TELEVISION NEWS REPORTING
COMM 340-001 SPRING 2009 (091) T/R 3:05-4:20
EDUCATION CENTER, ROOM 110

Instructor: Patrick Harwood, Department of Communication
Office: R.S. Small Library, Room 203 (I also have a box at the Communication Department main office at 9 College Way—first floor)
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Office Hours: 10:45-11:45 on MWF. I teach at the North Campus on Tuesdays and Thursdays. Contact me there by my cell phone or e-mail
Phone: 953-2122 (office); 224-3112 (cell) Communication Dept. Fax: 953-7037
E-mail: harwoop@cofc.edu (Please note that I do not accept work by e-mail)
Course Website: www.cofc.edu/~harwoop (from this page go to TV News Reporting)

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.


Supplies:
➢ 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
➢ Recordable DVDs (DVD-RW format is recommended) may be needed
➢ 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, if you don’t have one already. 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 ideas and examples: www.youtube.com/harwoop. 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 You Tube channel similar to this one: http://www.youtube.com/group/cofctv
**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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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
<td>3.67</td>
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<tr>
<td>B+</td>
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<td>B</td>
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<td>B-</td>
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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 and not the computer!

Final Grade Determination:

- Reporting Projects 25 percent
- Live Reports and Newscasts 25 percent
- Midterm Exam 25 percent
- Homework, quizzes, participation, attendance 25 percent

100 percent

Weekly Class Schedule starts on next page
CLASS SCHEDULE (subject to change—see next part)

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.

Weekly Schedule (again—subject to change)

Week 1—January 13 and 15  (Jan. 16 is last day of Drop/Add)
- Course introduction
- Journalistic ethics and responsibilities/legal considerations (Chapter 11)
- View CNN’s Princell Hair speech on Future of News and News Ethics
- Homework due Thursday, Jan. 15: Read Chapter 11 and complete handout
- Preview Chapter 1, “All About News”
- Homework for Tuesday, Jan. 20: read Chapter 1, “All About News”
  - Define the Key Concept Terms on Page 25
  - Review “Characteristics of a Good Reporter” on Page 20
    - 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 20 and 22
- Tuesday (tentative): Alison Mays, CTV GM, visits class to talk about CTV opportunities
- News, news sources and the TV newsroom (Chapters 1-3)
- Camera operations
- Homework for Thursday, Jan. 22:
  - Read Chapter 2, “The Television Newsroom”
  - Define Key Concept terms on Page 42
  - Write a paragraph or two about the two “Regarding Ethics” scenarios on Page 43
  - ALSO Read Chapter 3, “News Sources”
  - Define Key Concept terms on Page 75
  - And address the three “Regarding Ethics” scenarios on Page 76
- Thursday: Class meets in Robert Scott Small Building’s Admission Office auditorium for camera equipment distribution
- Homework for Tuesday, Jan. 27:
  - Read Chapter 7, “Shooting Video: Composing the Shot” and complete the handout AND Read Chapter 8, “Shooting Video: Deciding What to Shoot.” Complete Chapter 8 handout.
  - Bring equipment to class Tuesday
    - Each team will produce one video/music montage that will be due on Feb. 3

Week 3—January 27 and 29
- Tuesday:
  - Collect Ch. 7/8 Homework
  - Go to Communication Department Media Lab for editing training
• **Homework for Thursday, Jan. 29:**
  - Read Chapter 9, Editing, and complete handout (posted online—print and fill out please)
  - Also, set up your YouTube account and channel
• **Shooting TV stand ups/On-camera delivery tips/“Making Your Stand Ups Stand Out” web posting**
• **Class Thursday:**
  - Scripting TV stories
• **Homework for Tuesday, Feb. 3:** Team montages—each team produces one montage and then uploads onto one or more members YouTube channel. Suggestion: Shoot your video over the weekend and edit in the media lab on Monday. Include on each team members’ contributions to this project.

**Week 4—February 3 and 5**
- **Note:** Meet at Comm Media Lab, not classroom on Tuesday, Feb. 3
- **Tuesday, Feb. 3:** Team Montage due—will view in class
- **Discuss POS “Word on the Street” reports due Thursday, Feb. 12**
  - See web posting with details
  - See examples of this report
  - See sample TV scripts
- **Preview writing television news Chapters 5 and 6**
  - Review web posting on differences between broadcast and print writing
• **Homework for Thursday, Feb. 5:**
  - Read Chapter 5, “Storytelling and Writing for Broadcast” and Chapter 6, “Writing in Broadcast Style:
    - For Chapter 5: See Writing Assignment on p. 145—do part 1, A,B, and C. For C write a 30 second TV reader in split page format (type and double space)
    - For Chapter 6, complete rewrite exercise (handout)—use space available to rewrite to conform with the broadcast writing style
• **Homework for Tuesday, Feb. 10**
  - Write a 45 second TV split-page script from the handout given in class Thursday (Iowa State controversy).
  - Please note: On Tuesday, you will be allowed to shoot interviews and stand ups for your POS reports due Feb. 12. So bring your equipment ot class. We meet in ECTR 110 briefly, then you go out and shoot.

**Week 5—February 10 and 12**
- **Tuesday Class:** (bring equipment to class so you can shoot POS reports)
  - Meet in ECTR 110—turn in homework
  - Update on POS reports: They are due Thursday—Need a script also
  - I’ll be in Media Lab Wednesday afternoon 1-4(ish) to help with editing
  - Gather YouTube addresses that don’t have
  - Tips on naming YouTube videos and using description part effectively
  - Show YouTube Insight feature
  - Look at additional POS examples (on DVDs)
• Thursday, Feb. 12—POS reports due today—go to Media Lab to view them

Week 6—February 17 and 19 (Monday, Feb. 23 is last day to withdraw with a “W”)
• Tuesday’s Class:
  o Return graded POS reports
  o Look at class You Tube channel---changing story icons and viewing “Insight” feature
  o View “Broadcast News” movie excerpt about unethical cutaway shot
  o Midterm Exam is Thursday, Feb. 26—study guide posted Thursday
• Homework for Thursday, Feb. 19: Read Chapter 4, “Public Records” and briefly define the 25 terms on page 107
• Thursday’s Class:
  o Important Note: Class meets at library in the student computer area to go over the Casablanca edit system
  o Study Guide is posted—go over what Exam will cover and also the two parts to be done before the test: Script Writing and Libel Analysis

Week 7—February 24 and 26
• Tuesday’s Class:
  o Do some practice leads and more rewriting to broadcast style
• Discuss shooting and editing news footage or “b-roll”
• Midterm Exam preparations—libel analysis paper, writing exercises and more
• Thursday, Feb. 26—Midterm Exam
• Homework for Tuesday, March 10—Read Chapter 10, “Voice and Delivery” and complete the handout

Week 8—March 3 and 5 Spring Break—no classes this week

Week 9—March 10 and 12
• Return midterm exams
• Delivery, live reporting and anchoring (Chapter 10)
• Discuss “live” report assignments. Will do first one Thursday, March 19
• Homework due Thursday, March 12:
  o Read Chapter 10, “Presentation and Voice”
  o Complete Ch. 10 homework (posted on website)
• Thursday’s Class: Guest Speaker—Erin O’Dea, Internship Coordinator, C of C Career Center (Your live report next week will be based on her strategies and tips to be better prepared for today’s tough job market. Be prepared to take notes, bring audio recorders and video cameras if you like)

Week 10—March 17 and 19
• More on Live Reporting and Q&A assignment
• Shoot Live Report I on Thursday, March 19—meet in lobby outside the Career Center office on the second floor of the Lightsey Center.
Week 11—March 24 and 26
- Meet at Media Lab Tuesday to view Live Report I during class Tuesday
- Practice Live Report Tuesday—Sleep Expert story
- We will shoot Live Report II on Tuesday, March 31
- Homework for Thursday, March 26: Arrange your Q&A interview
  - Identify a quality, newsworthy guest
  - Arrange date, time and location to shoot interview
- Q&A Report due Thursday, April 2

Week 12—March 31 and April 2
- Tuesday: Shoot Live Report II during class—April Fool’s Day Origins
- Thursday: View Live Report II during class
- Thursday: Q&A Interviews are due Thursday, April 2

Week 13—April 7 and 9
- Thursday: “Anatomy of a TV News Package” presentation. Issue/Controversy packages are due Tuesday, April 14
- Producing and writing newscasts—will shoot first one during class Tuesday, April 14

Week 14—April 14 and 16
- Tuesday, April 14: Shoot Newscast I during class
- Thursday, April 16: Issue/controversy packages due
- Feature and human interest packages

Week 15—April 21 and 23 (last week of classes)
- Thursday, April 23—Shoot Newscast II during class

Final Exam Period—Saturday, May 2, 7:30 p.m.
- Come to the Media Lab to view packages and turn in the equipment
- Final Reports due—Human interest feature
- All equipment must be returned at 7:30 on this date whether your reports are completed or not!

**Final Grades can be viewed by students on Cougar Trail on Tuesday, May 12**

KEY ASSIGNMENT DATES (subject to change)
- Tuesday, Feb. 3—Team Music/Video Montage Due
- Thursday, Feb. 12—Individual POS due
- Thursday, Feb. 26—Midterm Exam
- SPRING BREAK—MARCH 3-8
- Thursday, March 19—Live Report I during class
- Tuesday, March 31—Live Report II during class
- Thursday, April 2— Individual Q&A reports due
- Tuesday, April 14— Newscast I during class
• Thursday, April 16—Issue/controversy packages due
• Thursday, April 23—Newscast II during class
• Saturday, May 2—Final Exam Period (7:30 p.m.): Human Interest Feature packages due during our exam period—meet in Media Lab.—all equipment due at this time and day also

NOTE: In this class, you have the potential to start to put together a professional television resume or audition tape used to apply for jobs in this field whether as a reporter, anchor, producer, editor or videographer. So keep this in mind and be sure to save all the things you do and shoot in this class that might be useful for such a tape: scripts, video, stand ups, live reports, packages, etc.