



JOUR 206: Reporting and Writing Practicum (Community Reporting) 1 Unit

Spring 2022 – Tuesdays – 5:30-9:20 p.m.

Section: 21031R

Location: ANN 102

Instructor: Luke Harold

Office: Online

Office Hours: By appointment

Contact Info: lharold@usc.edu or cell phone: 323-394-9342

Pronouns: he/him/his

Course Description

Welcome to JOUR 206 Reporting and Writing Practicum (Community Reporting). This course gives journalism majors hands-on experience in writing digital news for publication on uscannenbergmedia.com. During this weekly lab, students work four consecutive hours for the USC and/or South Los Angeles desks of Annenberg Media, 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. The practicum is credit/no credit.

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 digital platforms and social media
- Write news briefs and stories 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
- Create content for digital and social platforms on deadline and in accordance with professional industry standards and in collaboration with other student reporters and editors
- 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 published on uscannenbergmedia.com and Annenberg Media social media platforms. Class work will consist of on-the-job training and experience that mirrors the real world.

At the start of 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. ***There will be additional trainings that students must complete throughout the semester in order to receive a passing grade for this class.***

Student responsibilities include:

- Generating story ideas

- Finding and maintaining source lists
- Conducting research and interviews
- Writing news briefs, social media posts and longer stories
- Writing handoff notes for other reporters and editors summarizing their progress on stories

Students will work under the guidance of student editors and with the support of faculty and coaches. Every week, you should arrive with your own story ideas. Instructors will discuss current stories and review the previous week's work.

In order to receive credit for your lab shift, you will need to attend all of your shifts, complete all trainings and 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 complete your shift.

Course Notes and Policies

The practicum is credit/no-credit.

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.

Accuracy is your number one priority. Your reputation as a journalist and the reputation of the news organization for which you work hangs in the balance. Is the information accurate, is the grammar correct, are the names spelled correctly? Have you properly identified the sources of your news item? Is the writing clear and concise?

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](#) 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](#).

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](#) — links to schedules, tools, guidelines, etc.
- [Ethics Guide – Annenberg Media \(uscannenbergmedia.com\)](#)

- [Annenberg Media Guide to Equitable Reporting and Newsroom Style](#) which covers Annenberg Media’s standards and best practices for writing and reporting in a respectful and conscious way.
- [11 Style Rules to Know Now: Review of AP style.](#)

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](#) include capitalizing Black and deleting the hyphen in terms such as Asian American. Please consult the [Annenberg Media Guide to Thoughtful Language](#) 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](#) for more information. To connect to USC’s Secure Wireless network, please visit USC’s [Information Technology Services](#) website.

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.

As journalists, it is imperative you become a daily news consumer. Watch, read and check news sources every day. You must follow the news and be familiar with what is going on around the world, the country, California and Los Angeles. You should read the LA Times and The New York Times **every day**. Check the Daily Trojan and uscannenbergmedia.com for campus news stories.

Free subscriptions to the LA Times, New York Times and Wall Street Journal are available at <https://libguides.usc.edu/c.php?g=235118&p=1560398>
<http://nytimesaccess.com/usc>
<https://libraries.usc.edu/databases/wall-street-journal>

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 doing the hands-on work.

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 note to students: *Be advised that this syllabus is subject to change.*

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 – Jan. 11

Newsroom training as advised.

Week 2 – Jan. 18

Newsroom training as advised.

Week 3 – Jan. 25

Newsroom training as advised.

Week 4 – Feb. 1

Newsroom general assignment reporting as advised.

Week 5 – Feb. 8

Newsroom general assignment reporting as advised.

Week 6 – Feb. 15

Newsroom general assignment reporting as advised.

Week 7 – Feb. 22

Newsroom general assignment reporting as advised.

Week 8 – March 1

Newsroom general assignment reporting as advised.

Week 9 – March 8

Newsroom general assignment reporting as advised.

Spring Break – March 15

Week 10 – March 22

Newsroom general assignment reporting as advised.

Week 11 – March 29

Newsroom general assignment reporting as advised.

Week 12 – April 5

Newsroom general assignment reporting as advised.

Week 13 – April 12

Newsroom general assignment reporting as advised.

Week 14 – April 19

Newsroom general assignment reporting as advised.

Week 15 – April 26

Last week of newsroom production. There is no final for this class, but there will be a wrap party on Monday, May 2.

Communication

Please contact me by Slack when possible. Otherwise, you may contact me by email or phone. I'll return your messages within 24 hours.

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. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, 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

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

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

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, 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

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/

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

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

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, 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

Non-emergency assistance or information.

Annenberg Student Success Fund

<https://annenbergsuccessfund.usc.edu/current-students/resources/annenbergscholarshipsandawards>

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

Luke Harold is a reporter for the San Diego Union-Tribune's community press, covering city government, local elections, housing and other issues in North County, San Diego. He joined the company in 2019. Prior to that, Harold had been a community journalist in Orange County, Los Angeles and the southeast Pennsylvania suburbs, covering city councils, school districts and local feature stories. A New Jersey native, Harold studied journalism at La Salle University in Philadelphia and interned at the Philadelphia Inquirer, where he contributed to the metro desk's police coverage and to an investigative project about victim restitution payments that were never made.