JOURNALISM 490/590 – VIDEO DIRECTED RESEARCH GUIDELINES

The purpose of JOUR 490/590 – Directed Research is to offer students an opportunity to delve into a new area of study or to pursue a subject area in more depth. The directed research project should include the academic rigor worthy of the credits assigned.

One unit
Option A) 2 shorter pieces varying in length from 1:45 to 2:45. Must include anchor lead-ins.
Option B) 1 longer piece (2:45 to 3:30). Must include anchor lead-ins.
Option C) 1 longer piece that is more like a mini-doc. Should be 4-5 minutes in length and must include supporting documentation and web materials.

Two units
Option A) 3-4 shorter pieces varying in length from 1:30 to 2:30. Must include anchor lead-ins.
Option B) 1-2 longer pieces (2:30 to 3:30). Must include anchor lead-ins.
Option C) 1 longer piece that is more like a mini-doc. Should be 6-8 minutes in length and must include supporting documentation and web materials.

Three units (NOTE: Three-unit directed research video projects are not recommended.)
Option A) 4 shorter pieces varying in length from 1:45 to 2:30. Must include anchor lead-ins.
Option B) 3 longer pieces (2:30 to 3:30). Must include anchor lead-ins.
Option C) 1 longer piece that is more like a mini-doc. Should be at 8-10 minutes in length and must include supporting documentation and web materials.

Four units (NOTE: Four-unit directed research video projects are not recommended.)
Option A) 6 shorter pieces vary in length from 1:45 to 3:00 (but at least three of those pieces should be 2:00 or longer)
Option B) 4-5 longer pieces (2:30 to 3:30). Must include anchor lead-ins.
Option C) 1 longer mini-doc. Should be 12-15 minutes in length

Only juniors and seniors or graduate students in good academic standing may register for Directed Research.

Only a full-time journalism faculty member may be an adviser for a JOUR 490/590 project.

Please meet with the faculty member you would like to work with to discuss your Directed Research proposal and to create a syllabus for your course using the template below. No Directed Research proposal will be reviewed without a syllabus.

A JOUR 490 or 590 Directed Research proposal will also not be approved if it substantially duplicates an existing course.

All JOUR 490 or 590 Directed Research proposals are due by the third Wednesday of the fall and spring semesters.
Once your syllabus has been reviewed and approved by your proposed instructor, please email the individuals below and **CC: your academic adviser**. It is recommended that your syllabus be submitted early to avoid delays in course registration and additional charges.

<table>
<thead>
<tr>
<th>1. Department Contact</th>
<th>2. Faculty Contact by Program</th>
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</thead>
<tbody>
<tr>
<td><strong>Undergraduate Journalism</strong></td>
<td><strong>M.S. in Journalism</strong></td>
</tr>
<tr>
<td>Lisa Pecot-Hébert, Associate Professor of Professional Practice/Associate Director, Undergraduate Journalism Program</td>
<td><strong>Vince Gonzales</strong>, Professor of Professional Practice/Associate Director, Graduate Journalism Program</td>
</tr>
<tr>
<td><a href="mailto:pecotheb@usc.edu">pecotheb@usc.edu</a></td>
<td><a href="mailto:vince.gonzales@usc.edu">vince.gonzales@usc.edu</a></td>
</tr>
<tr>
<td><strong>M.A. in Specialized Journalism</strong></td>
<td><strong>M.A. in Specialized Journalism (The Arts)</strong></td>
</tr>
<tr>
<td><strong>Annie Mateen</strong></td>
<td>Sasha Anawalt, Associate Professor of Professional Practice</td>
</tr>
<tr>
<td>Academic Program Manager</td>
<td><a href="mailto:anawalt@usc.edu">anawalt@usc.edu</a></td>
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<tr>
<td>USC School of Journalism</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:mateen@usc.edu">mateen@usc.edu</a></td>
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</tbody>
</table>

Once your syllabus has been approved, you will be notified and given departmental clearance by an adviser in the School of Journalism so that you may officially register for this course.
JOUR 490 or 590: Directed Research

Insert Topic

Number of Units: Insert Units
Directed Research projects are typically 1 - 4 units.

 Semester/Year
 Section: Five-digit section number from the Schedule of Classes
 Location: Classroom and/or course-related URLs (if applicable)

 Instructor: Name
 Office: Room or meeting area
 Contact Info: Email and phone number

 Student: Name
 Student ID: Ten-digit USC ID number
 Major: Program of study
 Contact Info: Email and phone number

I. Course Description
 Student/Instructor: Describe the focus of the research that will be conducted throughout the semester.

II. Overall Learning Objectives
 Student/Instructor: List the specific learning objectives/outcomes to be achieved by this research project and the methods and tools that will be used to achieve them.

III. Description of Assignments
 Instructor: Briefly describe the major assignments that will contribute to student’s overall grade. Provide a grading breakdown to the student in the next section.

IV. Grading
 a. Breakdown of Grade
 Instructor: You do not need to use this table below, but please indicate how students will be graded overall, including the assignments you listed above. Must total 100%.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>% of Grade</th>
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<tr>
<td>TOTAL</td>
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<td>100%</td>
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</table>

b. Grading Scale
Instructor: Please define how your grade will be computed (e.g.: 83-87% a B, 88-90% a B+, etc.). While you may create your own number-to-letter grade formula (e.g.: some might make a 90% an A, others might make it an A- or B+), the formula should be explicitly defined in this syllabus.

Sample grading scale provided below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>95% to 100%</td>
<td>80% to 83%: B-</td>
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<tr>
<td>A-</td>
<td>90% to 94%</td>
<td>77% to 79%: C+</td>
</tr>
<tr>
<td>B+</td>
<td>87% to 89%</td>
<td>74% to 76%: C</td>
</tr>
<tr>
<td>B</td>
<td>84% to 86%</td>
<td>70% to 73%: C-</td>
</tr>
<tr>
<td>C</td>
<td>67% to 69%</td>
<td>0% to 59%: F</td>
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<tr>
<td>D</td>
<td></td>
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<tr>
<td>D+</td>
<td></td>
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<tr>
<td>D-</td>
<td></td>
<td></td>
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<tr>
<td>F</td>
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Other grading scales can be obtained from your program director.

Students must earn a grade of C- or better in JOUR 490 in order to receive major credit. Students must earn a grade of B or better in JOUR 590 in order to receive “Credit” (CR) towards the major.

c. Grading Standards
Instructor: In addition to the grading breakdown / grading scale above, please describe the type and quality of work that is needed from the student in order to earn each letter grade.

Sample standards from journalism syllabi provided below:

Journalism

All assignments will be edited on a professional basis and you will be judged first on the accuracy, fairness and objectivity of your stories. You will be then evaluated for broadcast style, editing, production value, originality and the ability to meet deadlines.

“A” stories are accurate, clear, comprehensive stories that are well written and require only minor copyediting (i.e., they would be aired or published). Video work must also be shot and edited creatively, be well paced and include good sound bites and natural sound that add flavor, color or emotion to the story.

“B” stories require more than minor editing and have a few style or spelling errors or one significant error of omission. For video, there may be minor flaws in the composition of some shots or in the editing. Good use of available sound bites is required.

“C” stories need considerable editing or rewriting and/or have many spelling, style or omission errors. Camera work and editing techniques in video stories are mediocre or unimaginative, but passable. Sound bites add little or no color - only information that could be better told in the reporter’s narration.

“D” stories require excessive rewriting, have numerous errors and should not have been submitted. Camera work is unsatisfactory or fails to show important elements.

“F” stories have failed to meet the major criteria of the assignment, are late, have numerous errors or both. Your copy should not contain any errors in spelling, style, grammar and facts. Any misspelled or mispronounced proper noun will result in an automatic “F” on that assignment. Any factual error will also result in an automatic “F” on the assignment. Accuracy is the first law of journalism. The following are some other circumstances that would warrant a grade of “F” and potential USC/Annenberg disciplinary action:

- Fabricating a story or making up quotes or information.
- Plagiarizing a script/article, part of a script/article or information from any source.
• Staging video or telling interview subjects what to say.
• Using video shot by someone else and presenting it as original work.
• Shooting video in one location and presenting it as another location.
• Using the camcorder to intentionally intimidate, provoke or incite a person or a group of people to elicit more “dramatic” video.
• Promising, paying or giving someone something in exchange for doing an interview either on or off camera.
• Missing a deadline.

V. Assignment Submission Policy

_Instructor:_ Describe how, and when, assignments are to be submitted. Examples:

a. All assignments are due on the dates specified. Lacking prior discussion and agreement with the instructor, late assignments will automatically be given a grade of F.
b. Assignments must be submitted via [Blackboard, Multimedia Asset Management (MAM) system, email, etc.]

VI. Required Readings and Bibliography of Sources

_Instructor:_ Include required readings, websites, journals, and supplementary materials.

_Student:_ Include a bibliography of sources you plan to use for your research project.

VII. Laptop Policy

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 Virtual Commons](https://virtualcommons.usc.edu) for more information. To connect to USC’s Secure Wireless network, please visit USC’s [Information Technology Services](https://www.it.usc.edu) website.

VIII. Add/Drop Dates for Session 001 (15 weeks: 8/20/18 – 11/30/18)

**Friday, September 7:** Last day to register and add classes for Session 001

**Friday, September 7:** Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001

_Tuesday, September 11:_ Last day to drop a Monday-only class without a mark of “W” and receive a refund for Session 001

**Friday, October 5:** Last day to drop a course without a mark of “W” on the transcript for Session 001. [Please drop any course by the end of week three (or the 20 percent mark of the session) to avoid tuition charges.]

**Friday, October 5:** Last day to change pass/no pass to letter grade for Session 001. [All major and minor courses must be taken for a letter grade.]

**Friday, November 9:** Last day to drop a class with a mark of “W” for Session 001

IX. Course Schedule

_Instructor:_ Provide a calendar with assignments/deliverables/due dates. Be sure to consult the [Academic Calendar](https://calendars.usc.edu) to reflect applicable holidays/breaks.

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Research or Activity</th>
<th>Deliverable/Due Dates</th>
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<tbody>
<tr>
<td><strong>Dates:</strong> 8/20-8/24</td>
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<tr>
<th>Week 2</th>
<th>Research or Activity</th>
<th>Deliverable/Due Dates</th>
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<tbody>
<tr>
<td><strong>Dates:</strong> 8/27-8/31</td>
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<tr>
<td>Week 3</td>
<td>Dates: 9/3-9/7</td>
<td>Labor Day: Monday, September 3</td>
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<tr>
<td>Week 4</td>
<td>Dates: 9/10-9/14</td>
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<td>Week 5</td>
<td>Dates: 9/17-9/21</td>
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<td>Week 6</td>
<td>Dates: 9/24-9/28</td>
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<td>Week 7</td>
<td>Dates: 10/1-10/5</td>
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<td>Week 8</td>
<td>Dates: 10/8-10/12</td>
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<tr>
<td>Week 9</td>
<td>Dates: 10/15-10/19</td>
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<td>Week 10</td>
<td>Dates: 10/22-10/26</td>
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<tr>
<td>Week 11</td>
<td>Dates: 10/29-11/2</td>
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<tr>
<td>Week 12</td>
<td>Dates: 11/5-11/9</td>
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<td>Week 13</td>
<td>Dates: 11/12-11/16</td>
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<tr>
<td>Week 14</td>
<td>Dates: 11/19-11/23</td>
<td>Thanksgiving Recess: Wednesday, November 21, to Sunday, November 25</td>
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<tr>
<td>Week 15</td>
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X. Policies and Procedures

Additional Policies

Instructor: Add any additional policies specific to your class that students should be aware of: missed meetings, attendance expectations, checking USC email, use of technology, etc.

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 by unpaid and can only be applied to one journalism class.

Statement on Academic Conduct and Support Systems

a. Academic Conduct

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 Section 11, Behavior Violating University Standards (https://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 (http://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

Student Counseling Services (SCS) – (213) 740-7711 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. engemannshc.usc.edu/counseling
**National Suicide Prevention Lifeline** – 1 (800) 273-8255
Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. www.suicidepreventionlifeline.org

**Relationship and Sexual Violence Prevention Services (RSVP)** – (213) 740-4900 – 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender-based harm. engemannshc.usc.edu/rsvp

**Sexual Assault Resource Center**
For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: sarc.usc.edu

**Office of Equity and Diversity (OED)/Title IX Compliance** – (213) 740-5086
Works with faculty, staff, visitors, applicants, and students around issues of protected class. equity.usc.edu

**Bias Assessment Response and Support**
Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. studentaffairs.usc.edu/bias-assessment-response-support

**The Office of Disability Services and Programs**
Provides certification for students with disabilities and helps arrange relevant accommodations. dsp.usc.edu

**Student Support and Advocacy** – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. studentaffairs.usc.edu/ssa

**Diversity at USC**
Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. diversity.usc.edu

**USC Emergency Information**
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible. emergency.usc.edu

**USC Department of Public Safety** – UPC: (213) 740-4321 – HSC: (323) 442-1000 – 24-hour emergency or to report a crime. Provides overall safety to USC community. dps.usc.edu

**XI. About Your Instructor**
150 words or less.