Media Center Shift Requirements

REQUIRED LAB SECTIONS/SHIFTS FOR JOUR 202/203, JOUR 306 and JOUR 308 STUDENTS
Each JOUR 202/203, JOUR 306 and JOUR 308 student must register for a lab section/shift in the Media Center (MC). You are required to work four consecutive hours each week in the MC. The lab shift counts for 10 percent of your JOUR 202 and JOUR 203 course grade. The lab shift counts for 15 percent of your JOUR 306 or JOUR 308 course grade. The MC lab shift is an integral, mandatory part of your course. MC anchoring or paid management work will not count toward this requirement. Non-MC positions including jobs, internships or other outside commitments cannot be substituted for the MC shift. Learning lab shifts begin the first week of classes.

As a Media Center multimedia journalist, you will work on field or in-house assignments either in video, audio or digital. Assignments will range from those you can finish in your four-hour shift to enterprise stories that take more than one shift.

To get your questions answered, stop by the Open House, Thursday, September 1, from Noon to 5 p.m., in the Media Center. You can also email mediacenterann@gmail.com.

MEDIA CENTER TECHNICAL POLICIES FOR JOUR 202/203, JOUR 306 and JOUR 308 STUDENTS
You must read and acknowledge the MC TECHNICAL POLICIES to gain access to the MC, check out equipment, use online media storage and make studio reservations. Read the policies for each outlet all the way through and acknowledge them electronically at this link: annenbergprograms.com/technical

REQUIRED WORKSHOPS FOR JOUR 202/203, JOUR 306 and JOUR 308 STUDENTS
You are required to attend workshops to prepare for your lab shift in the Media Center. The MC will provide you with a link to sign up for those workshops. It is essential that you attend all of the mandatory workshops to get full credit for your lab work. You will be required to bring your laptop and all class-assigned field gear, including video cameras, to the workshops and to your shifts.

REQUIRED ATTENDANCE FOR JOUR 202/203, JOUR 306 and JOUR 308 STUDENTS

- You must NOTIFY the student manager in charge if you cannot make the
appointed hours of your shift. The MC attendance policy and procedures will be provided at the start of the semester.

- Missed shifts must be made up within two weeks of your absence (religious holidays exempted). You must make arrangements with your designated student manager to make up your shift.
- Your instructor will receive alerts from the MC about any serious attendance issues by Friday, October 7, the end of the seventh week of the semester. Your instructor will also receive final attendance records by Wednesday, December 14, the last day of the official university final exam period.
- Failure to fulfill your obligations will affect the Learning Lab portion of your grade.