

Broadcast Reporting II

JOUR 4629/6629-001

TR 1- 2:25 p.m.

Room: Meeman 212

Spring 2026

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Office: 306 Meeman Journalism Building

Office Hours: Tuesday/Thursday, 2:45-3:30 p.m. or Wednesday 2:30 – 3:30 p.m. (By appointment) For students who can meet only in the morning – Wednesday 11:30 -12:00 a.m. (by appointment only)

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COURSE REQUIREMENTS

Catalog description

Gathering, writing and presentation of news for television. Students will shoot, write, edit, and voice packages for use in both the reporting and producing classes

Prerequisites

JOUR 3629 and 3526

Textbooks, Software and Required Materials

- Broadcast News and Writing Stylebook - Seventh Edition
- An external hard drive (at least 250 GB)
- Wired headphones for camera

(Note: The syllabus is subject to changes any time throughout the semester. Please check your email and/or Canvas for detailed and timely adjustments.)

Accessing the course website

1. Go to the University of Memphis online learning home page: <http://memphis.instructure.com>
2. Log in using your University of Memphis username and password.
3. In the Term Year course list available to you, click on the link for JOUR 4629 - 001 to enter your course and read the instructions on the welcoming page

Attendance

Each class is worth points. **You will lose points after 3 absences.** – You get **1 excused absence** – meaning you do not have to show a doctor's note or provide a reason for being absent.

Do NOT come to class if you are sick. (notify)

LATENESS: Make every effort to be on time. **If you are later than 10 minutes, it counts as an absence.**

CELL PHONES: Not allowed during class unless part of the lesson. Please put your phone on Do Not Disturb and put it away. Do not keep it on vibrate.

ASSIGNMENTS: News is all about deadlines, you must turn in assignments ON TIME. If you do not, they will not be accepted (without my consent ahead of the due date).

Assignments & Grading

You will turn in 5-10 Standups (Montage), 1 VO (20-30 seconds), 1 VOSOT (25-45 seconds), and 3 stories over the course of the semester: a feature news story (1:15 – 1:45), one hard news story (1:30 - 2:00) and digital news story (1:15-2:00 min). There will be assignments related to the reading/newscast watching that will also be graded.

Grading

Attendance	200 points
VOSOT	
Story pitch: 20 points	
Rough draft: 30 points	
News story: 50 points	
Final:	100 points
Feature News PKG	150 points
Story pitch: 25 points	
Rough draft: 75 points	
News story: 50 points	
Final: points	
Hard News PKG	200 points
Story pitch: 25 points	
PKG script: 50 points	
Rough draft: 75 points	
Final: points	
Digital News PKG	250 points
Story pitch: 25 points	
PKG script: 50 points	
Rough draft: 75 points	
Final: points	
Newscast/Reading assignments	150 points
Standups/Resume Reel	150 points
Total	1,200 points

A+ = 96.5-100%; A = 92.5-96.4%; A- = 89.5-92.4%

B+ = 86.5-89.4%; B = 82.5-86.4%; B- = 79.5-82.4%

C+ = 76.5-79.4%; C = 72.5-76.4%; C- = 69.5-72.4%
D+ = 66.5-69.4%; D = 59.5-66.4%
F 0-59.4%

COURSE SCHEDULE

All Assignments Tuned in Via Canva

(MLK – January 19th)

Week 1: January 20th – 22nd – Course Introduction

- First Week of Class
- Overview of Syllabus
- Who are you and what are your goals?

Week 2: January 27th – 29th - What Is News?

Absence Start

- Read Chapter 3
- News values, and what makes the news?
- Assignment due: Watch a local newscast and write down the first 10 stories that aired. For each, give me a slug name, the news values in each story, and why you did/did not think the story was newsworthy.

Week 3: February 3rd – 5th

- Read Chapter 2
- Primary + secondary sources and fake news
- Assignment due: Watch a local newscast and for the first 5 stories, write down two examples of how information was attributed. For example: "POLICE SAY THE MAN STABBED FOUR PEOPLE BEFORE RUNNING AWAY."

Week 4: February 10th – 12th - Finding stories, attribution and fact checking

- Read Chapter 6 & 10
- Assignment due: Watch the A-block of a local newscast and write down the leads for the first 10 stories. Then, tell me what types of leads they were (e.g.: impact, breaking news, etc).
- VOSOT topic discussion

Week 5: February 17th - 19th - Writing for Broadcast: Clear, conversational and concise Writing for TV News

- Read Chapters 7, 8, & 9

- Assignment due: Watch a local newscast and write down the slugs for the first 5 stories. Then, write how many wide, medium and tight shots were used.
Write down how many VOSOT there were in the A-block and the slug for each.
- – VOSOT Shoot Day
- – VOSOT Script Day & Edit

Week 6: February 24th – February 26th –This week we'll shoot. Guest Journalists (Learn to Shoot)

- Read Chapters 5 & 12
- Watch VOSOT
- Pkg 1 topic decided (24th)
- Briefly tell me your story ideas. You must have 2-3 interviews lined up (tell me who you're speaking with, why and when). Let me know where you're shooting video. You must use a primary source in your story so provide a link to that. If you use secondary source, link to that as well.

Week 7: March 3rd – March 5th - Writing to video MMJs must be able to shoot, write and edit a package This week we'll write. –

- Read Chapter 11
- Pkg Shoot Day (3rd)
- Quiz

Week 8: Spring Break –March 9-15

Week 9: March 17th – March 19th

- Read Chapter 16 & 19
- Watch Pkg 1
- Guest Speaker

Week 10: March 24th – 26th

- Read Chapter 4 & 18
- Pkg 2 Shoot Day (24th)
- Write or edit Pkg

Week 11: March 31st – April 2nd

- Read Chapters 13 & 22 (script form)
- Pkg 2 due (31st - 11:59 pm)
- Assignment due Nov: Watch a local newscast and write down how many packages aired in the A-block. Tell me the slug for each story and what the story was about. Was the reporter live? Stand up?
- Watch Pkg 2

Week 12: April 7th – 9th – Writing PKGs How to write a news package

- Read Chapters 13 & 22 (script form)
- Shoot Day (7th)
- Assignment due: Watch a local newscast and write down how many packages aired in the A-block. Tell me the slug for each story and what the story was about. Was the reporter live? Stand up?
- Pkg 3 write script or edit due

Week 13: April 14th - 16th – Producing for TV News Where stories should go in a newscast by order of importance

- Read Chapters 14 & 15
- Watch Pkg 3
- Resume Reel Tips (Possible Guest)

BEA Convention April 18th – 21st

Week 14: April 21st – 23rd – Tracking and Standups Nailing your “reporter” voice and active standups

- Read Chapter 16 & 17
- Shoot Standups (21st)
- Assignment due: Explain in 2 pages, typed document how to report with news and ethics based on information from the week’s readings
- Work on Reporter Reel (23rd)

Week 15: April 28th – 30th

- Read Chapter 1
- Watch Resume Reel

Week 16: Exam - May 1st – 7th

- Assignment due: Resubmit Reel

ASSESSMENT AND OUTCOMES

Professional Values and Competencies in JOUR 4629

- Present images and information effectively and creatively, using appropriate tools and technologies.
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.

- Apply critical thinking skills in conducting research and evaluating information by methods appropriate to the communications professions in which they work.
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.
- Apply current tools and technologies appropriate for the communications professions in which they work, and to understand the digital world.

How professional values and competencies will be met

Cognitive objectives to be mastered (ability to explain, analyze, understand, think critically)

- Gain familiarity with ethical issues in reporter neutrality and objectivity in coverage of controversial issues.

Performance standards to be met (demonstrable skills, abilities, techniques, applied competencies)

- Relate stories to intended audience.
- Think critically regarding story sources and information gathering.
- Demonstrate an ability to prepare reports on controversial issues, feature stories, sports events, and meeting stories.
- Acquire ability to conduct interviews, gather information in person, by phone and digitally, as well as conceptualize a story.
- Demonstrate basic video shooting and editing skills.

How assessment of student learning will be met

Awareness

- Become aware of the professional protocol such as story meetings and reporter responsibilities.
- Learn about the importance of audio mixing in video stories.
- Recognize the various story types in television news.

Understanding

- Understand the ethical and professional challenges facing a broadcast journalist today.
- Appreciate the role of social media and the internet in today's broadcast industry.
- Recognize the qualities of what is newsworthy in local and national television news.
- Realize the importance of following the news (local, national and international).
- Study the principles of effective story telling as it pertains to television news.
- Understand the professional routine of local television news workers.

Application

- Develop story ideas, setting up interviews, selecting appropriate sources for stories, determining best video to use, writing news stories in various formats, digital editing.
- Take weekly news quizzes.
- Meet professional television news workers.
- Give and receive criticism by peers when stories are reviewed collectively in class.
- Create an online portfolio to present resume reel, as well as other journalistic/ multimedia skills.

JOURNALISM AND STRATEGIC MEDIA POLICIES

Portfolio requirement

As an undergraduate student in the Department of Journalism and Strategic Media, you are required to develop and maintain an active portfolio of your work. Portfolios begin in JRSM 3900/3905. The portfolio should contain samples of coursework and/or professional experiences and should develop as you build skills. Portfolios will undergo a final, external review while you are enrolled in your capstone course.

You may use any type of web hosting for your portfolio, but it must have an independent and professional URL. You may use any content management system, but you are encouraged to use WordPress, Wix, or Squarespace. It is also encouraged to purchase a URL if you plan to use the portfolio long term. You must keep the portfolio active for six months following graduation from the University of Memphis.

You should have a professional email address you plan to use throughout your professional life, via a common email service, such as Gmail.

All portfolios must contain the following items:

- Samples of work from courses and/or professional activities. (Example: Broadcasting students must include a video reel)
- A current résumé
- A personal profile
- Contact information/means of contact
- Professional social media links (minimum LinkedIn)

You may wish to include a blog, video reels, photograph galleries, presentations, design PDFs, audio files or writing pieces as examples of professional work. The professional work should ultimately be tailored to the career you seek after graduation. Your portfolio should show a unique blend of work.

Email

You must have your UofM email account activated. If you are using another provider, such as Google, you are required to have all UofM emails forwarded to that account. Go to the [account management website](#) for information about implementing email forwarding. You are required to check your email daily.

Electronic devices

Some classes require a tablet, laptop or a smartphone. Others do not. Instructors will set the policy for their specific classes.

AI/Chat GPT

The use of artificial intelligence software, such as Chat GPT, is prohibited in some courses and required in others in Journalism & Strategic Media. Please refer to specific guidelines for this course in the course-specific part of the syllabus.

Attendance

Class attendance is mandatory in Journalism & Strategic Media. You may be assigned a failing grade for the semester for nonattendance or habitual tardiness.

Course repetition

Majors and minors who fail to earn the minimum passing grade (C-) in a class required by your program of study in Journalism & Strategic Media after three attempts will be dropped from the program.

You may not use or submit work from a previous course, even if it is the same course being repeated, to fulfill requirements for assignments in another course. Substantially reworking the original submission, or working with the same general idea, may be permissible upon discussion and with written approval from

the professor of the current course.

Academic integrity

The University of Memphis expects all students to behave honestly and follow the policies stated in the Student Code of Rights and Responsibilities. If you need more information about the University policy on academic integrity visit the [Office of Student Accountability's website](#).

In addition to University-wide policies, the Department of Journalism & Strategic Media considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses or receiving any assistance from others for work assigned to be done on your own, as acts of cheating and punishable to the degree determined appropriate by the course instructor and department chair. Punishment may include grade reductions or seeking dismissal of the student from the University.

Further, you are expected to comply with copyright and intellectual property laws and must have sufficient permission to use any copyrighted materials used in creative projects, unless otherwise informed in cases of exercises or reproduction.

Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for rating originality of your ideas and to evaluate proper use and assignment of sources. All creative work may be checked for policy adherence by the professor. The only exception to this policy is your online portfolio and its attendant pieces (for example, the résumé and logo). By taking this course, you agree that all assignments may undergo this review process. The assignment may be included as a source document in Turnitin.com's restricted access database. It is solely for the purpose of detecting plagiarism in such documents. Assignments not submitted according to the instructor's procedures may be penalized or may not be accepted at all.

Online SETEs

You are encouraged to complete the SETEs evaluation of this course. If completed, once the instructor has posted final grades, you can immediately see that grade. To access evaluation forms, log in to MyMemphis; click the "Student Pages" dropdown menu and select "My Resources" and find the SETE evaluation forms; complete an evaluation for each course listed and hit the "Submit" button at the bottom of the form. Completing the SETE will only take a few minutes. Faculty take the evaluations seriously and use them to improve courses and instructional quality. Your feedback is essential and is appreciated.

Deadlines

All deadlines are firm. Because Journalism & Strategic Media is a professional program, students are expected to understand and comply with deadlines. Students needing an extension on an assignment must receive approval from the instructor. Exceptions will be made for reasonable circumstances if the student notifies the instructor prior to the due date.

You may be permitted to make up missing work if it is for an absence because of illness or other catastrophic emergency, such as a death in the family that can be documented.

AP Style and grammar

All written work in this class must follow the AP Stylebook and accepted rules of grammar and punctuation. You are responsible for learning these rules and checking your work for errors.

Disability and accommodations

If you need an accommodation based on the impact of a disability, contact Disability Resources for Students at 901-678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations.

Diversity and inclusivity

The Department of Journalism & Strategic Media values diversity in all its forms. Some of these forms include ability, age, appearance, ethnicity, gender identity, immigration status, language, nationality, race, religion/spirituality, sex, sexuality, socio-economic status, and other personal identities and experiences. As such, students are expected to participate in fostering an inclusive environment that respects the differences of others.

Students are expected to approach their work through a diverse lens. Creating messages that resonate with diverse audiences requires an understanding of a variety of perspectives, which are carried out through multiple platforms, such as digital and traditional media outlets.

The department seeks to foster healthy and positive classroom discussions and experiences. As such, faculty and students are expected to remain respectful and professional at all times.

Weather policy

Always check with local media, the University of Memphis website and the LiveSafe App regarding inclement weather.

Student support

If you are experiencing personal or academic challenges including, but not limited to food or housing issues, family needs, or other stressors, visit the Student Outreach & Support page to learn about resources that can help: <https://www.memphis.edu/deanofstudents/crisis/index.php> or contact the Dean of Students Office at 901-678-2187, or in person in Suite 359 in the University Center for assistance. You may also talk with course instructors about the challenges you are experiencing. Instructors may be able to assist in connecting you with campus or community support.