Cover Sheet: Request 10413

Name change: JOU 4201

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Spiker,Theodore D tspiker@jou.ufl.edu
Created	9/14/2015 11:05:21 AM
Updated	9/15/2015 12:44:26 PM
Description	Request a change of name from Editing to News Center Practicum.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	JOU - Journalism 012304000	Spiker, Theodore D		9/14/2015
No document changes					
College	Approved	JOU - College of Journalism and Communications	Weigold, Michael Fredrick		9/15/2015
Replaced JOU4201_Sheehan_spring15.pdf Added JOU4201_fall15.docx					9/15/2015 9/15/2015
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			9/15/2015
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 10413

Info

Request: Name change: JOU 4201
Submitter: Spiker,Theodore D tspiker@jou.ufl.edu
Created: 9/14/2015 11:05:21 AM
Form version: 1

Responses

Current Prefix: JOU
Course Level: 4
Number : 201
Lab Code : None
Course Title : Editing
Effective Term : Earliest Available
Effective Year : Earliest Available
Requested Action : Other (selecting this option opens additional form fields below)
Change Course Prefix?: No
Current Prefix: *No response*
Proposed Prefix: *No response*
Change Course Level?: No
Current Level: *No response*
Proposed Level: *No response*
Change Course Number?: No
Current Course Number: *No response*
Proposed Course Number: *No response*
Change Lab Code?: No
Current Lab Code: *No response*
Proposed Lab Code: *No response*
Change Course Title?: Yes
Current Course Title: Editing
Proposed Course Title: News Center Practicum
Change Transcript Title?: Yes
Current Transcript Title: Editing
Proposed Transcript Title (21 char. max): News Center Practicum
Change Credit Hours?: No
Current Credit Hours: *No response*
Proposed Credit Hours: *No response*
Change Variable Credit?: No
Current Min and Max Credits: *No response*
Proposed Min and Max Credits: *No response*
Change S/U Only?: No
S/U Only Status: *No response*
Change Contact Type?: No
Current Contact Type: *No response*
Proposed Contact Type: *No response*
Change Rotating Topic Designation?: No
Rotating Topic Designation: *No response*
Change Repeatable Credit?: No
Repeatable Credit: *No response*
Change Course Description?: Yes
Current Course Description: Fundamental instruction and practice in essentials of news editing. Includes copy-reading, headline writing, makeup, technology and typography.
Proposed Course Description (50 words max): Creating and editing local news

content in our college's professional news center for broadcast and digital platforms serving north central Florida, with an emphasis on news judgment that serves the audience.

Change Prerequisites?: No
Current Prerequisites: *No response*
Proposed Prerequisites: *No response*
Change Co-requisites?: No
Current Co-requisites: *No response*
Proposed Co-requisites: *No response*
Rationale: This course title change better reflects the nature of the course to include not only editing, but many aspects of multimedia reporting and editing done in the College of Journalism and Communications' Innovation News Center.

JOU 4201: Editing
(News Center Practicum)

Lecture: Periodic Mondays E1-E2 in FLG 0245
Fall 2015 (all sections)

INC Directors: Matt Sheehan, *Director of the Innovation News Center and Lecturer*
msheehan@jou.ufl.edu   @mattsheehan   352-354-3629 (rings all phones)

Gary Green, Deputy News Editor and Digital Director, INC
ggreen@wuft.org   @garywgreen   352-294-1502

Instructors: Greenberry 'Tripp' Taylor, III   gtaylor45825@ufl.edu
Tonyaa J. Weathersbee   tjmiz56@ufl.edu

Pitch Coach: Suzette Cook   suzettecook@ufl.edu

Course Description
This is a newsroom experience course that produces and edits journalism in the Innovation News Center (Weimer 2300). Half the semester is spent on developing the skills toward the editing role of a Web producer. The other half is spent producing material tailored to our media outlets' audiences, which is another role of many Web producers in the industry.

The INC is a professional newsroom for WUFT and WRUF stations and websites. These are not just campus stations. They are professional news outlets serving adults in north central Florida. So for this class, think and act like a professional journalist. In other words, treat this like a job. If you do, you will get better clips, you will better prepare yourself for a job and you'll get a better grade. It also prepares you for working in a professional workplace: office politics, communicating your ideas, garnering attention and interacting with management, etc. So even if a journalism industry job is not your destination, you'll gain valuable work experience.

Because this is a real newsroom, your workday will vary. One minute you could be editing a story for WUFT.org, and the next you could be running out the door to chase breaking news. One minute you could be turning in a story, and the next you could be explaining it on live TV.

Course Outcomes
By the end of the semester, students will:

- Function effectively as a web editor in a live newsroom (tighten flabby writing, check facts, question assertions, find omissions, ensure fairness and write compelling headlines).

- Produce at least six daily stories that are pitched or assigned at a daily story meeting (9:30 a.m. for the morning shift and 1 p.m. for afternoon) publishable

for a general adult audience on WUFT.org. You will also produce two longer, non-daily enterprise stories (not assigned, but pitched) also publishable for a general adult audience on WUFT.org

- Function effectively as a web and social media producer in a live newsroom: push out content on various social media platforms, monitor local, regional and state social media for breaking and developing stories, engage the audience through social media and email newsletters and assist with editing on stories or writing breaking news when necessary.

Section Leaders
The two instructors for this course (Taylor and Weathersbee) will be the instructors of record, and will be responsible for grading and other questions. Green and Sheehan will be involved in the daily operations and have input to Taylor and Weathersbee in assessment of performance. You may also be working in collaboration with students who have editorial leadership roles in the JOU 4202: Advanced Editing course, graduate students and the other news directors who have responsibilities for other platforms. You may determine your direct supervisory instructor via the table below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Weathersbee	Weathersbee	Taylor	Taylor	Taylor
Afternoon	Weathersbee	Weathersbee	Weathersbee	Taylor	Taylor

Course Intranet
Most details about how to function in the INC – from finding stories to writing headlines – are on the WUFT News intranet (http://www.wuft.org/newsroom). (The username is *newsroom* and the password is *newsroom.*)

Required Equipment
All you need is a smartphone with recommended apps (see the WUFT News intranet for details) or a point-and-shoot camera and an audio recorder.

Required Textbook
Strunk, William, and E. B. White. *The elements of style.* Boston: Allyn and Bacon, 1999. ISBN 978-0205309023

We also recommend you dust off your copy of *Inside Reporting* (Harrower, T., 2009. New York, NY: McGraw-Hill.) from your JOU 3101 course – or purchase it again if you don't have it.

Because you have minimal textbook expense, consider joining Zipcar if you don't already have a vehicle so you can get off campus to pursue a story. Zipcar is a car-sharing program that has several vehicles on campus you can rent by the hour for a

price that includes gasoline and insurance. UF students can join Zipcar for $25 (that's half-price), which includes $35 in driving credit.

Student Roles
The class requires every student to fill two roles: Web producer and Web content creator.

> 1. **Web producers** work in the INC during the lab section for which they have an INC shift. In the editing module you will be primarily editing incoming stories, copy, audio and video for publication on wuft.org/news from online, TV and radio reporters. You will also assist in aggregating web stories from our wire services including CNN, AP, News Service Florida, Public Radio Exchange, Florida Public Radio, etc… as well as breaking news. You will also be responsible for pushing out editorial content from WUFT News' radio, TV and web onto social media platforms including Facebook, Twitter, Yik Yak (Swamp Juice) and Instagram, as well as a daily email newsletter of aggregated news and information for our regional audience. In addition to pushing our content, you will also monitor other social media channels germane to our audience to alert the newsroom of developing stories.

> 2. **Content creators** In the daily reporting module you will attend the daily story budget meetings (9:30 a.m. and 1 p.m., although afternoon shifts may attend the larger morning story meeting and get a head start if they are free at that time) and write daily assigned or breaking news stories to be completed by the end of your shift. You will frequently be expected to go out on assignment along with our TV and radio students who will also be producing content for our 5 p.m. newscast and our NPR affiliate Florida's 89.1, WUFT-FM.

Class Rotation
Each section will be split in half by random assignment to be in the PINE or PALM groups. We will make a determination of rotation of those groups following our first large gathering – by majority rules, the class will determine whether the group rotation will be six week consecutive or bi-weekly rotations.

To see which group you are in (Palm or Pine), check the Canvas website for the course on Friday, Aug. 28. Students enrolled as of that date will be split by random assignment, by section. Shifts start Aug. 31.

Extra Credit Shifts
There will be extra credit shifts available, (dates will be marked in green on the shifts schedule to be released). These are open dates in which either no one is scheduled or UF is on a holiday but the INC is open and we need volunteer Web producers.

Any student can sign up for a shift on one of the green dates as extra credit worth up to 3 percentage points, as long as space is available. Because of the size of the class, no student can sign up for more than 1 extra-credit shift. Sign up by contacting Gary Green at ggreen@wuft.org.

Lecture Schedule
Because of the intense nature of the labs, we will not be meeting weekly for our lectures, rather we will schedule the first Monday of each month as a regular meeting and will call additional gatherings as needed during the course of the semester. We will announce additional meetings by Thursday the week prior via notice on Canvas. The planned lecture schedule is below:

Date	What We're Covering	Where?
Aug. 24	Course Introduction & Pitching	FLG 0245
Aug. 31	Finding Stories	FLG 0245
Sept. 7	*NO CLASS – Labor Day Holiday*	
Sept. 21	*Special Event – Author Michael Connelly (http://www.michaelconnelly.com/)*	TBD
Oct. 5	Art of the Edit	FLG 0245
Nov. 2	Multimedia Storytelling	FLG 0245
Dec. 7	Extending the Newsroom Experience	FLG 0245

Assignments and Grading
Story creator performance (see section below for details) 40%
Web producer performance (see section below for details) 40%
Enterprise Stories (see section below below) …......................... 15%
Lecture & Newsroom Intranet Quizzes …………...………..…….. 5%

Extra Credit
Extra Credit (Hustle Points), up to an additional 5 percentage points on your final average, will be given to students showing exemplary work ethic, dedication, teamwork, integrity and resourcefulness throughout any of the modules. Team leaders and course instructors will be keeping track of extra-credit moments. Advice to all is to get involved, get to know your team leaders and newsroom mangers (Yes, this is subjective; so is life). We will employ Supreme Court justice Potter Stewart's method of characterizing pornography to determine extra credit: "I know it when I see it." (Jacobellis v. Ohio, 1964).

Periodically, upon the start of lecture, there will be unannounced quizzes on topics covered during lecture, the syllabus or the best practices of the INC operations that are highlighted or covered on the INC Intranet. You may not make up a quiz if you are absent or tardy. The remaining quizzes will be completed on Canvas during the first few weeks of class, as outlined on Canvas.

Grades will be posted on the course website on Canvas.

Grading Scale

	Percent		Percent		Percent		Percent
		B+	89-87%	C+	79-77%	D+	69-67%
A	100-93%	B	86-83%	C	76-73%	D	66-63%
A-	93-90%	B-	82-80%	C-	72-70%	D-	62-60%

The minimum score to pass this course is a C, or 72.5. Scores are rounded to the nearest whole point: 89.4 rounds down to 89 (B+) while 89.5 rounds up to 90 (A-). More details on the university's grading policy can be found in the undergraduate catalog online.

Attendance
Course requirements for class attendance, make-up exams, assignments and other work are consistent with UF policy. An absence can be accommodated if and only if (a) the absence is covered by UF policy, (b) you call me at least 30 minutes before class begins, and (c) you promptly provide written documentation for the absence.

INC attendance is mandatory. See the Web Producer section for more detail.

CAUTION: This is a professional course. The rules probably are different than those of other courses. You must not only do the work, but you must demonstrate that you can do the work acceptably within a limited time. Missed deadlines result in automatic failure of the assignment/project. Stories with conflicts of interest of the reporter shall also result in automatic failure. Grades on stories can be lowered (e.g. to zero) as the result of students misrepresenting themselves or otherwise being unprofessional while working on story assignments. Do NOT tell sources you are working for the Alligator or any other publication. Students often find sources are more willing to talk if the students are dressed appropriately.

Sources: One of the best ways to ensure your stories are fair accurate and complete is to gather information from a variety of sources. In selecting potential sources for your stories, keep in mind that we live in a diverse, multicultural world. You should make every effort to have your stories reflect that. Talk to a variety of people from different backgrounds, educational levels, etc. to get a complete story.

Students enrolled in this course should not be used as sources in your stories unless they are involved directly in the story. Friends, roommates, relatives, sorority sisters, fraternity brothers, etc. usually pose a conflict-of-interest threat when used as sources.

Do your own reporting and writing.   Plagiarism—including using material from news releases and information gathered from the Internet without attribution—will result in serious and harsh consequences. Should that be discovered, you will fail the course and be recommended for expulsion from the University. You can find the college's official ethical standards at http://www.jou.ufl.edu/academic/jou/honesty/demic/jou/honesty/. If you have even

the smallest doubt or are confused about this or anything else in the course, PLEASE ASK.

Lectures and materials in this class are the property of the University/faculty member. Lectures may not be taped without permission from the lecturer and may not be used for any commercial purpose. Students found in violation may be subject to discipline under the University's Student Conduct Code.

The **University of Florida Honor Code** was voted on and passed by the Student Body in the Fall 1995 semester. The Honor Code reads as follows:
Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." *(In this course, everything you complete has an implied acceptance of the honor code.)*

For more information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 392-1261.

Students requesting classroom accommodation must register with the Dean of Students Office. The Dean will provide documentation to the student who must provide documentation to the instructor when requesting accommodation.

Non-Daily Enterprise Stories

You will find (that's what enterprise means; we don't give you assignments) and produce two stories. To score points for this course, each story:
- Must be published on WUFT.org.
- Cannot involve *just* the UF campus or student life.

A story that fails to meet both of those criteria is worth zero points.

Publishable Stories

News, features, profiles and investigations work for WUFT News as long as they are:

1. **Local**. This means distinctly local people doing distinctly local things in north central Florida. For example, a story about what people think about a new TV show is not local while a story about a local person who appeared on the show would be.

2. **Timely but not breaking**. Thus, a story about places to see live theater in Gainesville is not timely while a story about a new remodeling project at the Hippodrome would be. Breaking news, such as a fire at Best Buy, is handled within the INC's breaking news desk.

3. **Aimed at adults**. Your audience is a middle-aged adult, not students. See the WUFT News intranet for information about our audience.

4. **Interesting**. Produce stories likely to generate online clicks or social media links. Write about the city council if it considers whether to allow liquor sales on Sunday. Ignore it if it considers routine changes in the liquor-license policy. In other words, skip boring stuff.

5. **Original**. Stories must be exclusive to WUFT News and original to this class. You cannot update a story you submitted for a previous class. If you follow up on a story from another news organization, take a different approach while explicitly crediting the original report.

6. **Multimedia**. Each story must be accompanied by:
- A photograph, whether taken by you or supplied by a source.
- A broadcast-quality audio or video clip of 30 to 60 seconds.

Story Approval

As soon as possible, consult with your instructor about your story idea by sending an email that answers these five questions:

    1. What is the main idea of the story?

    2. Where did you get the idea for the story?

    3. Why would people in north central Florida care?

    4. Whom, specifically, will you interview?

    5. What picture and audio or video do you plan to get?

Use the feedback you will get from your instructor and those on the assignment desk that they may have you work with to shape your story or pursue another. The assignment editors will be working primarily during announced and set office hours, so make sure you allow enough time for the editor to read and respond. This is NOT a 24/7 service. A couple of days before your story is due, update the assignment desk through the same email address so the desk editors know how you're doing and what to expect. We highly encourage you to take advantage of the office hours that the assignment editors and the pitch coach will post in the newsroom as part of your pitching process – it is often easier to pitch in a conversation than via e-mail. You may also find that you are pitching similar stories as other reporters in the course, and depending on the strength of the pitch and how it is communicated, there may be instances where you see a similar story to what you pitch that have different outcomes in the publishing process.

Story Length
A story is about 500 to 750 well-chosen words. The word count is less important than is the quality of the story. In other words, a tightly written story of 500 words will receive a better grade than a 750-word story padded with fluff and redundant writing.

Deadline
Submit your story as a Word document to **submit@wuftnews.com**. Each story is due _no later_ than the exact time your section starts: either 8:30 a.m. or 12:50 p.m. sharp. If the story arrives a minute late, it's late – and a late story counts as a zero. No extensions are granted.

There are two deadlines for your enterprise stories: the week of **Oct. 5** and the week of **Nov. 16**.

Therefore, plan ahead so that an illness or family emergency will not keep you from your work obligations.

You may also submit a timely story _prior_ to your deadline. The deadline serves as the last possible time to submit a story. We recommend working ahead of schedule so you do not fall into the trap of missing deadlines because a story falls through.

Be Professional

When you are pursuing a story for WUFT News, adopt the persona of a professional journalist.
- Be early for interviews or appointments.
- Dress appropriate to the story, which is usually business casual attire.
- Identify yourself as a reporter for WUFT News.
- Represent WUFT News to the outside world as a professional journalist would.

Sources
Each publishable story for this class must have *at least* three named sources. You'll find important standards for sources on the WUFT News intranet. You do not need to limit a story to three, and often in reporting you'd want to have six or seven potential voices in your planning to make sure you have the best quotes or backup if a source falls through.

At the top of your story, list a telephone number for each source quoted in your story so Web producers can fact-check quotations.

Multimedia Standards
The WUFT News intranet:
- Details the criteria for good photos and for audio or video files.
- Offers advice and links for tips on how to take better photos and capture audio/video.
- Suggests good apps for Android and Apple smartphones.

At the top of your story, include:
- A photo caption that identifies the people in the picture and names the photographer. If you did not take the photo, you must have permission from the original photographer to use his/her photo. Google Image searching or taking photos from other media outlets is not permitted (and will be considered plagiarism).
- The name of the person speaking in your audio file or video file.

Keep in mind:
- You don't have to take the photograph if the source has a good picture he/she is willing to let you publish and has the legal authority for you to use it.
- You can use the INC sound booths to record audio from a telephone interview. Instructions are on the WUFT News intranet.

Plagiarism
Plagiarism is using material without attribution. The solution is attribution, not paraphrasing. Attribute sources ("according to a press release") and ideas ("reported last week in the Chiefland Citizen"). When in doubt, attribute. Plagiarism can result in a failing grade for the course.

Fabrication
Fabrication is making up stuff, such as quoting sources you didn't interview or inventing sources. Any fabrication will result in a failing grade for the course.

Story Grading

As noted above, a story must be published on WUFT News in order to score any points. Published stories will be graded according to the following 100-point rubric:

Category	Criteria	Points
Subject	- Interesting: Appeals to a significant share of the audience - Sharable: Likely to be spread through social media or email - Timely: Fresh, with a timely news peg - Scope: Covers who, what, when, where, why and how - Sourcing: Full range of views; affected people interviewed	50
Writing	- Length: Roughly 500 to 750 well-chosen words - Lead: 25 words max; either summarizes story or hooks reader - Concise: Gets right to the point; doesn't waste words - Readable: Smooth flow; active verbs; short sentences; descriptive - Clarity: Precise language without jargon or euphemisms	30
Photo	- Photo: Fits story; visually interesting; well composed - Caption: All people named	10
Audio/Video	- Overall: A single person germane to the story edited to :30 to :60 - Sound: Broadcast-quality (if not, 0 points) - Video: Camera does not move; speaker composed and lit properly	10

Deductions
- Fact error, such as a misspelled name .... -50
- Source contact information missing .... -10
- AP Style errors that impede readability .... -10
- Fewer than three named sources .... -100
- Sources have a personal connection to you .... -100

Seize the Day

This course enables you to create meaningful clips and expand your skill set into radio and TV. Creating great stories can advance your career. So give it your best.

Reporter Questions
Once you submit your story on deadline for editing, you need to continue monitoring the progress of your story through publication. During the editing process of your story, if the editors have questions about your story (they almost always will and SHOULD) that need answered or addressed for it to be published, they will reach out to you via your preferred method of contact that you submitted the first week of class. You need to get back to them ASAP, preferably within minutes or hours, not days. You will have no more than TWO business days to answer all of the questions or it will be spiked without credit. It is your responsibility to follow your story through publication. If errors are published, please notify the desk IMMEDIATELY to have corrected.

Web Producer

You will work six shifts in the INC. All six shifts will count toward your grade.

Instruction
Video tutorials for how to do your job as a Web producer are on the WUFT News intranet. View them on your own as soon as possible. Your grade presumes you've seen these tutorials.

Attendance
Because the INC is a working newsroom, attendance is mandatory. If you are going to miss an INC shift for any reason – illness, family emergency, military obligation, etc. – you must find a classmate to work your shift for you. (The best plan is to trade shifts so you return the favor.)

All students in this course must list contact information in a database kept on the WUFT News intranet so that you can find people to work for you. If you cannot find a classmate to work for you – or if that classmate fails to show up on your behalf – you will lose one-seventh of your grade for the Web producer portion of the course. (Note: You still have to work six shifts yourself.)

Work Ethic
When you are in the INC, you are working a job. That means you are expected to:
- Arrive early (before either 8:30 a.m. or 12:50 p.m.) ready to work.
- Follow the INC business casual dress code on the WUFT News intranet.
- Work efficiently. Get stuff done; don't dawdle.
- Focus on the job. Put away the cellphone and ignore Facebook.
- Be self-reliant. Use the WUFT News intranet to learn how to do your job.
- Display a positive attitude. Smile and be kind. Don't be a jerk.
- Show initiative. Help others, volunteer to chase a story and collaborate.

Web Producer Grading
At the end of each INC shift, you will upload a self-assessment that will be used along with observation to grade each shift. The 100-point grading rubric is:

Category	Explanation	Points
Editing	Make the story better by checking facts & verifying source. Find holes and improve clarity while retaining the author's voice. Help rather than hack.	25
Social Media	Disseminate original and aggregated content from our various wire services and member stations on WUFT News social media channels including Twitter, Facebook, Instagram, Yik Yak, Mailchimp daily email newsletter and website. Monitor local, regional and state social media channels for breaking and	25

	developing stories.	
Work Ethic	Arrive on time. Business casual dress. Work efficiently. Give full attention to the job. Be self-reliant. Display positive attitude. Show initiative	20
Headlines and Captions	Write social media-friendly, NPR-style headlines no more than 10 words that emphasize how and why. Captions complement headline and lead.	20
Mechanics	Use software and WordPress tools effectively.	10

You will need to upload an electronic self-assessment to each INC shift "assignment" in Canvas. You may find the electronic form in the "Files" tab of the course Canvas site.

Note: Stories that are advanced in the editing process without a proper headline, excerpt, tags, category or featured image will be considered incomplete and result in a 50 point reduction on your shift assessment.

Daily Content Creator

You will work six shifts in the INC. All six shifts will count toward your grade.

For this module, you will be attending our daily news meetings at 9:30 a.m. and 1 p.m. From there you will be assigned to cover a daily story either by yourself or alongside other radio and/or TV reporters.

These stories are to be reported, written and submitted by the end of your shift. Sometimes they will be breaking news. Other times you might be rewriting a press release or reporting in the field. You will be required to bring story ideas to pitch in the meeting, however, you may be assigned a different story than your pitch.

This module and daily reporting experience is designed to increase your knowledge of local news, improve your efficiency in writing and reporting with daily deadlines, give you the opportunity to work with other reporters from radio and TV to better cross-train everyone working in the INC, and lastly, to assist in getting more of stories that air on radio and TV onto the web within the same news cycle.

Not all of these stories will have three sources. We will still strive to tell both sides the story whenever possible. We will balance our reporting, publish early and often, and update as new news becomes available. These stories may accompany a TV pack from the 5 p.m. newscast or radio feature stories.

These daily quick-turn stories could also serve as a precursor to a longerform, non-daily enterprise story that gets more into the HOW and WHY, rather than the who, what, when and where.

The same standards apply for daily assigned stories that need Reporters Questions answered before publishing. You need to follow your story all the way through to publication. Daily stories will likely need to be published within the same 24-hour news cycle to remain relevant. If they linger longer than a day in reporter's questions, they will be spiked without credit.

Story Grading
As noted above, a story must be published on WUFT News in order to score any points. Published stories will be graded according to the following 100-point rubric:

Category	Explanation	Points
Daily news meeting	Attend daily news meeting on time, dress appropriately and prepared to go out in the field and report (there will be times that you may report from the newsroom, however). Have knowledge of the daily news in and around north central Florida to discuss and pitch for possible assignment.	20
Deadline	Report, write, submit and publish a story for the Web within the shift. Provide social media elements in	30

	addition to Web story.	
Teamwork	Work collaboratively with other news managers, reporters, producers and other platforms to produce Web content that further our editorial mission.	20
Sourcing/ accuracy	Write stories for Web using credible sources from all perspectives of the story showing fairness and accuracy.	30

Plagiarism

Plagiarism is using material without attribution. The solution is attribution, not paraphrasing. Attribute sources ("according to a press release") and ideas ("reported last week in the Chiefland Citizen"). When in doubt, attribute. Plagiarism can result in a failing grade for the course.

Fabrication

Fabrication is making up stuff, such as quoting sources you didn't interview or inventing sources. Any fabrication will result in a failing grade for the course.

Reporter Questions

Once you submit your story on deadline for editing, you need to continue monitoring the progress of your story through publication. During the editing process of your story, if the editors have questions about your story (they almost always will and SHOULD) that need answered or addressed for it to be published, they will reach out to you via your preferred method of contact that you submitted the first week of class. You need to get back to them ASAP, preferably within minutes or hours, not days. You will have no more than ONE business day to answer all of the questions or it will be spiked without credit. It is your responsibility to follow your story through publication. If errors are published, please notify the desk IMMEDIATELY to have corrected.

Academic Integrity

University of Florida students pledge to abide by an honor code that prohibits academic dishonesty such as fabrication, plagiarism and cheating. You have an affirmative obligation to understand what constitutes academic dishonesty. You also must report to appropriate personnel any condition that facilitates academic misconduct. If you have any questions or concerns, please contact us.

Students with Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565) by providing appropriate documentation. Once registered, students will receive an accommodation letter, which must be presented to instructors when requesting accommodation. Such requests should be made as early in the semester as possible.

Help With Coping

The UF Counseling and Wellness Center is a terrific, free resource for any student who could use help managing stress or coping with life. The center, at 3190 Radio Road on campus, is open for appointments and emergency walk-ins from 8 a.m. to 5 p.m. Monday through Friday. To make an appointment or receive after-hours assistance, call 352-392-1575.

The UF Police can be reached at 392-1111 or, in an emergency, by dialing 911.

Course Evaluations

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations. You will be notified by email when the evaluations are open, typically in the last two or three weeks of the semester. Summary results are available to you and the public.