Office Hours:
Monday & Wednesday: 2:30pm-4:00pm
Tuesday & Thursday: 12:30pm-1:30pm
+ By appointment
If my door is closed please knock.
My virtual office is always open; just email me at Andrew.Tanielian@unt.edu. I will do my best to respond within 24 hours... except on weekends.

Course Description:
Students in this course learn to record audio and video for broadcast news stories utilizing specialized tools necessary including digital video cameras and non-linear editing systems. Students learn how to use the various types of equipment in the field and in the studio while producing news stories for Denton Community Television (DCTV).

Course Objectives
Students who complete this course should be able to:
• Understand the fundamentals of visual storytelling
• Shoot and log digital videotape for TV and Web news stories
• Edit video news stories using Adobe Premiere Pro CC
• Think critically, creatively, and independently.
• Understand concepts and apply theories in the use and presentation of images and information
• Apply tools and technologies used in broadcast and web industries

Course Requirements:
Attendance –. Lectures, videos, and class discussions will contain vital information needed to do well on the exams. Missing 3 classes with unexcused absences (doctor’s note) will result in you being dropped from the class.

Required Text:

Required Editing On-Line Tutorial - Adobe Premiere Pro CC
http://search.yahoo.com/search?ei=utf8&fr=aaplw&p=adobe+premiere+pro+cc+tutorial
**Required Materials:**
***1- SDHC memory card, Class 6 or Class 10 - very important!***
***16 GB card - 1 hour, 32 GB card - 2 hours***
Cards must be formatted inside the camera and not used with other devices (other than transferring to the computer.
1- 8-GB computer flash drive

**Exams:**
There will be 1 exam (a mid-term). Each is worth 100 points. Exams will be based on text readings, handouts, class exercises, videos, and class lectures and discussions. Students are responsible for all text material, regardless of whether we review the text material in class or not.

**Missed Exams:**
You will be allowed to make up a missed exam only if you have a documented university excused absence. If you know in advance that you will miss an exam, you MUST contact me before the scheduled exam. Make-up exams will not contain the same questions and may contain only essay and short answer questions.

**Assignments:**
No late assignments will be accepted. No emailed assignments will be accepted.

**Extra Credit:** There is none.

**Grading:**
Students will be graded on their knowledge and understanding of the language of video storytelling, the quality of the video and audio recorded, the use of natural sound, editing techniques, meeting deadlines, AND improvement over the semester.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Videography/Editing</td>
<td>120</td>
<td>6 x 20</td>
</tr>
<tr>
<td>News Story Critiques</td>
<td>30</td>
<td>2 x 15</td>
</tr>
<tr>
<td>Broadcast Stories</td>
<td>525</td>
<td>7 x 75</td>
</tr>
<tr>
<td>Career Fair</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Mid-Term</td>
<td>100</td>
<td></td>
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<tr>
<td>Live shot</td>
<td>25</td>
<td></td>
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<tr>
<td>Demo Reel/station letters</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Final Project - News PKG</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1025</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Grading Scale:**
1,000 - 900 = A
899 - 800 = B
799 - 700 = C
699 - 600 = D
599 - Below = F

**First Class Day Attendance:**
Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.

**Cell phone policy:**
Turn off cell phones and all other electronic devices before class starts.
**Clothing/Appearance:**
You are learning how professional journalists work. Dressing and acting appropriately are an important part of being professional and believable. Since you may be sent out to cover stories, you must wear appropriate clothing. Men must wear a shirt with a collar, nice jeans, slacks or shorts. Women must wear a shirt or blouse with sleeves (no low cut or sleeveless tops), long pants or a skirt or dress that is not short or revealing.

**Lab Rules:**
No food or drink is permitted in the lab at any time. You may not upload video and audio gathered for this course to the Web without permission of the instructors. Failure to get permission will result in a failing grade for the course. You may not be on the Internet during lectures and demonstrations. You may not use the Internet to check your personal e-mail during class time.

**Equipment Usage:**
TV field equipment for this class will be checked out from the Equipment Room in GAB 111 Lab. You must pass the camera check and the recorder check before you will be allowed to check out equipment.

Editing will be done on the computers in the GAB 101 Lab. Students may also use 2 PC's in the Mac Lab (GAB 305) if GAB 101 isn’t open. All shooting will be done on the cameras checked out from the Equipment Room in GAB 111. You **may not use** your own equipment or equipment belonging to anyone else. The use of equipment not designated for this class will result in a zero for the project you are working on.

I must approve overnight checkouts before the checkout. Failure to return equipment on time will result in the loss of use of the equipment for a designated time period. For additional information please refer to the Equipment Policy Handout below.

**WEB POSTING:**
You may **not** upload video and audio gathered for this course to any online site without permission from the instructor. Failure to get permission will result in a failing grade for this course.

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**Mayborn School of Journalism**

**Equipment Checkout Rules**

- You must present your Student ID card to work in the labs or checkout equipment.
  - Still Cameras are limited to 3 hours maximum
  - Audio Recorders are limited to 3 hours maximum
  - Video Cameras are limited to 3 hours maximum

**Overnight Requests**
Approval based on need and time of assignment. Email to professor required 24 hours prior to request. Email must include:
  - Student’s Name
  - Course Number
  - Equipment Needed
  - Date needed - include return date
  - Reason for request

The professor will reply with their approval and email the lab assistant. You must bring a printed copy of the approved overnight request with you to check out the equipment.
Late Equipment Returns and Abuse Policy
Late return of equipment and/or other violation of procedures relative to the use of the equipment (including unauthorized checkout) may affect your final course grade (point deductions determined by your instructor). Offenders will receive stronger penalties and will be denied the use of equipment and/or facilities based on the following schedule:

1st Infraction: 1-week loss of equipment/facility use.
2nd Infraction: 3-week loss of equipment/facility use.
3rd Infraction: Loss of all equipment/facility use privileges for the remainder of the semester in all Journalism classes.

From the Gold Card
The student agrees to retain sole possession of equipment checked out and not to lend or give the equipment to any other person for any reason. The student is responsible for returning the equipment by the date and time specified.

The student is responsible for any loss or damage to the equipment during the time the equipment is checked out in his/her name, whether or not such damage is caused by the student. Any equipment not returned within two weeks from the date checked out will be considered lost.

Damaged equipment will be repaired at the student’s expense. If the equipment is lost or cannot be repaired, the student will be responsible for replacing the equipment at current market price. In addition, the student will receive an incomplete in the course until the issue is resolved.

*****I agree to comply with the above requirements and all other Journalism requirements concerning equipment checkout and use. I assume full responsibility for any loss or damage to the equipment while it is checked out in my name.

SPRING 2017 Lab Hours of Operation

101 Lab Hours
    Mon- Thurs. 6pm - 10 pm
    Fri 9 am - 5 pm
    Sat Noon - 4pm
    Sun 2 pm - 6 pm

305 Mac Lab Hours
    Mon - Thurs. 9 am - 10 pm
    Fri 9am - 5 pm
    Sat Noon - 4pm
    Sun 2 pm - 6 pm

111 Equipment Checkout Hours
    Mon - Thurs 9 am - 10 pm
    Fri 9 am - 5 pm
    Sat Noon - 4 pm
    Sun 2 pm - 6 pm

Chuck Weatherall
Media Technology Manager
Office 111 Phone 940-565-3580
Safety:
Covering the news can be a dangerous job. Be very aware of your surroundings. Take precautions when working at night. Do not work alone if possible and be alert at all times.

MSOJ Syllabus Statements
JOURNALISM REQUIREMENTS & GUIDELINES

(Statement for JOUR 1210, 2000, 2300 and 2310 syllabi only)
For journalism majors, not minors: This is a foundational (formerly called pre-major) class. Once you have completed all foundational requirements you will have access to upper-level journalism courses after visiting the Office of Student Advising. If you have questions about what your foundational requirements are, please see an advisor.

(Statements for all JOUR courses)

JOURNALISM COURSE REGISTRATION

• Registration will begin on the dates noted in the schedule of classes each semester. The system is a live, first come/first serve program.

• By registering for this course, you are stating that you have taken the required prerequisites according to your catalog year and major/minor status. If the instructor later determines that you haven’t taken and passed these requirements, then you may be dropped at any point in the semester. If you have questions about your prerequisites, please see an advisor.

• A journalism major enrolled in any restricted 3000 and 4000 level classes must have taken and passed the GSP test, all foundational courses, and Math 1680/1681. Students must earn and maintain a 2.5 UNT and/or overall GPA (depending upon catalog year) to be eligible for major-level courses.

RE-TAKING FAILED JOURNALISM CLASSES
Students will not be allowed to automatically take a failed journalism course more than two times. Once you have failed a journalism course twice, you will not be allowed to enroll in that course for one calendar year after the date you received the second failing grade. Once a student has waited one calendar year after failing a course twice, the student may submit a written appeal to the director to be approved to enroll a third time. Students will not be allowed to re-take a failed journalism course more than three times.

TEXTBOOK POLICY
The Mayborn School of Journalism doesn’t require students to purchase textbooks from the University Bookstore. Many are available through other bookstores or online.

FIRST CLASS DAY ATTENDANCE
Journalism instructors reserve the right to drop any student who does not attend the first class day of the semester.
OFFICE HOURS

I’ll be in my office
Monday & Wednesday: 11:00am-1:00pm
Tuesday & Thursday: 12:30pm-1:00pm

Other office hours are available by appointment. My virtual office is always open; just email me, and I promise to respond within 24 hours, except on weekends.

ATTENDANCE

One absence in the course is the limit without penalty toward your final grade, unless you have communicated with me from the beginning about an extraordinary problem. Coming to class late or leaving early may constitute an absence for that day. This is a seminar course, and it requires your attendance and participation each class meeting.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS (SAP) UNDERGRADUATES

A student must maintain Satisfactory Academic Progress (SAP) to continue to receive financial aid. Students must maintain a minimum 2.0 cumulative GPA in addition to successfully completing a required number of credit hours based on total registered hours per semester. Students cannot exceed attempted credit hours above 150% of their required degree plan. If a student does not maintain the required standards, the student may lose financial aid eligibility.

If at any point you consider dropping this or any other course, please be advised that the decision to do so has the potential to affect your current and future financial aid eligibility. Please visit http://financial.aid.unt.edu/satisfactory-academic-progress-requirements for more information about financial aid Satisfactory Academic Progress. It may be wise for you to schedule a meeting with your MSOJ academic advisor or visit the Student Financial Aid and Scholarships office to discuss dropping a course before doing so.

ACADEMIC ADVISING

All first-time-in-college students at UNT are required to schedule an appointment with their Academic Advisor and receive an advising code to register for classes both fall and spring semesters of the first year in college. ALL students should meet with their Academic Advisor at least one time per long semester (Fall & Spring). It is important to update your degree plan on a regular basis to ensure that you are on track for a timely graduation.

- It is imperative that students have paid for all enrolled classes. Please check your online schedule daily through late registration to ensure you have not been dropped for non-payment of any amount. Students unknowingly have been dropped from classes for various reasons such as financial aid, schedule change fees, parking fees, etc. MSOJ will not be able to reinstate students for any reason after late registration, regardless of situation. It is the student’s responsibility to ensure all payments have been made.
IMPORTANT DATES FOR SPRING 2017

January 16, 2017  MLK Day (university closed)
January 13–20, 2017 Student-requested schedule changes may be made during add/drop.
January 17, 2017  First class day
January 20, 2017  Last day for change of schedule other than a drop. (Last day to add a class.)
January 31 – April 4, 2017  Student may drop a course with written consent of instructor.
February 24, 2017  Last day for change in pass/no pass status.
February 24, 2017  Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
February 25 – April 21, 2017  Instructors may drop students with a grade of WF for nonattendance.
March 13-19, 2017  Spring break (no classes)
April 17, 2017  Beginning this date a student who qualifies may request a grade of I, incomplete. (See "Grading system" in the Academics section of this catalog.)
April 21, 2017  Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.
May 3–4, 2017  Pre-finals days
May 4, 2017  Last class day
May 5, 2017  Reading day (no classes)
May 6–12, 2017  Final examinations
May 12, 2017  End of term
May 12–13, 2017  Graduation ceremonies

ACADEMIC ORGANIZATIONAL STRUCTURE
Understanding the academic organizational structure and appropriate Chain of Command is important when resolving class-related or advising issues. When you need problems resolved, please follow the step outlined below:

Individual Faculty Member/Advisor

Director, Mayborn School of Journalism

Dean, Mayborn School of Journalism

OFFICE OF DISABILITY ACCOMMODATIONS
The University of North Texas and the Mayborn School of Journalism make reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation
for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

COURSE SAFETY STATEMENTS
Students in the Mayborn School of Journalism are urged to use proper safety procedures and guidelines. While working in laboratory sessions, students are expected and required to identify and use property safety guidelines in all activities requiring lifting, climbing, walking on slippery surfaces, using equipment and tools, handling chemical solutions and hot and cold products. Students should be aware that the University of North Texas is not liable for injuries incurred while students are participating in class activities. All students are encouraged to secure adequate insurance coverage in the event of accidental injury. Students who do not have insurance coverage should consider obtaining Student Health Insurance for this insurance program. Brochures for this insurance are available in the UNT Health and Wellness Center on campus. Students who are injured during class activities may seek medical attention at the UNT Health and Wellness Center at rates that are reduced compared to other medical facilities. If you have an insurance plan other than Student Health Insurance at UNT, please be sure that your plan covers treatment at this facility. If you choose not to go to the UNT Health and Wellness Center, you may be transported to an emergency room at a local hospital. You are responsible for expenses incurred there.

ACADEMIC DISHONESTY
Academic dishonesty includes, but is not limited to, the use of any unauthorized assistance in taking quizzes, tests, or exams; dependence upon the aid of sources beyond those authorized by the instructor, the acquisition of tests or other material belonging to a faculty member, dual submission of a paper or project, resubmission of a paper or project to a different class without express permission from the instructors, or any other act designed to give a student an unfair advantage. Plagiarism includes the paraphrase or direct quotation of published or unpublished works without full and clear acknowledgment of the author/source. Academic dishonesty will bring about disciplinary action which may include expulsion from the university. This is explained in the UNT Student Handbook. You will fail each every assignment academic dishonesty is found in.

Msoj Academic Integrity Policy
The codes of ethics from the Society of Professional Journalists, American Advertising Federation and Public Relations Society of America address truth and honesty. The Mayborn School of Journalism embraces these tenets and believes that academic dishonesty of any kind – including plagiarism and fabrication – is incongruent with all areas of journalism. The school’s policy aligns with UNT Policy 18.1.16 and requires reporting any act of academic dishonesty to the Office for Academic Integrity for investigation. If the student has a previous confirmed offense (whether the first offense was in the journalism school or another university department) and the student is found to have committed another offense, the department will request the additional sanction of removing the student from the Mayborn School of Journalism. The student may appeal to the Office for Academic Integrity, which ensures due process and allows the student to remain in class pending the appeal.

The Mayborn School of Journalism requires that students respect and maintain all university property. Students will be held accountable through disciplinary action for any intentional
damages they cause in classrooms. (e.g., writing on tables). Disruptive behavior is not tolerated (e.g., arriving late, leaving early, sleeping, talking on the phone, texting or game playing, making inappropriate comments, ringing cellular phones/beepers, dressing inappropriately).

**FINAL EXAM POLICY**

Final exams will be administered at the designated times during the final week of each long semester and during the specified day of each summer term. Please check the course calendar early in the semester to avoid any schedule conflicts.

**ACCESS TO INFORMATION**

As you know, your access point for business and academic services at UNT occurs within the my.unt.edu site [www.my.unt.edu](http://www.my.unt.edu). If you do not regularly check EagleConnect or link it to your favorite e-mail account, please do so, as this is where you learn about job and internship opportunities, MSOJ events, scholarships, and other important information. The website that explains Eagle Connect and how to forward your email: [http://eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

**COURSES IN A BOX**

Any MSOJ equivalent course from another university must receive prior approval from the MSOJ academic advisor to insure that all MSOJ degree plan requirements are met. For example, courses that are taken online or from a program that offers course material via CD, booklet, or other manner of correspondence must have prior advisor approval.

**IMPORTANT NOTICE FOR F-1 STUDENTS TAKING DISTANCE EDUCATION COURSES**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in multiple on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

**Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, students should contact the UNT International Advising Office (telephone 940-565-2195 or email [international@unt.edu](mailto:international@unt.edu)) to get clarification before the one-week deadline.**

**DROPPING AN ONLINE COURSE**

A student needing to drop an online course should send their instructor an email with their name, student ID#, reason for dropping a course, and date you are sending the email. This **must be done prior to the UNT deadline to drop a course**.

If approved, the instructor will contact the MSOJ Undergraduate Office in GAB 102 where you may obtain a signed drop form. **It is your responsibility to turn in the completed drop slip to the UNT Registrar’s office before the deadline to make sure you have been dropped from the course with a “W”.** If you are taking only online courses and your instructor approves the drop, please contact the MSOJ head advisor for instructions.
EMERGENCY NOTIFICATION & PROCEDURES
UNT uses a system called Eagle Alert to quickly notify you with critical information in an event of emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at www.my.unt.edu. Some helpful emergency preparedness actions include: 1) ensuring you know the evacuation routes and severe weather shelter areas, determining how you will contact family and friends if phones are temporarily unavailable, and identifying where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, your instructor will communicate with you through Blackboard regarding assignments, exams, field trips, and other items that may be impacted by the closure.

STUDENT PERCEPTIONS OF TEACHING (SPOT)
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The short SPOT survey will be made available Apr. 17 – May 4 to provide you with an opportunity to evaluate how this course is taught. For the fall 2016 semester you will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (noreply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.

Acceptable Student Behavior:
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu

SEXUAL DISCRIMINATION, HARRASSMENT, & ASSAULT
UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. The federal Title IX law makes it clear that violence and harassment based on sex and gender are Civil Rights offenses. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more.
UNT’s Dean of Students’ website offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs: http://deanofstudents.unt.edu/resources. Renee LeClaire McNamara is UNT’s Student Advocate and she can be reached through e-mail at SurvivorAdvocate@unt.edu or by calling the Dean of Students’ office at 940-565-2648. You are not alone. We are here to help.

**Statement of Student Learning Outcomes**

- Understand and apply the principles and laws of freedom of speech and press for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances
- Demonstrate an understanding of the history and role of professionals and institutions in shaping communications
- Demonstrate an understanding of diversity in domestic society in relation to mass communications
- Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society
- Understand concepts and apply theories in the use and presentation of images and information
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity
- Think critically, creatively and independently
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work
- 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 basic numerical and statistical concepts
- Apply tools and technologies appropriate for the communications professions in which they work