

Submit originals and one copy and electronic copy to Governance/Faculty Senate Office
See <http://www.uaf.edu/uafgov/faculty/cd> for a complete description of the rules governing curriculum & course changes.

CHANGE COURSE (MAJOR) and DROP COURSE PROPOSAL

SUBMITTED BY:

Department	JOURNALISM	College/School	CLA
Prepared by	ROBERT PRINCE	Phone	474-6249
Email Contact	ROB.PRINCE@ALASKA.EDU	Faculty Contact	ROBERT PRINCE

1. COURSE IDENTIFICATION:

Dept JRN Course # 454 No. of Credits 3

COURSE TITLE ADVANCED TV NEWS PRODUCTION

2. ACTION DESIRED:

Change Course ☒ If Change, indicate below what change. Drop Course ☐

NUMBER	<input type="checkbox"/>	TITLE	<input checked="" type="checkbox"/>	DESCRIPTION	<input checked="" type="checkbox"/>
PREQUISITES	<input checked="" type="checkbox"/>			FREQUENCY OF OFFERING	<input type="checkbox"/>
CREDITS (including credit distribution)	<input type="checkbox"/>			COURSE CLASSIFICATION	<input type="checkbox"/>
CROSS-LISTED	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	(Requires approval of both departments and deans involved. Add lines at end of form for such signatures.)	
STACKED (400/600)	<input type="checkbox"/>	Dept.	<input type="checkbox"/>	Course #	<input type="checkbox"/>
Include syllabi.					
OTHER (please specify)	NOTE: WE ARE APPLYING FOR "O" DESIGNATION FOR THIS COURSE AT THE SAME TIME, THUS THE REFERENCES IN THIS APPLICATION TO "O" STATUS.				

3. COURSE FORMAT

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the core review committee.

COURSE FORMAT: (check all that apply) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 weeks to full semester

OTHER FORMAT (specify all that apply)

Mode of delivery (specify lecture, field trips, labs, etc) Lecture and in-studio production

4. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities ☐ S = Social Sciences ☐

Will this course be used to fulfill a requirement for the baccalaureate core? YES ☒ NO ☐

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive, Format 6 also submitted ☒ W = Writing Intensive, Format 7 submitted ☐ Natural Science, Format 8 submitted ☐

5. COURSE REPEATABILITY:

Is this course repeatable for credit? YES ☒ NO ☐

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

The course is primarily about building experience and a portfolio for positions in TV News Broadcasting. One semester is not enough to fully develop a student's skills in TV Broadcasting. Repeating the course allows students to produce more news packages, build a stronger portfolio, and get more experience in producing TV News.

How many times may the course be repeated for credit? 1 TIMES

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course? ☐ CREDITS

6. **CURRENT CATALOG DESCRIPTION AS IT APPEARS IN THE CATALOG:** including dept., number, title and credits

JRN F454 Advanced TV News Production

3 Credits
Offered Fall

In-depth experience with television news production including electronic newsgathering. Emphasis on producing broadcast quality news footage and packages. May be repeated once. Only the first 3 credits count toward major approved-elective requirements. Special fees apply. Prerequisites: JRN F251; JRN F452; JRN F453. (1+6)

7. **COMPLETE CATALOG DESCRIPTION AS IT WILL APPEAR WITH THESE CHANGES:** (Underline new wording strike-through old wording and use complete catalog format including dept., number, title, credits and cross-listed and stacked.) PLEASE SUBMIT NEW COURSE SYLLABUS. For stacked courses the syllabus must clearly indicate differences in required work and evaluation for students at different levels.

JRN F454 O ~~Advanced TV News Production~~ Newscast

3 Credits Offered Fall

In-depth experience with television news production including electronic newsgathering. Emphasis on producing ~~broadcast quality news footage and packages~~ a broadcast-quality weekly newscast and packages for distribution in various media. May be repeated once. Only the first 3 credits count toward major ~~approved-elective~~ requirements. The following 3 credits would count toward approved electives. Special fees apply. Prerequisites: JRN F101; JRN F202; JRN F251; JRN F302; JRN F452; JRN F453. (1+6)

8. **IS THIS COURSE CURRENTLY CROSS-LISTED?**

YES/NO ☒ NO

If Yes, DEPT

NUMBER

(Requires written notification of each department and dean involved. Attach a copy of written notification.)

9. **GRADING SYSTEM:** Specify only one

LETTER: ☒ X

PASS/FAIL: ☐

10. **ESTIMATED IMPACT**

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Use of facilities and equipment in the Journalism Department will likely increase. Enrollment in JRN 202 and 302 may increase. This will likely result in even more need for new equipment and/or facilities. The Minor TV studio in the library is woefully equipped for our current purposes and OIT and Prof. Prince are already working to get grants to upgrade this equipment.

11. **LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No

☐

Yes

☒

The Journalism Department provides all the necessary equipment for the course. These changes will not affect usage of equipment outside of the Journalism Department.

12. IMPACTS ON PROGRAMS/DEPTS:

*What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)*

Journalism Department
OIT
Film Department

13. POSITIVE AND NEGATIVE IMPACTS

Please specify positive and negative impacts on other courses, programs and departments resulting from the proposed action.

The positive impact for Journalism will be that students will be better prepared for the course due to more applicable prerequisites. Students will have more accurate expectations for the course based on the new title and description. The negative impact is that these modified prerequisites may reduce enrollment.

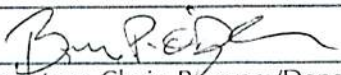
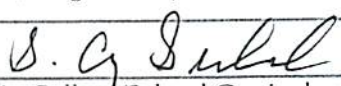
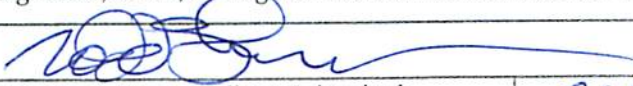
The positive impact for the Film major is that student interested in broadcasting more than traditional filmmaking will have an option that better suits their goals. The negative impact for Film major will be that students interested in TV broadcasting may take this course instead of another course in the film department that less closely matches their interests and reduce enrollment in those courses.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you ask for a change in # of credits, explain why; are you increasing the amount of material covered in the class? If you drop a prerequisite, is it because the material is covered elsewhere? If course is changing to stacked (400/600), explain higher level of effort and performance required on part of students earning graduate credit. Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the course is not compromised as a result.

The new course name better reflects the purpose of this course—to give students a great deal of experience in producing TV News—and better suits the one-track major program the Journalism Department is working to implement. The new prerequisites will prepare students for the type of work done in this course more effectively. The new description identifies the intention to have these newscasts distributed through closed circuit UAF TV and/or the Internet.

APPROVALS: Add additional signature lines as needed.

	Date	9/12/2011 3/19/12
Signature, Chair, Program/Department of: Journalism		
	Date	7/23/2012
Signature, Chair, College/School Curriculum Council for: CUA		
	Date	01/16/13
Signature, Dean, College/School of: CUA		
	Date	

Signature of Provost (if applicable)

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE.

<div></div>	Date	<div></div>
Signature, Chair, UAF Faculty Senate Curriculum Review Committee		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

<div></div>	Date	<div></div>
Signature, Chair, Program/Department of: <div></div>		

<div></div>	Date	<div></div>
Signature, Chair, College/School Curriculum Council for: <div></div>		

<div></div>	Date	<div></div>
Signature, Dean, College/School of: <div></div>		

ATTACH COMPLETE SYLLABUS (as part of this application).

Note: The guidelines are online: <http://www.uaf.edu/uafgov/faculty/cd/syllabus.html>

The department and campus wide curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course change will be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time
(make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

3. Course readings/materials:

☐ Course textbook title, ☐ author, ☐ edition/publisher.

☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and

☐ any supplies required.

4. Course description:

☐ Content of the course and how it fits into the broader curriculum;

☐ Expected proficiencies required to undertake the course, if applicable.

☐ Inclusion of catalog description is *strongly* recommended, and

☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:

☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and

☐ how they will be tabulated into grades (on a curve, absolute scores, etc.)

11. Support Services:

☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services:

The Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials.

☐ State that you will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities."

JRN F454 O F01

NEWSCAST (3)

SPRING XXXX

BUNNELL XXX

CLASS DAYS & TIMES

Prof. Robert Prince

Office: Bunnell 105C

Office Hours: XXX or by appointment

Office Phone: 474-6249

E-mail: rob.prince@alaska.edu

Required Reading:

Broadcast News Handbook, C.A. Tuggle, Forrest Carr, Suzanne Huffman, 4th Edition

ISBN: 9780073511962

Course Description:

JRN F454 O **Newscast**

3 Credits **Offered Fall**

In-depth experience with television news production including electronic newsgathering. Emphasis on producing a broadcast-quality weekly newscast and packages for distribution in various media. May be repeated once. Only the first 3 credits count toward major requirements. The following 3 credits would count toward approved electives. Special fees apply.
Prerequisites: JRN F101; F202; JRN F251; JRN F302; (1+6)

Course Goals:

Upon successful completion of the course, students will be expected to demonstrate poise and familiarity speaking in front of the camera and producing broadcast quality television news programs and packages.

Student Learning Outcomes:

Upon successful completion of this course, students will be able to:

1. Produce a broadcast quality video news package
2. Perform well in a range of TV studio production positions
3. Demonstrate effective speaking reflecting the professor's feedback—including voice work, material organization and presentations.
4. Show an understanding of using pictures and words together, and how to write to video.

Oral Intensive Course Elements:

This course is designated as Oral Intensive (O) and, as such, deals heavily with oral communication skills. Twenty percent of the final grade will consist of students' ability to effectively speak on camera in front of the rest of the production crew and an unknown viewing audience. Students will get weekly feedback on their delivery in the form of faculty evaluations and a class-wide review of each broadcast. Students will serve as anchors for at least five programs as well as being required to do 10 on-location, pre-recorded "stand-ups" (on-location speeches directly into the camera) for their news packages. Students will have the opportunity to do three on-camera Q&A session in the form of an interview on a particular news story they covered. Students will deliver their oral communication as part of a carefully structured newscast with broadcast specific "signposts" ("coming up next," "after this break," etc.). The

course will also cover the specifics of oral communication for the camera in a news environment. The framing of shots, the visual format of television, and audience expectations of news anchors all play a part in the specifics of oral communication for TV news and will be covered in the course. In addition, students will learn how to combine oral communication with images and how to tell an effective story in this medium.

Instructional Methods:

This course will be taught through readings, lectures, TV studio shoots, site visits, and field production work.

Expectations of Students:

1. Push yourself to do your best work for this class. If you don't do your best work now, when *will* you do it?
2. Arrive to class on time. Tardiness will result in a reduced grade (see "Attendance/Tardiness" below).
3. Make sure your cell phones are OFF.
4. Laptops are allowed in class, however I reserve the right to close your laptop if I suspect you are using it for non-class-related purposes regardless of whether or not I have evidence to support that suspicion.
5. Come to class prepared, having completed the required homework and ready to participate in class discussions.
6. Attend every class. Unexcused absences will result in a reduced grade (see "Attendance/Tardiness" below).
7. Participate in every class.
8. Check your Blackboard e-mail every weekday.
9. Respect your peers. Support and encourage them and offer constructive criticism of their projects.
10. Ask questions during or after class when you do not understand something or are having a problem. If you don't understand something, chances are at least some of your peers don't understand it either.
11. If you are having a problem outside of class that is affecting your ability to perform in this class, *please* let me know as soon as you can. You do not need to disclose the details of your situation. Although doing well in college is very important and you need to work hard, do not let the pressure overwhelm you. Your personal health and sanity are more important than good marks. I consider myself a very easy person to talk to and encourage you to come speak to me if you need to discuss issues course-related or otherwise.

Equipment Policies

Access to the computers and video production equipment is on a first come, first serve basis. Access to the editing room is available virtually 24-7. You will need permission from us to have security let you in the building during the weekend.

Cameras must be checked out and returned through Amy Simpson, the department assistant, Robert Prince or Jason Lazarus. The Monday-Friday hours when you can do that will be announced as soon as possible. We recommend that you reserve equipment well in advance of when you need it. Cameras can be checked out for only one evening or the weekend. You have

to sign a waiver before you can check out any equipment. Cameras and editing equipment are also available for check out through the Rasmuson library.

The hard drives on the lab computers will be erased every Friday afternoon to prevent the buildup of excessive files on the drives. If you need an exception from this, make sure to let Jason Lazarus or me know.

Building Access:

Access to the Journalism computer lab is virtually 24/7 with your Polar Express card. As long as you can get into the Bunnell Building, you can access the lab. You can remain in the lab after the building has closed. The lab is not open to students when classes are meeting in the lab. Those times will be posted on the lab door. If you are in the lab when a class is about to begin, you will be asked to leave. Note that some classes meet only occasionally in the lab and professors do their best to post those times on the door in advance of the class meeting time.

Bunnell Building hours vary. Note that sometimes the south entrance by the Journalism Department is locked while one or both of the north entrances by the flags are open, so try the other doors if you cannot enter through the south entrance.

Final Grade Breakdown:

- Attendance: 20%
- News Packages/Studio Shoots (10): 5% PER EPISODE, 50% TOTAL
- Oral Communication: 20%
- Quizzes: 10%

Expectations for grading components:

Attendance: 20%

I will allow you two unexcused absences for the entire semester before I begin lowering your final grade with each additional absence. Each absence after the second will significantly reduce your final grade. If you miss ten or more classes with no official documentation proving your absences were legitimate, then you will fail the course REGARDLESS of if your other grades were high enough to allow you to pass the course.

An excused absence is when you have notified me before class that you will not be able to make it to class for a valid reason: sick, car trouble, family business, etc. You must notify me BEFORE class for an absence to be excused. Telling me hours or days later why you missed class will not excuse the absence. Treat this class like a job. If you don't show up to work and don't call in beforehand, you get fired. The only exception to this rule is that I will accept a doctor's note up to a week after you return to class as an excuse for an absence.

Students who have zero absences (excused or unexcused) and no tardiness will receive 2% extra credit in their final grade. An absence or tardy for any reason will remove this extra credit from your final grade.

Although your absence from class may not directly count against your grade, any assignments due that day that you did not turn in will still count against your grade. Make sure to contact me after an absence to see what announcements or assignments you missed. I recommend you ask a fellow student for a copy of their notes from that class to see what material we covered.

Because coming late to class disrupts class, at times forces us to wait for you, and can mean missing important announcements, every three times you arrive to class late I will add one absence to your grade. Redefine "on time" to class in your mind to mean "five minutes early." If you do arrive to class late, make sure to see me after class to make sure I mark you as present and let you know about any announcements I may have made that day.

Here is how your unexcused absences will affect your final grade:

0 Absences (and zero tardiness) = 110% for attendance (equals +2% extra credit)

1-2 Unexcused Absences = No deduction from your attendance grade

3rd Unexcused Absences = 85% for attendance grade

4th Unexcused Absences = 70% for attendance grade

5th Unexcused Absences = 55% for attendance grade

6th Unexcused Absences = 40% for attendance grade

7th Unexcused Absences = 25% for attendance grade

8th Unexcused Absences = 10% for attendance grade

9th Unexcused Absences = 0% for attendance grade

10+ Unexcused Absences = Automatically fail the course

News Packages/Studio Shoots (10): 5% Per Episode, 50% Total

You will produce news packages on a subject of interest to the UAF community. Each news package will involve a stand up (a short, on-camera speech on location). Each studio shoot will last at least five minutes and you will be graded on your work in whatever studio production job you have for each shoot, such as directing, camera, tape operator, teleprompter, audio, etc. At least three of the shoots will involve a question and answer interview and you will be graded on your oral communication during the interview. Your evaluation will be based proportionately on how well you performed your duties, professionalism, teamwork, leadership (when directing), and application of concepts covered in class.

Oral Communication: 20%

Effectiveness of your oral communication in on-location stand-ups and as the on-air talent. Some news shoots will involve question and answer interviews.

Quizzes: 10%

Pop quizzes covering the readings and lectures.

Grading Guidelines:

Grading is based on absolute scores. I do not curve grades in this course.

A: An honor grade that indicates originality and independent work, mastery of the subject and the satisfactory completion of more work than was regularly required. To get an "A," students in my classes need to impress me with the work they've done on an assignment and go *beyond* what I asked for in the assignment.

94%-100% = A, 90%-93% = A-

B: Indicates outstanding ability above the average level of performance. To get a "B," students in my classes need to do exactly what I asked for in the assignment and do it well.

87%-89% = B+, 84%-86% = B, 80%-83% = B-

IMPORTANT GRADING POLICY INFORMATION

Implications of the Grade of 'C' (and below) for letter-graded undergraduate courses which are:

- Prerequisites for other courses, or
- Degree major requirements, or
- Core courses

C+ (2.3): Satisfactory to Fair: satisfactory level of performance, with some mastery of material.

C (2.0): Average: satisfactory level of performance and level of competency in the subject. A minimum grade of 'C' (2.0) is required for all prerequisites and major courses.

C- (1.7): Barely satisfactory: Minimum grade required for all Core (X) Courses. A grade of C- (1.7) in a class which is a prerequisite for another

class or in a class required for a student's major will result in the student being required to retake the class.

77%-79% = C+, 74%-76% = C, 70%-73% = C-

D+ (1.3); D (1.0); D- (0.7): Below Average: Fair to poor level of competency in the subject matter. A grade of D+, D or D- in a Core (X) class will automatically require the student to retake the class to receive core credit, starting Fall 2011.

67%-69% = D+, 64%-66% = D, 60%-63% = D-

F: Indicates failure to meet lowest standards. To get an "F," students in my classes will have missed several major elements of the assignment and the content will be all—or nearly all—poor quality.

0%-59% = F

For additional grading policy information, see the UAF Catalog.

Course Policies:

Late work or quizzes will be docked 15% plus an additional 15% for each class period it is not turned in after the due date. Backup your work, reserve video equipment, and work ahead of deadlines so you can avoid these problems. If you miss the midterm exam, you will need documentation proving the legitimacy of your absence to avoid the 15% grade reduction.

Projects can be redone only if there is sufficient evidence that a requirement(s) of the assignment was described in a way that a reasonable adult would find confusing or ambiguous and that unclear element of the assignment directly related to the student's reduced grade.

All work must comply with the University of Alaska Fairbanks policies on student conduct found online at www.uaf.edu/catalog/current/academics/regs3.html.

All work must be original productions for this course and plagiarism will result in a zero for the assignment, a possible F for the class, and potentially further academic discipline. Ignorance of what it means to plagiarize will not be an excuse from punishment. If you have questions about plagiarism, contact me *before* you hand in the assignment.

I will make reasonable accommodations for individuals with documented disabilities. Notify me within the first two weeks of the semester if you have any special needs.

Journalism Lab Policies:

Welcome to the Journalism Labs! The following is a list of tips and guidelines for lab usage to insure that your experience in any of our labs goes smoothly and is highly productive. If you have any questions at all about the following, please either ask your instructor or our Computer Tech, Jason, available at Bunnell 102b, 474-6020 or fjtbtech@uaf.edu.

- First note that you're working on Macintosh computers – if you're not used to these types of computers, have limited computing skills, or are unfamiliar with OS X (the operating system), please inform the instructor of this so that extra help can be dispensed when needed.

- Each of the computers in our three labs are password protected with different passwords for each lab – Please request passwords from your instructor only. Do not give out these passwords to anyone.
- Many of you will opt to save your files on Thumbdrives (USB drives). These work great for saving and transporting your work between home and school. But, unlike PC's, Macs expect you to “eject” or “unmount” your thumbdrive before you unattach it from your computer. Do so by dragging your thumbdrive from the desktop to the trash bin (which will change to an “eject” symbol). Not doing this can cause you to lose your information and possibly ruin the thumbdrive.
- Save and save often! You will be able to not only save on your computer but have several other options to save your files – always use the default (saving to your computer) as well as one of the following secondary methods to insure you don't lose your files. Your instructor will give you access to the Journalism file server which can be used for all your files (short of large video files and personal files). You can also use email to send files to yourself or use thumbdrives to carry your files home with you. Additionally, Lab 128 and 106 are fully equipped with CD/DVD burners and 126 has several CD/DVD burners as well. At any time your computer could crash and your files could be lost – save in at least one more location! Additionally, this insures that if someone is using “your” computer, you don't have to wait for them to get off of it.
- Do not abuse the computers. DCC as well as the Journalism Department monitors computer usage and will report improper use of departmental equipment. Treat these computers as if someone is watching your usage – because they are! Additionally, do not damage, hit, or take your frustrations out on any of our equipment. If you're getting frustrated – walk away and take a break.
- Don't leave any personal items in the labs after class. Once or twice a week each lab will be cleaned and all personal items will be thrown away or placed in a lost and found.
- No food/drinks are allowed in 126 or 128. For Lab 106, please try to limit your food to the tables.
- We have film scanners, flatbed scanners, DV/miniDV Decks, Minidisc Recorders and DV Cameras available in our labs as well as for checkout. Please talk to your instructor about access to any of these if you need them for a class project. Check out will be posted in the Journalism Office.
- Do not access highly personal items on these computers such as bank accounts and anything dealing with your social security number. We have seen far too many people leave access to their bank accounts open on lab machines far after they've left the room. Be vigilant!
- Most of all if you're having any problems talk to your instructor or our Computer Tech, Jason. We're all more than willing to help you out with any problem! Jason is available quite a bit during normal office hours – please consult his schedule on his door.

Support Services:

I will make reasonable accommodations for individuals with documented disabilities, for example, providing an in-class note taker, providing a quiet and solitary test-taking environment, or other reasonable accommodations in line with your documented needs. Disability services will provide you with documentary indicating what kind of assistance you need and, based on that evidence, I will implement that assistance to the best of my abilities. Notify me within the first two weeks of the semester if you have any special needs.

The departments listed below provide resources for students with disabilities, help writing papers, and help preparing for class presentations:

About Your Professor:

I grew up in East Lansing, Michigan and graduated from Calvin College with a B.A. in Telecommunications. After college I went to work in Chicago for Kurtis Productions, producers of the *Investigative Reports* series on A&E. I then was hired as a Producer/Director for the PBS affiliate in Grand Rapids, Michigan where I directed live and pre-recorded programs for local broadcast. In 2000 I went back to Calvin to run the video production department. While working there I earned my M.A. from Michigan State University in Telecommunication, Information Studies and Media.

In 2005 I moved to Fairbanks to teach video production and documentary filmmaking in the Journalism Department at the University of Alaska Fairbanks.

CONNECTING YOUR LACIE USB DRIVE:

1. Plug the power supply into the drive with the flat side of the connector down. **DON'T FORCE IT!** It's easy to bend/break the pins.
2. Turn on the drive using the small switch in the back. The light on the front of the drive should illuminate.
3. Plug the USB cable into the drive—flat side up.
4. Plug the other end of the USB cable into the back right side of the computer monitor.
5. Select the “documentary” log-in, and enter the password.
6. Wait approximately 15 seconds for the Lacie folder to appear on the desktop.
7. Open Final Cut Pro by clicking on the slate icon on the bottom of the screen. Hit “OK” to get through any warning messages.
8. Select “Final Cut Pro > System Settings” from the very top menu. (shortcut = shift-Q)
9. Click the “set” button next to the checked boxes near the top.
10. Choose the “Lacie” drive from the top left portion of the window.
11. Click the “set” buttons next to the Waveform, Thumbnail and Autosave Vault options and choose the “Lacie” drive for each of those.
12. Hit “OK” and start working.

WHEN FINISHED WORKING:

1. Repeat steps 8-11 above but choose “documentary” from the upper left in the folder rather than “Lacie” to return them to their original settings.
2. Quit Final Cut Pro by going to the “Final Cut Pro > Quit Final Cut Pro” option on the top apple menu bar.
3. Go to the Apple icon in the far upper left and choose “log out documentary.”
4. Disconnect the drive from the computer, turn it off, unplug it and take the drive and cables with you.

NOTE: If you need to remove the drive but not log out, drag the “Lacie” folder to the trash and then disconnect the drive from the computer. This will not erase any data on your drive. **DO NOT DISCONNECT THE DRIVE WITHOUT DRAGGING THE ICON TO THE TRASH** unless you have logged out or turned the computer off.

WARNING: DO NOT LEAVE YOUR USB DRIVE IN AN EXCESSIVELY WARM OR COLD PLACE (like your car). This may damage the drive and ruin your data as well as costing you about \$100 to replace the drive.

Disability Services

e-mail. fydso@uaf.edu

tel. 907-474-5655

tty. 907-474-1827

Whitaker Building Room 208

www.uaf.edu/disability

About Disability Services

At UAF Disability Services, our goal is to provide UAF students with access to academic classes and course materials through an interactive accommodation process.

UAF Disability Services provides accommodations to students on the Fairbanks campus as well as on the Bristol Bay, Chukchi, Interior Aleutians, Kuskokwim, Northwest, Community Technical College (CTC), Center For Distance Education (CDE), and College for Rural and Community Development (CRCD) campuses.

Students using community campuses or distance learning programs should contact Disability Services via telephone, fax, e-mail, U.S. postal mail, or in person to request and arrange for accommodations.

We enjoy supporting individuality, promoting independence and celebrating graduations.

Writing Center

Dept. Of English

801 Gruening Bldg.

(907) 474-7193

faengl@uaf.edu

The Writing Center is a student-staffed, student-oriented service of the English Department. Our tutors, English Department teaching assistants and a few outstanding undergraduate students, can assist you in all phases of the writing process, including the following:

- **Brainstorming and generating topics**
- **Organizing ideas**
- **Developing research strategies**
- **Use of citation styles -- MLA, APA, and Chicago**
- **Editing for clarity and correctness**

We collaborate with each student on a one-to-one basis, and we will work with students at any phase of the writing process -- planning, drafting, revising. We can also help writers discover ways of improving grammar, mechanics, and punctuation.

Tutorials. Tutorial appointments at the Writing Center are 30 minutes long, and we encourage you to call or stop by to make an appointment. Walk-in sessions are often available, but in the last half of the semester we are often booked.

Fax Tutoring. We provide a fax tutoring service for students enrolled in the College of Rural and Community Development (CRCD). Students can fax their papers to us (1-800-478-5246), and they will have a telephone tutorial with a tutor at a designated time. We offer fax tutorials Monday through Thursday evenings and Sunday afternoons. Phone the Writing Center (907/474-5314) to make an appointment.

Speaking Center
Dept. of Communication
507 Greuning Bldg.
(907) 474-5470
fyspeak@uaf.edu

What is the Speaking Center?

The Speaking Center is a student-oriented service provided to facilitate preparing public presentations. Students can receive coaching in refining their presentation topic, in organizing their presentation effectively, and in practicing their presentation. The Center makes it possible to digitally record and to watch one's practice presentation, receiving constructive feedback from a Speaking Center coach.

Who can use the Speaking Center?

The Speaking center is available to all students currently enrolled at UAF or at TVC.

Scheduling Procedures

Please call 474-5470 or e-mail fyspeak@gmail.com to schedule an appointment at the Speaking Center. Walk-ins are welcome, however, students can be served only if there are openings. Individuals may schedule the Center's practice room daily any time prior to Speaking Center hours.

NEWSCAST: TENTATIVE COURSE SCHEDULE

DATE:	SUBJECT:	ASSIGNMENT DUE:
WEEK 1	LECTURE: INTRODUCTION TO THE COURSE / LAB: PRACTICE SHOTS IN THE STUDIO TV STUDIO REFRESHER	
WEEK 2	LECTURE: FIELD PRODUCTION REFRESHER LAB: FIELD PRODUCTION EXERCISES OUTSIDE THE CLASSROOM	CHAPTER 1 / QUIZ #1
WEEK 3	LECTURE: LIFE AS A TV BROADCASTER, PART 1 LAB: TOUR CHANNEL 11	CHAPTER 2
WEEK 4	LECTURE: THE VO LAB: WRITING AND RECORDING VOS	CHAPTER 7 / QUIZ #2
WEEK 5	LECTURE: THE VO/SOT LAB: SHOOT NEWS SHOW INCORPORATING STUDENT VO'S AND CRITIQUE	CHAPTER 8 STORY COPY 1 / EDITED VO
WEEK 6	LECTURE: THE SOT LAB: SHOOT NEWS SHOW INCORPORATING STUDENT VO/SOTS AND CRITIQUE	CHAPTER 9 STORY COPY 2 / EDITED VO/SOT
WEEK 7	LECTURE: INTERVIEWING LAB: SHOOT NEWS SHOW INCORPORATING STUDENT VO/SOTS AND CRITIQUE	CHAPTER 5 / QUIZ #3 STORY COPY 3 / EDITED SOT
WEEK 8	LECTURE: DELIVERING THE NEWS LAB: SHOOT NEWS SHOW INCORPORATING SOTS THAT INCLUDE ON-LOCATION INTERVIEWS	STORY COPY 4 / EDITED SOT
WEEK 9	LECTURE: TIPS FOR SHOOTING LIVE ON- LOCATION LAB: SHOOT NEWS SHOW FOCUSING ON TALENT DELIVERY AND CRITIQUE	CHAPTER 12 STORY COPY 5 / EDITED SOT
WEEK 10	LECTURE: LIFE AS A TV BROADCASTER, PART 2 LAB: SIMULATED ON-LOCATION SHOOT	CHAPTER 3 / QUIZ #4
WEEK 11	LECTURE: REPORTING ON SPORTS LAB: SHOOT NEWS SHOW INCORPORATING SIMULATED ON-LOCATION SHOTS	CHAPTER 10 STORY COPY 6 / EDITED SOT
WEEK 12	LECTURE: REPORTING ON POLITICS LAB: SHOOT SPORTS NEWSCAST	CHAPTER 4 STORY COPY 7 / EDITED SOT
WEEK 13	LECTURE: REPORTING ON HUMAN INTEREST STORIES LAB: SHOOT POLITICS NEWSCAST	CHAPTER 11 STORY COPY 8 / EDITED SOT
WEEK 14	LECTURE: SHOOTING FOR THE WEB LAB: SHOOT HUMAN INTEREST NEWSCAST	CHAPTER 14 / QUIZ #5 STORY COPY 9 / EDITED SOT
WEEK 15	LECTURE: REPORTING ON CRIME LAB: FINAL NEWSCAST SHOOT	CHAPTER 13 STORY COPY 10 / EDITED SOT
FINAL EXAM PERIOD	FINAL LECTURE: "ENTERING THE BROADCASTING INDUSTRY" (THERE IS NO FINAL EXAM IN THIS COURSE)	CHAPTER 15