for Tuesday- go over; Review Ch. 2-3 Ethical Situations

- **Homework for Tuesday, Feb. 2:** Read over the Sleep Shortage Q&A Interview (handout). Then interview (not on camera) at least five fellow students about their sleep habits, also seeking comment about the findings regarding sleep by our C of C psychology professor Diana Gant. Take notes during your interviews so that you have accurate direct quotes that you’ll put in your script at soundbites. Using all of this material, write a proper TV news formatted POS script like the one posted on our website about last fall’s 9/11 anniversary. Again you don’t shoot or record anything. This is a practice exercise in writing, interviewing and scripting.

Week 4—February 2 and 4

- **Tuesday:** Bring cameras and other equipment to class. You will have class time to start shooting your Word on the Street POS reports. These reports are due next Tuesday, Feb. 9

- **Scripting TV stories Preview writing television news Chapters 6 and 7**
  - Review web posting on differences between broadcast and print writing

- **Homework for Thursday, Feb. 4:**
  - Read Chapter 6, “Storytelling and Writing for Broadcast” and Chapter 7, “Writing in Broadcast Style”
  - For Chapter 6: See Writing Assignment No. 1 on p. 181-- Write a 30 second TV reader in split page format (type and double space)—see example posted on website
  - For Chapter 7, complete rewrite exercise (handout)—use space available to rewrite to conform with the broadcast writing style
  - Keep working on POS interviews and Stand Ups. In each team, try to have at least one of these reports completely shot by Thursday so we can edit that one during class on Thursday in the Comm Media Lab

- **Thursday:** We are going to meet at the Comm Digital Lab for additional training
• **Homework for Tuesday, Feb 9:** Write and produce individual Word on the Street/Cougar Comments POS reports. Post story on your YouTube channel and turn in proper TV split-page script. Class meets Tuesday in Digital Lab.

**Week 5—February 9 and 11**
- **Tuesday Class:** POS Reports due: we’ll meet in Media Lab to view these
- Start to discuss next report: Q&A Interview—due Tuesday, Feb. 23
- View Q&A examples from Spring 2009 (Media Lab Tuesday)
- Editing in the cutaway shot (Media Lab Tuesday)
- **Homework for Tuesday, Feb. 16:** Read Chapter 4, “Public Records” and briefly define the 25 terms on page 115. Also be ready to discuss your Q&A interview.
- **Thursday’s Class:**
  - Return POS scripts and other recent homework
  - More details on Q&A report
  - Shooting cutaways and reverse questions
  - View “Broadcast News” movie excerpt about unethical cutaway shot
  - Chapter 4, “Public Records” PowerPoint

**Week 6—February 16 and 18**
- **Tuesday’s Class:**
  - Collect Chapter 4 homework
  - Look at class You Tube channel---changing story icons and viewing “Insight” feature; linking reports to Facebook
  - Go over Q&A report topics—assignment due next Tuesday
  - Look at C of C’s Procurement Services online as an example of how stories can uncovered via public agency online sources
- **Thursday’s Class:**
  - Study Guide is posted—go over what midterm exam will cover and also the two parts to be done before the test: Script Writing and Libel Analysis
  - Do some practice leads and more rewriting to broadcast style—rewrite to broadcast style handout (from Comm 240 book) and VO timed writing—West Ashley shooting
  - Q&A Reports due Tuesday—we will meet in Comm Digital Lab

**Week 7—February 23 and 25**
- **Tuesday, Feb. 23—Q&A Interview Reports due today**
- Midterm Exam preparations—libel analysis paper, writing exercises and more
- **Next Thursday, March 4—Midterm Exam—go over posted study guide**
- Go over Libel Analysis paper that is part of the midterm exam
- Also go over script writing part of midterm exam

**Week 8—March 2 and 4**
- Continue Midterm Exam Preparations
- Also start to discuss live reports—first one will be Thursday, March 18
• Homework for Tuesday, March 16—Read Chapter 12, “Presentation and Voice” and complete the handout

Week 9—Spring Break—no classes this week

Week 10—March 16 and 18
• Return Midterm Exams
• Discuss Live Reporting
• Thursday, March 18—Class meets at Special Collections, Addlestone Library, 3rd floor for tour and briefing by Special Collections head Marie Ferrara
• After our briefing we will go to the library’s first floor to view Casablanca edit system which is available to you for editing
• Start to discuss Montage assignment—due Tuesday, April 6

Week 11—March 23 and 25
• Tuesday, March 23-- Live Report I at library’s Special Collections-- be sure to bring your mini-dv tape—we may view reports after each one is shot
• More on Montage report due April 6
• Thursday—view Live Report I and discuss second live report
• Plan is to do it on Cistern Yard renovations. If that changes I’ll let you know before Tuesday’s class
• Homework for Tuesday, March 30—Come up with three or more ideas for your “Sights and Sounds” montage video due April 6. Type, briefly, what the event/subject is, what the video possibilities are, where your stand up open and close will be shot and what music you may use with it or if you’ll use the natural sound from the event.

Week 12—March 30 and April 1
• Tuesday—“Sights and Sounds” montage topics homework due today
• Producing and writing newscasts—will shoot first one during class April 8
• Tuesday, March 30—Live Report II briefing (Tentative: Cistern Yard renovations)
• Start to discuss Newscast I and Issue/Controversy News Package
• Thursday, April 1—shoot Live Report II—location The Cistern Yard—bring personal tapes

Week 13—April 6 and 8
• Tuesday, April 6—Meet at Comm Lab: Montage reports due today—script and YouTube posting
• Thursday, April 8--Newscast I—shoot during class in Comm Lab—bring personal tapes

Week 14—April 13 and 15
• Tuesday:
  o View Newscast I
“Anatomy of a TV News Package” presentation.

- Issue/Controversy packages are due Tuesday, April 13

**Thursday, April 15:** Issue/Controversy packages due

- Start to discuss feature and human interest packages

**Week 15—April 20 and 22** (Last week of classes—all classes end Monday, April 26)

- Finding, planning and producing Feature/Human Interest packages—this report will be due during our exam period on Thursday, April 29. Also due (posted on You Tube) will be your TV Reporting Resume/Audition “tape”

- **Newscast II**—shoot during class Thursday, April 22

**Final Exam Period—Thursday, April 29, 3-5 p.m.**

- Come to the Admissions to view packages and turn in the equipment
- Final Reports due—Human interest feature and your Resume/Audition Tape (both posted on your You Tube channel)
- All equipment must be returned at 3 p.m. on this date whether your reports are completed or not!

**Friday, May 7, Noon— Final Grades due on Cougar Trail

**Tuesday, May 11, 8 a.m.—Students can view final grades on Cougar Trail**

**KEY ASSIGNMENT DATES (subject to change)**

- **Tuesday, Feb. 9**—Individual POS Reports due
- **Tuesday, Feb. 23**—Individual Q&A Interviews due
- **Thursday, March 4**—Midterm Exam
- **Thursday, March 18**—Live Report I during class
- **Thursday, March 25**—Live Report II during class
- **Thursday, April 1**—Individual Montage assignments due
- **Tuesday, April 6**—“Sights and Sounds” Montage due
- **Thursday, April 8**—Newscast I during class (Media Lab)
- **Thursday, April 15**—Issue/controversy packages due
- **Thursday, April 22**—Newscast II during class
- **Thursday, April 29**—Final Exam Period (3p.m.): Meet in Admissions Auditorium, Robert Scott Small Building. **Human Interest Feature packages and resume “tapes” are due during our exam period.** All equipment must be returned. We will go through equipment check-out lists so make sure everything is brought.