**JOUR 206: Reporting and Writing Practicum (Live Production)**

**1 Unit**

**Spring 2022 – Mondays**

**8:30-12:20 a.m./11 a.m.-2:50 p.m./2-5:50 p.m.**

**Section:** 21004R/21112R/21006R

**Location:** ANN 102

**Instructor: Crystal Goss**

**Office:** ANN 102

**Office Hours:** by appt.

**Contact Info:** crystamg@usc.edu, 562-228-9965

**Course Description**

Welcome to JOUR 206 Reporting and Writing Practicum (Live Production.) This course gives journalism majors hands-on experience in broadcast, radio, and digital news. During this weekly lab, students work four consecutive hours with Annenberg TV News, Annenberg Radio News and annenbergmedia.com, reporting, writing, and distributing stories assigned by student editors with guidance from experienced faculty and coaches. This course runs concurrently with JOUR 207 Reporting and Writing I and JOUR 307 Reporting and Writing II.

**Student Learning Outcomes**

* Identify elements that make a story newsworthy for different audiences
* Identify and use diverse sources in news stories
* Research and verify information for use in news stories on TV, radio and digital platforms including social media
* Write news briefs and stories for radio and TV on deadline and in accordance with professional industry standards under the guidance of student editors and faculty and in collaboration with other student reporters and editors
* Shoot photographs and video and record and edit audio and video for use in news stories on deadline and in accordance with professional industry standards
* Apply principles of ethics in real-life news situations

**Concurrent Enrollment:** JOUR 207 Reporting and Writing I or JOUR 307 Reporting and Writing II. ***\*All undergraduate journalism majors take two semesters of JOUR 206, one in Live Production and one in Community Reporting, concurrent with JOUR 207 and JOUR 307. These can be taken in either sequence.***

**Description and Assessment of Assignments**

This class is about hands-on learning. It is designed to give you practical experience in a newsroom. The work you do in your lab shifts will be broadcast on Annenberg TV News, Annenberg Radio News and Annenberg Media social media platforms. Class work will consist of on-the-job training and experience that mirrors the real world.

Throughout the semester, students will participate in mandatory newsroom training. Beginning in week three or four, students will act as general assignment reporters in an active newsroom.

**Student duties include:**

·   Generating story ideas for radio, TV and digital platforms including social media

·   Finding sources and conducting interviews

·   Shooting video and photos and gathering audio for use in news stories

·   Editing video, photos and audio for use in news stories

·   Writing news briefs

·   Writing for radio and TV broadcasts

Students will work under the guidance of student editors and with the support of faculty and coaches.

In order to receive credit for your lab shift, you will need to attend all of your shifts, complete all required trainings, spend the full four hours focusing your energy and attention on your assigned newsroom tasks and complete a shift handoff note before you leave. Please check in with your instructor and student editors before you leave your shift.

**Course Notes and Policies**

The practicum is credit/no-credit.

This semester, we will be back in person in the Media Center. Please continue to prioritize safety and safeguard the common good. Please arrive on time, aware of the day’s news and prepared to give your full attention to your newsroom duties. Please don’t schedule or conduct interviews or work on assignments for other classes during your lab shift.

The student-led news outlets that make up Annenberg Media are counting on you. If you must miss a shift because of documented illness or emergency, please let your instructor and student editors know via the newsroom Slack channel. You’ll need to make up the session within two weeks (religious holidays are exempt, as are some other limited circumstances.) If you miss any sessions at the beginning of the semester, please reach out to your instructor to make them up as soon as possible so you are up to speed on everything you will need to operate successfully in the newsroom. If you’re having difficulty fulfilling your shifts at any time or for any reason, please reach out to your instructor for support.

Learning how to become a good journalist means understanding and questioning your own biases and assumptions and considering the “fault lines” present in most stories. As a reporter, you will strive for a diverse range of sources and voices in your stories, and your instructors will help support those values.

This lab shift involves robust discussion about story ideas and peer review and editing. We are committed to a culture of respect at Annenberg Media. If you have concerns about interactions with student editors, reporters, or faculty, or want to express other concerns about the Media Center, you can use [this form](https://docs.google.com/forms/d/e/1FAIpQLSdVSf40mZVBzx6bItW5wI7Rh9wAt2q3eScvgTiskATBVXbyow/viewform) to provide anonymous feedback. It will be reviewed by the Director of the Media Center. If you prefer to raise issues to others at Annenberg who are NOT affiliated with the Media Center, you can fill out [this form](https://forms.gle/MXC6G9PzLaMpSE3y6).

**Required Readings, Equipment and Supplementary Materials**

  There are no required textbooks in this class, but please bookmark the following Media Center guides:

* [USC Annenberg Media Resources](http://resources.uscannenbergmedia.com/) — links to schedules, tools, guidelines, etc.
* [Legal Guide](https://docs.google.com/document/d/1OWxO6wOMCAAnFTkH7DZZ0trb2CRAi-MpPibX9iB7MZE/edit#heading=h.gjdgxs) — writing about crime, minors, courts. Using anonymous sources.
* [Guide to Thoughtful Language](https://docs.google.com/document/d/112Z4DJkLZQt6IyxXkCa719C8szWLQt9_DWqZ8F1Bo90/edit) — writing about age, disability, ethnicity, race, gender, sexuality. Cautions on using obscenities, profanities, vulgarities.
* [11 Style Rules to Know](https://docs.google.com/document/d/1cix7F2UwywksUld8kA9N_vv-h8yxo3OjAfuFswPKVR8/edit) Now: Review of AP style. Using Amy the Stylebot in Slack.
* [Media Center Ethics Guidelines](http://interactives.uscannenbergmedia.com/projects/about-annenberg-media/ethics.html) — a guide to practices and the workplace environment.
* [Resources and Links: Pitching and Researching Stories](https://docs.google.com/document/d/1xw8x4Pqn7YIiMyh9tXtXbwv9gUZUK_krj5scLFoPw8c/edit) — writing a solid pitch, working with polls, tips for fact checking and verification, USC contact and expert lists.

All USC students have access to the AP stylebook via the USC library. (<https://libproxy.usc.edu/login?url=http://www.apstylebook.com/usc_edu/>,) and you can also use Amy the Stylebot in the Annenberg Media Slack account for AP style questions.

Annenberg Media uses AP style in assignments, including when writing about race and ethnicity. The new [AP style guidelines](https://www.apstylebook.com/race-related-coverage) include capitalizing Black and deleting the hyphen in terms such as Asian American. Please consult the [Annenberg Media Guide to Equitable Reporting and Newsroom Style](https://docs.google.com/document/d/13FsmzFKjvS3KCn1PjG9FryVFzgZp1HmEuO22JyT-khY/edit) for more discussion on accurate and respectful language.

All undergraduate and graduate Annenberg majors and minors are required to have a PC or Apple laptop that can be used in Annenberg classes. Please refer to the [Annenberg Digital Lounge](http://www.annenbergdl.org/) for more information. To connect to USC’s Secure Wireless network, please visit USC’s [Information Technology Services](http://itservices.usc.edu/wireless/support/) website.

You should be able to complete all of your assignments for this course with a computer, smartphone and headphones.

Annenberg is committed to every student’s success. There are multiple resources available to assist students who are having issues with equipment or technology that limit their ability to participate fully in class. Please reach out to your instructor and/or advisor if this is the case. We can help connect you with resources.

**Grading Breakdown of Grade**

|  |  |
| --- | --- |
| **Assignment** | **% of Grade** |
|  Weekly handoff notes (15) | 90%  |
|  Participation  | 10%  |
| **TOTAL** | **100%** |

**Grading Standards**

This is a credit/no credit course. You will not receive a letter grade for this class, but will be assessed on your effort and output. The aim is to produce publishable work, which could help you if you are seeking a job in a newsroom or as a student manager with Annenberg Media in subsequent semesters. **You cannot pass this class without attending the lab sessions, completing all required trainings and doing the hands-on work during your lab sessions.**

***School of Journalism Grading Standards***

Our curriculum is structured to prepare students to be successful in a professional news organization with the highest standards. Students will be evaluated first on the accuracy, fairness and completeness of their stories. They will also be evaluated for a story’s writing style, editing or structure, layout or visual elements (when appropriate), newsworthiness and ability to meet deadlines. All stories should be written in AP style.

**“A” stories** are accurate, clear, comprehensive stories that are well written and require only minor copyediting (i.e., they would be aired or published). Video work must also be shot and edited creatively, be well paced and include good sound bites and natural sound that add flavor, color or emotion to the story.

**“B” stories** require more than minor editing and have a few style or spelling errors or one significant error of omission. For video, there may be minor flaws in the composition of some shots or in the editing. Good use of available sound bites is required.

**“C” stories** need considerable editing or rewriting and/or have many spelling, style or omission errors. Camera work and editing techniques in video stories are mediocre or unimaginative, but passable. Sound bites add little or no color - only information that could be better told in the reporter’s narration.

**“D” stories** require excessive rewriting, have numerous errors and should not have been submitted. Camera work is unsatisfactory or fails to show important elements.

**“F” stories** have failed to meet the major criteria of the assignment, are late, have numerous errors or both. Your copy should not contain any errors in spelling, style, grammar and facts. Any misspelled or mispronounced proper noun will result in an automatic “F” on that assignment. Any factual error will also result in an automatic “F” on the assignment. Accuracy is the first law of journalism. The following are some other circumstances that would warrant a grade of “F” and potential USC/Annenberg disciplinary action:

• Fabricating a story or making up quotes or information.

• Plagiarizing a script/article, part of a script/article or information from any source.

• Staging video or telling interview subjects what to say.

• Using video shot by someone else and presenting it as original work.

• Shooting video in one location and presenting it as another location.

• Using the camcorder to intentionally intimidate, provoke or incite a person or a group of people to elicit more “dramatic” video.

• Promising, paying or giving someone something in exchange for doing an interview either on or off camera.

**Add/Drop Dates for Session 001 (15 weeks: 1/10/2022 – 4/29/2022; Final Exam Period: 5/4-11/2022)**

**Link: https://classes.usc.edu/term-20221/calendar/**

**Last day to add:** Friday, January 28, 2022

**Last day to drop without a mark of "W" and receive a refund:** Friday, January 28, 2022

**Last day to change enrollment option to Pass/No Pass or Audit:** Friday, January 28, 2022 [All major and minor courses must be taken for a letter grade.]

**Last day to add/drop a Monday-only class without a mark of “W” and receive a refund or change to Audit:** Tuesday, February 1

**Last day to withdraw without a “W” on transcript or change pass/no pass to letter grade:** Friday, February 25, 2022 [Mark of “W” will still appear on student record and STARS report and tuition charges still apply.

\*Please drop any course by the end of week three for session 001 (or the 20 percent mark of the session in which the course is offered) to avoid tuition charges.]

**Last day to drop with a mark of "W":** Friday, April 8, 2022

**Course Schedule: A Weekly Breakdown**

Important: Students are required to attend all shifts beginning the first week of classes. Many workshops will be presented during your shift; some will require you to view a recorded presentation BEFORE you arrive.

***Week 1 – January 10***

Workshops, Newsroom training as advised.

***Week 2 – January 17***

Martin Luther King Jr. Day – no class.

***Week 3 –*** ***January 24***

Workshops, Newsroom training as advised.

***Week 4 –*** ***January 31***

Workshops, Newsroom training as advised.

***Week 5 – February 7***

Newsroom general assignment reporting as advised.

***Week 6 - February 14***

Newsroom general assignment reporting as advised.

***Week 7 –*** ***February 21***

Presidents’ Day – no class.

***Week 8 –*** ***February 28***

Newsroom general assignment reporting as advised.

***Week 9 – March 7***

Newsroom general assignment reporting as advised.

***March 13 - March 20***

Spring Recess – no class.

***Week 10 – March 21***

Newsroom general assignment reporting as advised.

***Week 11 – March 28***

Newsroom general assignment reporting as advised.

***Week 12 – April 4***

Newsroom general assignment reporting as advised.

***Week 13 – April 11***

Newsroom general assignment reporting as advised.

***Week 14 – April 18***

Newsroom general assignment reporting as advised.

***Week 15 – April 25***

Newsroom general assignment reporting as advised.

**Internships**

The value of professional internships as part of the overall educational experience of our students has long been recognized by the School of Journalism. Accordingly, while internships are not required for successful completion of this course, any student enrolled in this course that undertakes and completes an approved, non-paid internship during this semester shall earn academic extra credit herein of an amount equal to 1 percent of the total available semester points for this course. To receive instructor approval, a student must request an internship letter from the Annenberg Career Development Office and bring it to the instructor to sign by the end of the third week of classes. The student must submit the signed letter to the media organization, along with the evaluation form provided by the Career Development Office.  The form should be filled out by the intern supervisor and returned to the instructor at the end of the semester. No credit will be given if an evaluation form is not turned into the instructor by the last day of class. Note: The internship must by unpaid and can only be applied to one journalism or public relations class.

**Statement on Academic Conduct and Support Systems**

**a. Academic Conduct**

*Plagiarism*

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](https://policy.usc.edu/scampus-part-b/). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, [policy.usc.edu/scientific-misconduct](http://policy.usc.edu/scientific-misconduct).

*USC School of Journalism Policy on Academic Integrity*

The following is the USC Annenberg School of Journalism’s policy on academic integrity and repeated in the syllabus for every course in the school:

“Since its founding, the USC School of Journalism has maintained a commitment to the highest standards of ethical conduct and academic excellence.  Any student found plagiarizing, fabricating, cheating on examinations, and/or purchasing papers or other assignments faces sanctions ranging from an ‘F’ on the assignment to dismissal from the School of Journalism. All academic integrity violations will be reported to the office of Student Judicial Affairs & Community Standards (SJACS), as per university policy, as well as journalism school administrators.”

In addition, it is assumed that the work you submit for this course is work you have produced entirely by yourself, and has not been previously produced by you for submission in another course or Learning Lab, without approval of the instructor.

**b. Support Systems**

*Counseling and Mental Health - (213) 740-9355 – 24/7 on call*

[studenthealth.usc.edu/counseling](https://studenthealth.usc.edu/counseling/)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline - 1 (800) 273-8255 – 24/7 on call*

[suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org/)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention and Services (RSVP) - (213) 740-9355(WELL), press “0” after hours – 24/7 on call*

[studenthealth.usc.edu/sexual-assault](https://studenthealth.usc.edu/sexual-assault/)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*Office of Equity and Diversity (OED)- (213) 740-5086 | Title IX – (213) 821-8298*

[equity.usc.edu](https://equity.usc.edu/), [titleix.usc.edu](http://titleix.usc.edu)

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

*Reporting Incidents of Bias or Harassment - (213) 740-5086 or (213) 821-8298*

[usc-advocate.symplicity.com/care\_report](https://usc-advocate.symplicity.com/care_report/)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity |Title IX for appropriate investigation, supportive measures, and response.

*The Office of Student Accessibility Services - (213) 740-0776*

[osas.usc.edu/](https://osas.usc.edu/)

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Support and Advocacy - (213) 821-4710*

[uscsa.usc.edu](https://uscsa.usc.edu/)

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

*Diversity at USC - (213) 740-2101*

[diversity.usc.edu](https://diversity.usc.edu/)

Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

*USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/), [emergency.usc.edu](http://emergency.usc.edu/)

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call*

[dps.usc.edu](http://dps.usc.edu/)

Non-emergency assistance or information.

*Annenberg Student Success Fund*

<https://annenberg.usc.edu/current-students/resources/annenberg-scholarships-and-awards>

The Annenberg Student Success Fund is a donor-funded financial aid account available to USC Annenberg undergraduate and graduate students for non-tuition expenses related to extra- and co-curricular programs and opportunities.

**About Your Instructor:**

Crystal Goss is currently a news producer at KCRW, Southern California’s flagship NPR station. She previously worked as a writer and producer at KNBC in Los Angeles and was part of an Emmy-award-winning team working as a producer in Santa Barbara. Crystal is a Southern California native who earned her bachelor’s degree in Broadcast and Digital Journalism from USC. When she is not working, Crystal enjoys hiking, going on adventures with her dog, and keeping up to date with the Marvel Cinematic Universe.