



JOUR 210x: Basics of News Production for Non-Majors 2 Units

Fall 2022 – Set shift of six hours per week

Section: 21080D

Location: Annenberg Media newsroom inside the Media Center on the first floor of Wallis Annenberg Hall

Instructor: Christina Bellantoni

Office: Second floor inside the Media Center

Office Hours: By appointment, and as scheduled during semester

Contact Info: christina.bellantoni@usc.edu;

Pronouns: she/her

Course Description

This course introduces non-journalism majors to reporting for television, social media or writing online by putting students to work as part of the multiplatform newsroom known as Annenberg Media. The student-led news outlet has live television broadcasts Monday through Thursday and covers campus, the surrounding community and the world around us online and on social media. Students in this course will have the opportunity to experience and observe the structure and functions of editorial and production teams for television or digital journalism and elements of the news production cycle. Students will be required to work for six hours assigned to part of the newsroom each week. There is no formal lecture time for the course. Students will either watch or participate in a series of online trainings depending on the area of the newsroom they select over the first few weeks of the semester. Students will be actively participating in online news meetings and producing works of journalism no later than week five of the semester. The course is credit/no credit.

Student Learning Outcomes

- Identify and use diverse sources in news stories.
- Apply newsroom ethics and standards in a working newsroom.
- Research, report and write news stories under deadline in a collaborative news environment for the Annenberg Media student newsroom online at uscannenbergmedia.com, AND/OR Annenberg Media social media platforms.
- Record, edit and write video news stories for Annenberg Media student newsroom television broadcasts and/or social media platforms.

Each of these learning outcomes will be evaluated through regular feedback sessions with your instructor. You should keep them in mind as you approach any work done in the newsroom.

Description and Assessment of Assignments

Students in this course participate in reporting and writing for uscannenbergmedia.com, production of a daily television show streamed on YouTube, a radio broadcast, and/or journalism on social media platforms. Class work will consist of on-the-job training and experience that mirrors the real world.

Student duties include:

- Generating and researching story ideas for broadcast and online news outlets.
- Fulfilling different jobs during the production of television newscasts and frequently updated social and digital platforms.

- Participating in the production of news content for digital and broadcast platforms.

You must make a commitment to work **SIX HOURS** each week for Annenberg Media. You may split that shift over more than one day, but six consecutive hours is preferred. You must sign up for the same weekly shift(s) and you will work with student leaders in charge of your coverage area with support from your instructor. You will not pass this class unless you attend each shift and put effort into fulfilling your newsroom duties as assigned.

You will also be required to participate in newsroom trainings. A complete schedule will be provided for you during the first week. You will hold regular check-in meetings with your instructor.

Course Notes and Policies

Students must attend an introductory lecture before being officially onboarded into the Media Center systems. The 30-minute lecture will be offered **Mon., Aug. 22, at 3 p.m., Tues., Aug. 23, at noon, Fri., Aug. 26, at 10 a.m. or Thurs., Sept. 1, at 3 p.m.** Following that meeting, students will choose an area of the newsroom to work in and a shift day(s) and time(s). The instructor will provide students with a list of required workshops and a schedule for when and where those workshops will be held. Some will be offered in Week 1 but most will be offered or available for video viewing during the hours of the assigned shift in weeks 2 and 3.

Your credit/no credit grade will be determined by your attendance and effort in newsroom production. The instructor will hold individual meetings with students over the course of the semester. She also will ask students to check in via Slack or in person when students begin each weekly shift and share their work.

The best place to review how-to documents and see trainings is <http://resources.uscannenbergmedia.com>.

Required Readings, hardware/software, laptops and supplementary materials

If you do not already have the Adobe Creative Cloud on your laptop, you will be given access to it for a download for Annenberg Media use. Email annenbergdl@usc.edu and cc christina.bellantoni@usc.edu to let them know you need a download. A cell phone that can take video is useful for this course.

Please follow [@annenbergmedia](#) on Twitter, Instagram, YouTube and other social channels.

You are required to keep up on the news by reading a variety of news outlets, listening to local and national radio or podcasts, and watching local and national news.

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/.)

Students will be graded on adherence to AP style in assignments, including when writing about race and ethnicity. The updated AP style guidelines include capitalizing Black and deleting the hyphen in terms such as Asian American.

The following style guides will be available on BB:

NLGA Stylebook on LGBTQ Terminology: <https://www.nlgja.org/stylebook/>

Native American Journalists Association: <https://najanewsroom.com/reporting-guides/>

National Association of Black Journalists: <https://www.nabj.org/page/styleguide>

Asian American Journalists Association: <https://aaja.org/2020/11/30/covering-asia-and-asian-americans/>

The Diversity Style Guide: <https://www.diversitystyleguide.com>

The NAHJ Cultural Competence Handbook: <https://nahj.org/wp-content/uploads/2020/08/NAHJ-Cultural-Competence-Handbook.pdf>

Transjournalist Style Guide: <https://transjournalists.org/style-guide/>

SPJ Diversity Toolbox: <https://www.spj.org/diversity.asp>

Annenberg also has its own style guide that students can access through the app on the Annenberg Media Center's Slack workspace. Annenberg's style guide is being developed with input from students, and whether or not students use our guide, they can provide valuable input here: <http://bit.ly/annenbergediting>

In addition, Annenberg Media's Guide for Equitable Reporting Strategies and Newsroom Style (<https://bit.ly/AnnMediaEquitableReportingGuide>) created by students, has detailed guidelines on thoughtful language and best practices for creating journalism respectful and reflective of a diverse world. Along with other useful resources, it can be found on Blackboard and is incorporated into Stylebot (mentioned above).

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 with issues that limit their ability to participate fully in class. Please reach out to a professor and/or advisor for help connecting with these resources. They include the Annenberg Student Success Fund, 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, and other scholarships and awards.

News Consumption and Knowledge of Current Events

As journalists, you should keep up with what is happening on campus, in the Los Angeles area, in the United States and around the world. USC provides subscriptions for students, staff and faculty to The New York Times and the Los Angeles Times, as well as the Wall Street Journal.

Through the USC library, you have access to many regional news outlets and a variety of publications that cover specific communities. You should be familiar with publications covering the many communities of Los Angeles such as The Los Angeles Sentinel, The Los Angeles Blade, The Los Angeles Wave, La Opinión, L.A. Taco, The Eastsider, The Armenian Weekly, High Country News, the Asian Journal and others. You should keep up with the Daily Trojan and uscannenbergmedia.com, including USC student-led verticals Dímelo, elevASIAN and Black., listen to NPR and news radio, watch local and national television news, read news email newsletters and push alerts and follow news organizations social networks, including Twitter, Instagram and TikTok. You're encouraged to sign up for Nieman Lab's newsletter, which publishes brief, readable articles on important issues in the media. Following the news will sharpen your judgment and provide good (and bad) examples of the state of mainstream journalism.

Grading

a. Breakdown of Grade

Assignment	% of Grade
Daily news production and attendance	80%
Regular check-ins with instructor	10%
Performance	10%
TOTAL	100%

b. Grading Standards

Students will be trained on and are expected to abide by the newsrooms ethical guidelines, best practices and coverage rules at all times. Maintaining professionalism and courtesy will be of utmost importance. Should any

problems arise within the newsroom’s student leadership, students in this course will be expected to raise the issue with the instructors right away.

Should students breach any ethical guidelines, they risk failing the course.

Journalism

All assignments will be edited on a professional basis and you will be judged first on the accuracy, fairness and completeness of your stories. Good journalism prioritizes transparency, context and inclusivity. All stories should be written in AP style unless Annenberg style conflicts, in which case students can follow Annenberg style. You will then be evaluated for editing, production value, originality and the ability to meet deadlines.

Add/Drop Dates for Session 001 (15 weeks: 8/22/22 – 12/2/22)

Link: <https://classes.usc.edu/term-20223/calendar/>

Friday, September 9: Last day to register and add classes for Session 001

Friday, September 9: Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001

Friday, September 9: Last day to change enrollment option to audit for Session 001

Friday, September 9: Last day to change a Pass/No Pass to a letter grade for Session 001

Friday, September 9: Last day to purchase or waive tuition refund insurance for fall

Tuesday, September 13: Last day to add or drop a Monday-only class without a mark of “W” and receive a refund or change to Pass/No Pass or Audit for Session 001

Friday, October 7: Last day to drop a course without a mark of “W” on the transcript for Session 001. 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 (or the 20 percent mark of the session) to avoid tuition charges.]

Friday, November 11: Last day to drop a class with a mark of “W” for Session 001

Course Schedule: A Weekly Breakdown

	Topics/Daily Activities	Readings and Homework	Deliverable/Due Dates
Week 1 Dates: 8/22-8/26	Students must meet with instructor for office hours during their chosen six-hour shift to finalize the newsroom area where they wish to work and receive the training schedule.		Attend one introductory 30-minute lecture on Monday Aug. 22 at 3 p.m., Tuesday Aug. 23 at noon or Friday Aug. 26 at 10 a.m. Stop by the Media Center Open House on Thursday Aug. 25 from noon to 5 p.m.
Week 2 Dates: 8/29-9/2	Students must attend mandatory workshops or watch videos as advised.		If you missed the introductory lecture, one will be held Thursday Sept. 1 at 3 p.m.
Week 3 Dates: 9/5-9/9	Students must attend mandatory workshops or watch videos as advised.		[Labor Day: Monday, September 5] If you have chosen a Monday shift, you will not have a shift this week.
Week 4 Dates: 9/12-9/16	Students can begin producing works of journalism during their six-hour shift.		

Week 5 Dates: 9/19-9/23	Students will check in with instructor via office hours. Students will all be producing journalism during their six-hour shift.		
Week 6 Dates: 9/26-9/30	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		
Week 7 Dates: 10/3-10/7	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		
Week 8 Dates: 10/10-10/14	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		[Fall Recess: Thursday, October 13, and Friday, October 14] If you have chosen a Thursday or Friday shift, you will not have a shift this week.
Week 9 Dates: 10/17-10/21	Meet with instructor for office hours and to receive information about the assignment due.		Instead of newsroom production, this week you will write a short reflection about the sources you've used so far this semester, per assignment sheet to be shared.
Week 10 Dates: 10/24-10/28	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		
Week 11 Dates: 10/31-11/4	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		
Week 12 Dates: 11/7-11/11	Students will check in with instructor via Slack when they arrive. They will continue to produce		

	journalism during their six-hour shift.		
Week 13 Dates: 11/14-11/18	Students will check in with instructor via Slack when they arrive. They will continue to produce journalism during their six-hour shift.		
Week 14 Dates: 11/21-11/25	Newsroom closed Tuesday-Friday this week. Enjoy Thanksgiving!		[Thanksgiving Recess: Wednesday, November 23, to Sunday, November 27]
Week 15 Dates: 11/28-12/2	Students will work their final six-hour shift this week and also be given time to complete the course evaluation.		
FINAL EXAM PERIOD Dates: 12/7-12/14	You're invited to the Annenberg Media Wrap Party to celebrate the end of the semester with food and merriment. Save the date for 3-5 p.m. on Mon., Dec. 5.		There is no final exam for this course. <i>Note: Students are encouraged to stay involved with Annenberg Media beyond this course. Make sure to speak with your instructor or a student leader about how to remain part of the newsroom.</i>

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 be 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. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, <https://policy.usc.edu/research-and-scholarship-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

<https://eeotix.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/note takers/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://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.

Annenberg Student Emergency Aid Fund

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

Awards are distributed to students experiencing unforeseen circumstances and emergencies impacting their ability to pay tuition or cover everyday living expenses. These awards are not intended to cover full-tuition expenses, but rather serve as bridge funding to guarantee students' continued enrollment at USC until other resources, such as scholarships or loans, become available. Students are encouraged to provide as much information in their application, as well as contact their academic advisor directly with questions about additional resources available to them.

About Your Instructor

Christina Bellantoni is a professor of professional practice and the director of the Annenberg Media Center. She also has been a contributing editor at The 19th News, a nonprofit newsroom that covers gender, politics and policy, since 2021. She joined Annenberg in August 2018 after serving as a member of the masthead at the Los Angeles Times for three years. Over her more than 20 years in journalism, Bellantoni worked as a reporter and editor, behind the camera as a producer and in front of it as an analyst on national television. She has covered local, state and federal government, along with four presidential campaigns and the White House.

She spent 12 years as a journalist in Washington, D.C. She served as editor-in-chief of the Capitol Hill newspaper Roll Call until moving to Los Angeles in 2015. Before taking over Roll Call, Bellantoni was the political editor at the PBS NewsHour. She also covered politics at Talking Points Memo and the Washington Times. Before moving to D.C., she worked at three newspapers in the Bay Area.