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2021

JOUR 3120: Reporting (Syllabus)

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Reporting

JOUR 3120-001

Tuesday/Thursday 11:20 a.m.-12:45 p.m., MJ 202 and 206

FORMAT: Hybrid/LLB

Spring 2021

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COURSE REQUIREMENTS

Catalog description

Writing and reporting news and news feature stories using both traditional and new media techniques with an emphasis on developing sources and advanced skills for digital reporting.

Prerequisites

JRSM 2121

Textbooks, Software and Required Materials

- "Journalism Next" by Mark Briggs. Fourth edition. ISBN: 978-1544309446
- "The Associated Press Stylebook 2020" ISBN: Students should have this book from 2121. Earlier editions (2017-2019) are acceptable.
- A smart phone and access to a laptop or a desktop computer. Students cannot rely on using university computer labs. Journalists today need to be in constant contact with the Internet and social media, so make sure you have the devices to make that happen.
- A camera or smart phone for taking digital photographs.
- A clip-on Lavalier microphone for recording interviews for video and audio.
- The New York Times. Digital subscription available to students. [Click here for access.](#)
- The Commercial Appeal. Digital access available through University of Memphis McWhorter Library. [Click here for access.](#)

Classroom format

Reporting 3120 develops the skills learned in media writing with increased emphasis on expert sources and alternative story telling. Reporters today need to work in different ways on multiple platforms, so this class integrates reporting and writing with photography, multi-media, social media and headline writing to accommodate both traditional and digital deliveries.

For 3120, students will create and maintain news blogs on a subject of their choice. All assignments for the semester will focus on individual news blogs, which will be built on students' journalism portfolios.

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 course list available to you, click on the link for JOUR 3120-002 to enter your course and read the instructions on the welcoming page.

Course Requirements

- Assignments will be completed both in and outside the classroom, so attendance and participation in class are vital. Class time is also valuable for discussions about news and upcoming assignments, so please be on time. Students who arrive more than 15 minutes late will be counted as absent.
- Here's how attendance works: I'm not interested in hearing excuses. You get **three free passes** during the semester. After you cash in the passes, missed classes are reflected in your final grade. **For example, if you miss one additional class, your final grade drops a letter grade. If you miss two more classes, your grade drops again. So, if you miss six classes, your final grade drops two letters.**
- Be sure to join our class Facebook page because if you miss a class, it is your responsibility to find out what is due. Do not count on me to answer texts, emails or Facebook posts about missed work. Consult a classmate, our Facebook page or eCourseware instead.
- If you are unsure about deadlines, check the eCourseware drop box dates. Do not rely on assignment dates printed on the syllabus.
- There are no exams in reporting, but quizzes may be given on assigned readings, classroom discussions, current events, and AP style.
- In addition to written and multi-media assignments, students update online portfolios built in JRSM 3900 to showcase their work and to facilitate internship placement. Portfolios include clips, design work, resumes and social media contacts.
- You must stay informed about the news and about newsmakers. It is impossible to be a good reporter unless you are informed about local, national and international news, as well as the media industry. Throughout the semester, we will focus on specific news sites, such as The New York Times, The Daily Memphian, The Commercial Appeal, CNN, NPR, Axios.com and so forth.
- Students who need additional help with writing mechanics will be required to attend mandatory sessions at the university's Writing Center.
- All assignments must be filed to the eCourseware drop box by midnight (11:59 p.m.) on the day they are due. **Late assignments will NOT be accepted. Do not send late assignments to instructor's email.** It is extremely important that you recognize the importance of deadlines in news and learn to file assignments on time.
- All assignments must be written in third person in a structure that confirms to standard media writing guidelines. Assignments will be graded on content, sources, writing, story structure, word count, grammar, punctuation and AP style. **One point may be deducted from story grades for every mistake in AP style, spelling, punctuation and grammar, so edit your work carefully.**
- **Additionally, 10 points will be deducted for factual errors, such as misspelled names and incorrect dates. Get your facts straight!**
- Rewrites that do not include the additional reporting discussed in editing notes will receive lower grades than the original stories.

- Reporters may publish class stories in the Daily Helmsman, but only **AFTER** they are graded and rewritten for class.
- Additionally, all assignments must conform to these specifications: Stories must be filed in a word document, double-spaced with indented paragraphs, 11 point Verdana type. All documents must be identified with a date, a byline and a headline. **If assignments don't meet these specifications, they will not be graded, and students will receive a zero.**
- And finally, assignments for 3120 may involve several components, such as a written story and a photo slideshow. You must complete all parts of the assignment to receive a grade. **Instructors do not grade incomplete assignments, and students receive a zero for incomplete work.**
- **TECHNICAL SUPPORT:** Computers and network access can be finicky. However, tech problems are not an acceptable reason for missing deadlines. As a University of Memphis student, you are entitled to help from the IT helpdesk. It is in your best interests to call as soon as you are aware of the problem. There are two ways to access the University of Memphis IT helpdesk: call 901-678-8888, or log in to the website (umhelpdesk.memphis.edu) to open a service ticket.

Grading

Class assignments: 80 percent (includes online portfolio)

Quizzes, homework, and in-class work: 20 percent

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

More specific reporting and writing goals for this class include:

- Writing with ease, accuracy, and speed
- Developing sources
- Developing storytelling skills with words and photographs
- Polishing writing mechanics and AP style
- Reporting with social media
- Writing for digital media (headlines, captions, hyperlinks)
- Publishing stories in print and/or online
- Building professional online portfolios and media literacy

COURSE SCHEDULE

A flexible syllabus is necessary to respond to news events as they occur in real time. Deadlines for assignments may change, so check due dates regularly in the eCourseware drop box.

Class format: 3120 is a hybrid lecture/lab class. During designated class times, students will participate in Zoom lectures Thursdays and work remotely at home Tuesdays. During Tuesday lab times, instructors will be available for help by Zoom, email or phone. The computer labs in Meeman noted above may be available for student use later in the semester.

Week 1, Jan. 19, 21: Course introduction

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapter 1: Briggs

Week 2, Jan. 26, 28: Blogging, sources and story ideas

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapter 2: Briggs

Assignment one due Feb. 28.

Week 3, Feb. 2, 4: Review: Story structure, nut graphs, leads, setting up direct quotes

Zoom lecture: Tuesday @ 11:20 a.m.

Briggs quiz one due Feb. 4.

Week 4, Feb. 9, 11: Rewriting, headlines and hyperlinks

Labor Day. Sept 7. School holiday.

Zoom lecture: Tuesday @ 11:20 a.m.

Assignment two due Feb. 11.

Week 5, Feb. 16, 18: Crowd collaboration and going mobile

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapter 3 and chapter 4: Briggs

Briggs quiz two due Feb. 18.

Week 6, Feb. 23, 25: Crowd collaboration and going mobile

Zoom lecture: Tuesday @ 11:20 a.m.

Assignment three due Feb. 25.

Week 7, March 2, 4: Storytelling with photographs and video

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapter 5 and 6: Briggs

Updated blogs due March 4. (Assignments one through three)

Week 8, March 9, 11: Storytelling with photographs and video

Wellness Days: March 8 and 9

Assignment four due March 11.

Week 9, March 16, 18: Audio journalism

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapter 7: Briggs

Briggs quiz three due March 18.

Week 10, March 23, 25: Audio journalism

Zoom lecture: Tuesday @ 11:20 a.m.

Assignment five due March 25.

Week 11, March 30, April 1: Digital story formats

Zoom lecture: Tuesday @ 11:20 a.m.

Read chapters 8 and 9: Briggs

Briggs quiz four due April 1.

Week 12, April 6, 8: Digital story formats

Zoom lecture: Tuesday @ 11:20 a.m.

Wellness Days: April 8 and 9

Assignment six due April 8.

Week 13, April 13, 15: Portfolios

Zoom lecture: Tuesday @ 11:20 a.m.

Post portfolio link on class Facebook page for in-class critique April 15.

Week 14, April 20, 22: Portfolios

Zoom lecture: Tuesday @ 11:20 a.m.

Assignment seven due April 22.

Week 15, April 27: Last day of class

Zoom lecture: Tuesday @ 11:20 a.m.

Assignment eight and updated portfolios due Friday, April 30.

Study Days: April 28 and 29 Finals begin April 30.

ASSESSMENT AND OUTCOMES

Five Pillars in JOUR 3120

- *Critical Thinking:* Students work independently and as a team to develop story ideas and to target stories for publication. They write more complex stories, learning to organize multiple sources and research into both multimedia and traditional print formats.
- *Media Literacy:* Students stay informed about news and the media with social media, phone apps, and local and national newspapers available on campus. Media experts from print, broadcast, and online publications also guest lecture to share professional experiences and

opportunities with students.

- *Multimedia*: Although students write traditional news stories throughout the semester, they also learn alternative storytelling techniques using photography, video, smart phone apps, and social media. All assignments include a multimedia component to bring added value to written work.
- *Professionalism*: Students learn the skills required to work in media today by practicing more advanced applications of the basics: ethics, deadlines, information gathering, and writing news stories and features. Increasingly, work is evaluated on professional standards. Students learn how to pitch story ideas and how to publish stories in print and online.
- *Writing*: Students work on writing mechanics and AP style, but they write more complex stories, learning to integrate national sources, descriptive writing, and statistical data into their work. Students also are introduced to headline writing and caption writing.

Professional Values and Competencies in JOUR 3120

- Demonstrate an understanding of gender, race, ethnicity, sexual orientations and, as appropriate, other forms of diversity in domestic society in relation to mass communication.
- Demonstrate an understanding of professional ethical principles and work ethically 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 correctness.
- 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)

- Develop and improve writing and reporting skills
- Present more meaningful context in stories through various forms of research and reporting
- Learn the nuances of interviewing expert national sources;
- Give stories more meaningful context through various forms of research
- Balance views in stories to achieve fairness and accuracy
- Study alternative story-telling techniques
- Stay informed about local, national and world events
- Understand the role of media in maintaining a democratic form of government

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

- Write complex multi-sourced stories with the use of nationally recognized experts for targeted publications
- Improve grammar, punctuation, word usage, vocabulary and AP style knowledge
- Develop story ideas for print and multimedia
- Develop more confidence and expertise for interviewing sources
- Report and write stories using social media, such as Instagram, Facebook and Twitter
- Start to learn multimedia storytelling techniques using digital media, including

- photography and video
- Write headlines and photo captions for stories and photo packages
- Meet deadlines
- Understand importance of verification, attribution and accuracy in all completed projects
- Stay informed about local, national, and international news
- Stay informed about developments in the media industry

How assessment of student learning will be met

Awareness

- Develop awareness of news vocabulary through weekly quizzes.

Understanding

- Understand newsworthiness

Application

- Report and write stories about events and lectures
- Report and write trend stories and issue stories with both local and national sources
- Include relevant data in all stories
- Include photography and/or info graphics with all stories
- Include captions and headlines with all projects
- Develop detailed pitches for both written and multimedia stories
- Submit rewrites for all story projects
- Include captions and headlines with all projects
- Publish stories in campus and citywide publications
- Update professional portfolios with course work for end-of-the-semester grading

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

Students 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.

COVID-19 protocols for this course

COVID-19 Health and Safety Policy - Masks and Social Distancing

All students, faculty and staff will wear masks in all public spaces, including our classroom (lab) per the COVID-19 policy. The first time a student enters a classroom without wearing a face covering, the student will be asked to leave the class until they return a covering. Further violations will be referred to the Office of Student Accountability. Students who repeatedly or flagrantly violate these community expectations may be referred for discipline under the Student Code and, if appropriate, immediately removed from campus by the Dean of Students.

Student Health

Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should inform me by email so they can be excused from class and should stay home. Students should contact their health care provider or the Student Health Center at <https://www.memphis.edu/health/>.

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Student Accommodations

If and when we return to class, students seeking to remain remote for health or other serious reasons should discuss their options with me. Students with accessibility issues or with other learning accommodation needs due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (<https://www.memphis.edu/drs/index.php>)

Student Resources

Students who need additional resources can contact the Dean of Students Office at <https://www.memphis.edu/deanofstudents/crisis/index.php>.

Guidelines for classes, labs and equipment in Meeman Journalism Building in Spring 2021

- Anyone feeling sick should stay home and join class virtually.
- Social distance from all others at least 6 feet.
- Wear a mask at all times when in University buildings and on campus.
- Wash hands or use hand sanitizer regularly.
- No more than one person in the elevator at a time.
- Disinfect your workstation before and after use, including desks, keyboards, mice and screens. Wash your hands after cleaning.
- Have phone or Zoom meetings with professors and classmates. Do not meet face to face, if possible.