### Spring 2016 Broadcast Journalism Classes

**IMPORTANT:** The following NON-CORE broadcast journalism classes have outside time requirements. Please see the reverse side for information on mandatory broadcast workshops. Students only need to take the workshops once.

| JOUR 402 | Students are required to report, shoot, write and edit stories for ATVN. This involves mandatory day-of-air shifts and evergreen story production. ATVN reporting shifts are available between 8:30 a.m. and 6 p.m., Monday-Thursday (excluding the day the class meets). A JOUR 402 day-of-air shift must consist of AT LEAST SEVEN HOURS. Those seven hours must include: six consecutive hours from 12 p.m. to 6 p.m. (students cannot leave for class in the afternoon) PLUS at least one morning hour in the newsroom (preferably 8:30 a.m. to 9:30 a.m.).

It is highly preferable and beneficial to JOUR 402 students to schedule an all-day shift from 8:30 a.m. to 6 p.m. Most reporters need an entire day to complete a package that will be handed in to the instructor and strong enough to use on a resume reel.

**You must have TWO possible days available for your shift.** At the first class session, you must provide – in writing – your first and second choices for your required shift. There is no guarantee you will get your first choice. If you only provide one day/option, and you don’t get that day, you cannot meet the requirements of the course and you will have to drop the course.

If you have any plans (jobs, internships, conventions, trips, ceremonies, etc.) that would prevent you from either attending class or your ATVN shift, please do not sign up for the course this semester. You must make a commitment to the course in order to learn everything that you should.

**Required Broadcast workshops:** iNEWS, Camcorder, Premiere/Fork/Exchange, Web/Social Media

| JOUR 403 | Students will take turns producing live ATVN newscasts. They will also coordinate and generate multimedia elements for the day’s news coverage. Each student must work a full day, consisting of at least eight hours, once a week (Monday, Tuesday, Wednesday or Thursday) in the newsroom. Students must attend a mandatory 8 a.m. to 9 a.m. newsgathering session and meeting in the newsroom on their designated day, and they must be at ATVN from noon to 6:30 p.m.

It is highly preferable and beneficial to JOUR 403 students and their teams if each JOUR 403 student makes every effort to commit to an all-day producing shift from 8 a.m. to 6:30 p.m.

8-9 a.m. Required to be in the newsroom to work on the newscast.

9 a.m. – noon Should stay in the newsroom to work on the newscast. If a student must leave the newsroom for a morning class, a non-newsroom class starting at 10 a.m. and ending by noon is preferred and much more workable than a non-newsroom class that starts at 9 a.m. It is recommended that students stay in the newsroom all day.

12-6:30 p.m. Required to work on the newscast, take the newscast to the studio and participate in the post-show meeting.

**You must have TWO possible days matching the schedule above.** There is no guarantee you will get your first choice. If you only provide one day/option, and you don’t get that day, you cannot meet the requirements of the course and you will have to drop the course. All wait list students should attend the first class session on Thursday, January 14. There are often last minute withdrawals BEFORE the first class, so you have a chance of getting a spot in the class if you show up on the first day. We strongly urge you to come to the first class session.

If you have any plans (jobs, internships, conventions, trips, ceremonies, etc.) that would prevent you from either attending class or producing on your given day, please do not sign up for the course this semester.

You must make a commitment to the course in order to learn everything that you should.

**Required Broadcast workshops:** iNEWS, Camcorder, Premiere/Fork/Exchange, Web/Social Media, and Graphics
Mandatory Workshops for Broadcast Journalism Courses

If there are any questions regarding the workshops, visit the Media Center (ANN, first floor).

To Broadcast and Digital Journalism students:

The course(s) that you have enrolled in for spring 2016 will require the use of video equipment. In order to complete your class assignments, you must learn how to use this equipment, check it out and create technically-acceptable materials. This training is essential and mandatory for production courses. Since this instruction cannot be accomplished during regular class time, it is necessary to conduct special sessions during the first few weeks of the semester. There will be NO additional training, so do not miss your scheduled time and date.

At the first class meeting, an Annenberg staff member will visit your class to discuss equipment. You may be required to sign up for workshops at ATVN Sign-Up Day, scheduled for January 20, 2016. If you miss the first class, immediately call (213) 740-5739. Sign-ups shall be on a first come, first serve basis. Due to limited enrollment in each workshop section, students must attend the specific session for which they sign up. Arbitrary switching of sessions is not permitted!

**Required Workshops:** Please refer to the reverse side for the types of workshop training required for each course. The workshops will be held at the beginning of the spring semester.

If students have already taken the workshops, they do not have to take them again. However, students are strongly encouraged to retake workshops to refresh their knowledge and skills.

**Notes on Workshops:**

Camcorder: (Time: 4 hours) Students learn ATVN checkout procedures and hands-on operation of camcorders and related equipment. Students will be shown proper shooting techniques and will actually shoot in the field.

Premiere Editing/Fork/Exchange: (Time: 4 hours) Students learn basic non-linear editing. They receive hands-on experience in editing brief pieces and learn the basic concepts of story editing. They will learn how to send video into the Fork system which is essential for reporters and producers working at ATVN. And they will learn how to use Exchange for uploading stories, assignments, etc.

iNEWS: (Time: 1½ hours) Students learn how to use the newsroom computer system and web interface to access wires and scripts.

Graphics: (Time: 1½ hours) Students learn how to make graphics for television news.

Web/Social Media: (Time: 1 hour) Students learn how to post breaking news, headlines, text articles, video, stills and blogs to atvn.org and Neon Tommy from the field and newsroom. They will also get tools and tips for posting news, information, photos and video to social media sites, including Facebook and Twitter.