Media Center Shift Requirements

REQUIRED LAB SECTIONS/SHIFTS FOR JOUR 207, JOUR 306, JOUR 307, JOUR 308 and JOUR 372 STUDENTS
As part of JOUR 207, JOUR 306, JOUR 307, JOUR 308 and JOUR 372, you will produce journalism in the highly interactive Media Center. You are required to work four consecutive hours each week in the MC. The lab shift counts for 15 percent of your JOUR 207, JOUR 306, JOUR 307, JOUR 308 or JOUR 372 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.

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 stories that take more than one shift.

Students in J207/307 will be assigned to work with the Community Reporting team or the Live Daily News team. Both options offer students the opportunity to grow and practice their journalism skills in a real-world newsgathering environment with support from more experienced peers and faculty. Undergraduate core students will spend one semester on each team.

To get your questions answered, stop by the Open House, Thursday, August 24, from 12-5 p.m., in the Media Center. You can also email mediacenterann@gmail.com.

MEDIA CENTER TECHNICAL POLICIES FOR JOUR 302/303 and JOUR 307 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 all the way through and acknowledge them electronically at this link: annenbergprograms.com/technical
REQUIRED WORKSHOPS FOR JOUR 207, JOUR 306, JOUR 307, JOUR 308 and JOUR 372 STUDENTS
You are required to attend workshops to prepare for your lab shift in the Media Center. The MC will provide you with information about where and when those workshops take place. 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 207, JOUR 306, JOUR 307, JOUR 308 and JOUR 372 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 6, the end of the seventh week of the semester. Your instructor will also receive final attendance records by Wednesday, December 13, the last day of the official university final exam period.
● Failure to fulfill your obligations will affect the MC lab portion of your grade.