
Fund of TV Production

COMM-3352

Fall 2020 Section E01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/22/2020

Description

Instruction in the operation of television studio and digital video technology and introduction to the production of television and digital video messages. Emphasis on electronic newsgathering, television studio production, and digital video editing techniques.

Requisites

Prerequisites:

COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

Miss Sonya Barnes

Email: sbarnes@westga.edu

Office Hours

Tuesday, Thursday, 2:00 PM to 4:00 PM, Online

Meeting Times

Lecture

Tuesday, Thursday, 2:00 PM to 3:15 PM, Collaborate Ultra-CourseDen

At times, we will meet online at 2 p to 3:15 p using Collaborate Ultra in CourseDen.

Materials

Broadcast News Handbook

Author: Tuggle

Edition: 5th

ISBN: ISBN 0-07-352622-3

Availability: Camus Bookstore

You can also order this text.

SD Card

You will need at least (1) SD HC Memory Card (Class 10) or higher us recommended; minimum of 16 GB-the more gigs the better for shooting.

External Hard Drive

You will need to purchase an external hard drive in order to store your footage as well as your edited programs. Be sure the external hard drive is compatible with a Mac. You should purchase a drive with no less than 500 GB of memory in order to avoid major problems (e.g., losing all of your work). Once you've purchased a drive, it must be formatted.

Outcomes

1. Students will understand concepts and apply theories in the use and presentation of images and information. (ACEJMCSLO5)
2. Students will apply current tools and technologies appropriate for the communications professions in which they work. (ACEJMCSLO12)

Evaluation

Criteria

Type	Weight	Topic	Notes
Introductory Video	20 points		
Professionalism	10 points		
Self -Directed Editing Assignment	40 points		
Shot Composition - Editing Assignment	60 points		
Video Postcard	50 points		
VO	30 points		
VOSOT/VOB	70 points		
SOTVO	80 points		
News Package	90 points		
Story Forms	60 points		
Quiz	10 points		
Exam	100 points		

Breakdown

Grade	Range	Notes
A	620 - 560	
B	559 - 479	
C	478 - 398	
D	397 - 317	
F	316 - 0	

Assignments

Field Video Projects

You will have 6 field video projects throughout the semester:

- 1st Assignment: Video Camera / Editing Exercise (Shot Composition)
- 2nd Assignment: Video Postcard
- 3rd Assignment: VO
- 4th Assignment: VOSOT
- 5th Assignment: SOTVO
- 6th Assignment: News Package

All assignments are due according to the due on or before 11:59 pm.

If any of your assignments are late, you **must first obtain approval** from the Instructor for completion and if approval is granted, the assignment must be placed in the late assignment.

Editorial Meetings: Pitch Story Ideas

Editorial meetings are also known as Pitch Meetings. You will be required to attend these meetings via Collaborate Ultra located in CourseDen. The purpose of these meetings is to discuss your story idea for the news story that you're going to create. If your story requires soundbites, you must identify 2 experts/sources that you plan to interview. Research your news story thoroughly to determine if your story is newsworthy and be prepared to defend your story idea utilizing the qualities of news, along with explaining why the viewers should care about watching your story. If the Professor has to give you a news story, or if miss a Editorial meeting you will forfeit all editorial points. Once your story is approved, you will complete a story development form and upload this to CourseDen. You will be given examples on how to do this.

Story Development Forms: Required for all Approved News Stories

Once you've pitched your story and receive approval, you are required to complete a Story Development Form and upload the form in CourseDen.

You are never allowed to email your Story Development Form to me unless I ask you to.

Process For Turning in Video News Stories: Video News Stories

You will upload your video story into Google drive using the following google email address: fall2020prod@gmail.com

Before uploading your projects into Google drive

- You must create a folder for all video projects only
- You must label/title folder your last name
- You must identify all projects using name of the project & story format type

If do not follow these steps 20 points will be deducted from total points of the assignment

Process for turning in News Story Scripts: News Story Scripts

You will upload all scripts in CourseDen. You will never email your to me unless I ask you to so. If your script is late, you will upload your script into the late assignments folder.

Schedule

When	Topic	Notes
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When	Topic	Notes
Week 1 Thursday 8-13 Collaborate Ultra		<ul style="list-style-type: none"> • Intro / Overview / Syllabus
Week 2 Tuesday 8 - 18 Collaborate Ultra		<ul style="list-style-type: none"> • Intro / Overview / Syllabus • Policies / Procedures • Instruct Videos • Camera Training
Week 2 Thursday 8 - 20	Module 1	<ul style="list-style-type: none"> • Introduction Videos Due- • Read Module 1
Week 3 Tuesday 8-25 Collaborate Ultra	Discuss Module 1	<ul style="list-style-type: none"> • Camera Training • Review / Camera Do's & Don't • Editing Training • Shot / Visual Composition / Pwr. Point • Continue to Read Module 1
Week 3 Thursday 8 - 27 Online	Quiz	<p>Quiz on content in Syllabus. Starts at 2 pm.</p> <ul style="list-style-type: none"> • Continue to read Module 1 and watch all videos on the Editing Process
Week 4 Tuesday 9-1 Collaborate Ultra	Discuss Module 1 & Equipment Checkout Procedures	<ul style="list-style-type: none"> • Lecture • Review • Editing Principles / Aesthetics • Discuss Equipment Checkout Procedure
Week 4 Thursday 9 - 3 Collaborate Ultra	Camera Training & Module 2	<ul style="list-style-type: none"> • Meet online and discuss camera operation. • Start reading content in Module 2 & watch all video tutorials in Module 2
Week 5 Tuesday 9 - 8 Collaborate Ultra	Discuss Module 2	<ul style="list-style-type: none"> • Review / Editing Do's & Don't • Discuss Assignments • Shot Composition - Editing Assignment Video Ex. • When to Film / Not to Film
Week 5 Thursday 9 - 10	Research Shot Composition Locations	Ponder Shot Composition Locations
Week 6 Tuesday 9-15 Collaborate Ultra	Pitch Composition Locations	<ul style="list-style-type: none"> • Review / Lecture • Pitch Shot Composition Location • Intro Video Postcard Assignment • View contents in Module 3-Video Postcard Examples • Review Self-Directed Study Assignment
Week 6 Thursday 9 - 17	Field Work / Shot Composition	<ul style="list-style-type: none"> • Shot Composition Location Form Due in CourseDen • Fieldwork on Shot Compositions
Week 7 Tuesday 9 - 22 Collaborate Ultra	Video Postcard Lecture	<ul style="list-style-type: none"> • Lecture - Video Postcard • Shot Composition Due in Google Drive

When	Topic	Notes
Week 7 Thursday 9 -24	Research Video Postcard Locations	<ul style="list-style-type: none"> • Research Video Postcard Location
Week 8 Tuesday 9 -29 Collaborate Ultra	Pitch Video Postcard Locations	<ul style="list-style-type: none"> • Pitch Postcard Location • Start Viewing Module 4
Week 8 Thursday 10 - 1	Read Chapter 2 - Broadcast News Handbook	<ul style="list-style-type: none"> • Video Postcard Location Forms Due in CourseDen • View video tutorials and read content in Module 4
Week 9 Tuesday 10 - 6 Collaborate Ultra	Discuss Module 4	<ul style="list-style-type: none"> • Review / Lecture • Glossary of Terms • View News Story Formats • Resources for News Stories
Week 9 Thursday 10 - 8	Read Chapters 7 through 9 - Broadcast News Handbook	<p>Read Television News Story Forms-</p> <ul style="list-style-type: none"> ▪ The VO ▪ The VOSOT ▪ The News Package ▪ Video Postcards Due in Google Drive
Week 10 Tuesday 10 -13 Collaborate Ultra	Analyze a Newscast	<ul style="list-style-type: none"> • Lecture / Review • Analyze Newscast • Review Glossary of Terms • Review Story Forms • Putting It All Together
Week 10 Thursday 10 - 15	Read Chapter 1 & 3 - Broadcast News Handbook - View Module 5	<ul style="list-style-type: none"> • Characteristics of Broadcast News Writing • Selecting Stories and Starting to Write • Writing Great Leads and Other Helpful Tips • View Module 5 - News Story Formats Examples
Week 11 Tuesday 10 - 20 Collaborate Ultra	Discuss Chapters 1-3 and Module 4	<ul style="list-style-type: none"> • Review Scripting / Writing • Review Handouts/Projects • Review Characteristics of Writing • Review Leads • Start Researching News Story -VO
Week 11 Thursday 10 - 22	Read Chapter 4 - Broadcast News Handbook	<ul style="list-style-type: none"> • Deadly Copy Mistakes and How to Avoid Them • Continue to Research VO Story Idea
Week 12 Tuesday 10 - 27 Collaborate Ultra	VO-Pitch Meeting	<ul style="list-style-type: none"> • Pitch VO • Research VOSOT / VOB Story Ideas • VO- Story Development Forms Due in CourseDen
Week 12 Thursday 10 - 29	Field Work / Shot Composition	<ul style="list-style-type: none"> • Research VOSOT/ VOB • VO's Due in Google Drive
Week 13 Tuesday 11- 3 Collaborate Ultra	Pitch VOSOT	<ul style="list-style-type: none"> • Pitch VOSOT • VOSOT/ VOB- Story Development Forms Due in CourseDen

When	Topic	Notes
Week 13 Thursday 11 - 5	Field Work	<ul style="list-style-type: none"> • VOSOT's Due in Google Drive • Research SOTVO
Week 14 Tuesday 11 - 10 Collaborate Ultra	Pitch SOTVO	<ul style="list-style-type: none"> • Pitch SOTVO • Research News Package • SOTVO- Story Development Forms Due in CourseDen
Week 14 Thursday 11 - 12	Fieldwork	<ul style="list-style-type: none"> • SOTVO's Due in Google Drive • Research News Package
Week 15 Tuesday 11 - 17 Collaborate Ultra	Pitch News Package	<ul style="list-style-type: none"> • Pitch News Package • News Package- Story Development Forms Due in CourseDen
Week 15 Thursday 11 - 19 Field Work	Exam Prep	<ul style="list-style-type: none"> • News Package- Due in Google Drive
Week 17 Tuesday 11 - 24	Exam Prep	<ul style="list-style-type: none"> • Last day of class
Week 17 Tuesday 12 -1	Final Exam	

* Course Policies and Resources

Attendance

Essentially, we will meet in the virtual classroom Collaborate Ultra located in CourseDen.

Communication / Contacting Me

Anytime you need to get in touch with me, please call me via CourseDen email. **DO NOT** send email to my westga.edu email address (unless CourseDen is unavailable).

If it's an emergency, you can email me via my west.edu email. I look forward to working with you this semester.

My response time to your e-mail inquiries will be sent within 48 hours or less assuming there are no extenuating circumstances that do not allow for a response within the designated time frame. I do not answer emails during the weekends.

Learning At A Distance

As a fully-online course, this course can offer students more flexibility in their learning, but because of its fully-online nature, students need to be aware of online expectations and additional resources, specifically using CourseDen, the library's Distance Education resources, and the University's Online Connection resources.

CourseDen: This course will use the University's course management software CourseDen at <https://westga.view.usg.edu/>. Please make sure you are familiar and comfortable with all the applications and tools in CourseDen. If you experience technical problems with CourseDen, especially during an online assignment or assessment, including quizzes and exams, contact Distance Learning at UWG immediately.

- E-mail: online@westga.edu

- Call: M-F 8am-5pm, 678-839-6248 or 1-855-933-UWGO (8946)
- 24-Hour Help: CourseDen (D2L) Access by searching <https://D2Lhelp.view.usg.edu>

Only system issues with CourseDen (not with your computer or your connection) documented by UWG Online will be considered. Please ensure that you are using a reliable machine and have reliable internet access to successfully complete this course.

Link to UWG Online website (includes link to orientation, basic software/hardware requirements, Online Student Guide, and all student services): <http://uwgonline.westga.edu/students.php>

Late Assignments

Within the media profession, there is no excuse for missing deadlines. We will use this practice for this this class. In particular, almost all work environments in general, deadlines and time constraints are a key reality that shapes the outcome and success of an endeavor.

- Late assignments will be accepted at my discretion. If a late assignment is accepted, you will receive only half of the total points for the total worth of the assignment. Additionally, if permission is granted to turn a late assignment and you will have only three days from the due to turn it in. There will be no make-ups for missed deadlines.
- Any make-up assignments or tests will be administered at my discretion. Unless you can provide substantiated official documentation as to why you were absent and unable to complete your assignment, you will receive a zero for the story.
- The student notifies me in advance or (if an emergency arises which precludes reaching me prior to class time) contacts me as soon as possible after the emergency.
- Written, independent verification is provided for a situation beyond the student's control that resulted in the student's absence (summons to court, hospitalization, funeral, emergency accident and military duty).

Incomplete Grade

A grade of incomplete will not be given in this course except in extreme cases involving prolonged and substantiated official documentation of illness or emergency.

Extra Credit

Extra credit will be offered on rare occasions. When it is offered it will be made available to everyone in the class. The points earned from extra credit will count towards the student's overall point total.

Special Needs

I will make special arrangements for students with special needs. Don't wait until after the first assignment or test to talk with me! Don't try and "wing it" without telling me about your particular problem or needs. If you need special accommodations for assignments or tests, let me know early, not a few days before an assignment or test is due. I am here to facilitate your learning, but I need to be informed to do so.

Please see Institutional Policies / Academic Support for more information.

Important CourseDen Tools

Grades: Use the Grades tool to view your grades.

CourseDen Email: The Email tool allows you to send email to, and receive email from, me and your classmates. It is important to check your email on a regular basis. DO NOT send email to my westga.edu email address (unless CourseDen is unavailable).

Discussions: Some class activities will be posted Discussions to make students share the works. Each Discussion forum will be closed after designed cut-off time.

Assignments: This tool is your drop box for the most of writing assignments. You cannot access this tool after cutoff time.

Quizzes: All exams and or quizzes will be conducted through Quizzes tool. You need to read carefully the time enforcement and cut-off time.

Production Policies

1. Please report any problems with the equipment to the Equipment Pool Manager as soon as possible. Failure to do this results in other students checking-out or using broken equipment.
2. When the video equipment is in your possession, you are responsible for it. For any item that you do not return, you're responsible for it. When checking-out equipment and signing your name, please know that this is binding contract acknowledging that you will replace the item(s) if it is damaged or not returned.
3. As part of your story do not ever interview nor film b-roll of friends, roommates, siblings, relatives, your parents, WUTV staff members, members within your organization, Mass Communications students, Mass Communications faculty, staff, and students roaming the College of Education Building. Be diverse and intentionally seek out other majors/people to interview. This is not to say that you cannot do a story on Mass Communications Department and interview Mass Communication students/faculty associated with the story; however, for other stories you must seek out other students. If you do not, points will be deducted, too you may receive a zero for the assignment in question.
4. Under no circumstances are you ever allowed to use pictures, photos and or videos from google in any projects related to this course.
5. For ethical reasons, you will not be permitted to pursue a story about an organization, event or job in which you either employed with or involved in.

🎯 College/School Policies

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog](https://catalog.westga.edu/preview_program.php?catoid=11&poiid=1991) (https://catalog.westga.edu/preview_program.php?catoid=11&poiid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction](http://www.acejmc.org/policies-process/nine-standards/) (<http://www.acejmc.org/policies-process/nine-standards/>).

6 X 6 MASS COMM SUCCESS

<p>6 X 6 MASS COMM SUCCESS (https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG) </p> <p>(click to view image)</p>	<ol style="list-style-type: none"> 1. Freedom of Speech & Press 2. History 3. Diversity 4. Global Impact 5. Theory 6. Ethics 7. Think Critically & Creatively 8. Research & Evaluate 9. Write Effectively 10. Self-Evaluate 11. Apply Numbers & Statistics 12. Apply Technology
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Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are

agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of

academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where

six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage \(https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php\)](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php).

Additional Items

Tips: Do's & Don'ts for Pitching stories.

Do's:

- You are not allowed to or follow someone else or another entities story
- Before pitching a story, you'll need to conduct all of the necessary research and critically think about your news story idea before pitching and pursuing a story.
- Research must include the following steps:
 - Critically think about the story while making sure it is a news story worth pursuing
 - Make sure this story fits your news story format
 - Measure the story for newsworthiness
 - Contact all necessary people you will need to form your news story and provide the essential information needed to develop your story
 - Inform your interviewees that you're thinking about doing a story on the following _____and if the story is approved... would you be comfortable granting an on-camera interview?
- All story ideas must be approved, prior to filming.
- You must attend all pitch meetings and you must bring 3 viable news stories
- Once the story is approved, you must properly document the story using the story development form (typed) and upload to CourseDen.

Do Not:

- Pitch a story without doing the any of the aforementioned
- Sit during class and search / scroll through your phone for a story idea
- Say the following... I've reached out to _____ an they didn't get to me or they haven't got back with me
- Say the following...I have a story and I reached out to _____ and / but I'm waiting for them to get back with me
- Say the following... I have a story and I didn't know if you would approve it or like it, so I did not to pitch it today or I did not bring it today
- Say the following... May I email you my story idea or story development form?
- Say the following... My story did not pan out so I decided to do another and I turn it in on time and it's in google drive
- Wait until the last hour to upload your story to google drive
- Upload anything other than your video project into google drive
- Say the following... It rained today or this weekend and I didn't have the opportunity to do my approved story

Reserve the Right

The Instructor reserves the right to makes to the syllabus throughout the semester and adjust the course schedule at any time.