

**•Online Version - J362F • Journalism
Portfolio • Summer 2020
Unique #: 08065**

**Meeting time: M-F 12:30 – 1:45
p.m.**

Meeting place: Zoom

Professor

Dr. Kate West “Dr. Kate”

Email: katewest@utexas.edu

Twitter: @kateweidaw

Cell phone: 512-751-9685

Office hours: By appointment via Zoom

Course descriptions and objectives

This portfolio class simulates a newsroom experience as you polish newsgathering skills and journalistic values across all media: print, broadcast and online. You will bounce ideas and seek feedback from classmates and your instructor, to produce a print, video and online story.

Objectives

- At the end of the course, you will be able to gather information for use in online and other digital formats.
- Will be able to generate newsworthy story project ideas
- Understand the best practices for producing digital journalism stories
- Be able to use appropriate reporting and production tools
- Will have created a professional online portfolio, which demonstrates your ability integrate multimedia storytelling elements into each assignment

Required Texts and other materials

- Read the Austin American-Statesman and the Daily Texan every day, and keep up with the news generally
- AP Stylebook, online

Recommended

Broadcast News & Writing Stylebook

Classes

The class should be viewed as a newsroom at a professional news organization. I am your editor. Your colleagues are your fellow student journalists. You will share your knowledge and opinions about the local, regional, national and international stories worth reporting and writing.

Attendance

Consistent and prompt attendance and participation are critical in your preparation to become a professional. Therefore, class attendance is **required**.

Labs and Equipment

If you want to shoot video you will need to utilize your cell phones for video and still photographs unless you have additional personal equipment you are interested in using.

For editing, Adobe is offering a 1 year Creative Cloud Student Subscription for \$17.75 total. Typically an Adobe education subscription is about \$20 a month.

Other Resources

1. Lynda.com – This is an amazing website of video tutorials on a vast array of techniques for video and audio, as well as Excel and lots more. It's free to us on the UT campus. See: <https://wikis.utexas.edu/display/comm/Lynda>

2. <http://transom.org/> This is a free site that provides detailed explanations of myriad of topics regarding recording audio. Of particular interest is the section on various techniques.

Deadlines

In the real world, there are few valid excuses for late assignments and missed deadlines. J362F is a training course and we expect you to be organized and meet deadlines. Part of what you'll learn in here is time management.

Story pitches

One of the traits of a great reporter is finding good story ideas, rather than relying on assignments from editors. In this class, I'll help you develop this key aspect of reporting. The important thing is for you to begin thinking 24/7 about good story ideas. Some of the best ideas will come to you when you're not looking for them!

On pitch days, you'll come prepared with two story pitches. I will select which story idea is most newsworthy and workable. The entire class is expected to weigh in and contribute questions, perspectives, suggestions, leads. This will help everyone sharpen their focus and come up with terrific stories.

Submit them to Dr. Kate via e-mail (katewest@utexas.edu) before class. You'll pitch your story idea and we'll discuss.

In the field

If you run into roadblocks that are beyond you -- or you are unsure how to handle a situation -- call your professor/editor. If you find out that your story is taking an unexpected turn, **CALL ME AND LET ME KNOW** and ask for guidance. Don't assume you can do a story that I have not approved. **You may get a 0 for that assignment.**

Video Story

Each video story must include these elements:

1. A text story/script
2. A complete video story

Print Story

Each print story must include these elements:

1. Three sources
2. 3 to 5 photos to accompany the story.
3. 600 to 800 words

Online Story

Each online story must include these elements:

1. You being creative.
2. Video or photos.
3. Must have a writing component

You will have 5-10 minutes to present your work in class (via Zoom). So, make sure you have posted *before* class.

General grading

Plus-minus grading will be used for this course.

A = 94-100
A- = 90-93
B+ = 87-89
B = 84-86
B- = 80-83
C+ = 77-79
C = 74-76
C- = 70-73
D+ = 67-69
D = 64-66
D- = 60-63
F = 0-60

A grading sheet for the news package, print story, online story, and portfolio will be posted on Canvas.

Story pitches: 10%
Video Story: 25%
Print Story: 25%
Online Story: 25%
Web portfolio: 10%
Class participation: 5%

Deadlines

Pitches DUE: Monday, June 15th. *Email pitches to Dr. Kate and post to discussion board.*

First draft of print story DUE: Monday, June 22

First draft of video & script story DUE: Monday, June 29

First draft of online story DUE: Monday, July 6

Final draft of print, video and online DUE: Monday, July 13. *Provide a link to each project connected to your website. Turn in under assignments on Canvas.*

Classroom Policy:

Personal Pronoun Preference: Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities. Class rosters are provided to the instructor with the student's legal name. I will gladly honor your request to address you by an alternate name or gender pronoun. Please advise me of

this preference early in the semester so that I may make appropriate changes to my records.

Q Drop Policy: If you want to drop a class after the 12th class day, you'll need to execute a Q drop before the Q-drop deadline, which typically occurs near the middle of the semester. Under Texas law, you are only allowed six Q drops while you are in college at any public Texas institution. For more information:

<http://www.utexas.edu/ugs/csacc/academic/adddrop/qdrop>

Religious Holy Days: By UT Austin policy, you must notify me of your pending absence at least 14 days before the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment or a project in order to observe a religious holy day, I will give you an opportunity to complete the missed work within a reasonable time after the absence.

ATTENDANCE AND ABSENCES: Attendance is required and will be taken. If the assignment is unexcused, any makeup is at the instructor's discretion. The instructor has the right to ask for an official medical or university excuse. For **lectures**, your instructor will penalize you for having more than two unexcused absences. You could lose 10 percent of your final grade per unexcused after those two. Unless I hear from you, I will expect you to attend the Zoom conferences on the designated days listed above.

TARDINESS: Instructors have the right to penalize students who are tardy without an official excuse, and do NOT have to help tardy students make up missed or incomplete assignments.

LATE ASSIGNMENTS: Deadlines are important in journalism. Usually assignments turned in after the Canvas window or by a stated deadline are not accepted. Consult with your instructor about late and/or missing assignments because of an excused absence. The lab instructor has the right to impose a grade penalty or refuse to accept a late assignment for other mitigating factors.

COMPUTERS, TABLETS AND SMARTPHONES (AND DIGITAL RESOURCES):

- Use devices and computers (including smartphones) appropriately, whether in lab, lecture or on assignment.
- Don't use social media for companionship or evil during lecture and lab.
- It's fine and even preferred to take some notes by hand. Using computers, (laptops or desktops) rather than smartphones, are preferred for completing assignments and reference in lecture and lab. Contact me if you have special computer needs.
- Your smartphone must be face down or put away during lecture and lab unless instructors allow otherwise for an assignment, reference or attendance.
- If instructors determine a student is using a device for non-class purposes (besides cheating, which is dealt with severely and separately), that student's laptop privileges in lecture and lab may be rescinded for the rest of the class time or semester. Repeated or egregious abuse of this policy could result in an overall negative grade for lab, or a grade deduction or zero for any assignment.
- **Canvas:** This web-based course management system with password-protected access at <http://canvas.utexas.edu/> —is used to distribute course materials, to communicate and collaborate online, to post grades, to submit assignments, and for online quizzes and surveys. To get help with Canvas, try its online resources and 1-855-308-2494.

- This course also uses email as its primary form of communication. Make sure your instructor has up-to-date email addresses, and not just your phone number. Unless instructors invite you to do so, do not text them (especially during the weekend).

GENERAL GUIDELINES AND RESOURCES

Your success in this class is important to us. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. There are also a range of resources in Moody College and on campus:

The **Moody Writing Support Program** is more than a writing aid – the program helps students understand what makes a good story and how to pursue it. The program's robust journalism coaching is an asset for journalism students and designed to help them excel in – and not just pass – their courses. <https://sites.utexas.edu/moodywriting/>

Services for Students with Disabilities: This class respects and welcomes students of all backgrounds, identities, and abilities. If there are circumstances that make our learning environment and activities difficult, if you have medical information that you need to share with me, or if you need specific arrangements in case the building needs to be evacuated, please let me know. I am committed to creating an effective learning environment for all students, but I can only do so if you discuss your needs with me as early as possible. I promise to maintain the confidentiality of these discussions. If appropriate, also contact Services for Students with Disabilities, 512-471-6259 (voice) or 512-410-6644 (video phone). <http://diversity.utexas.edu/disability/about/>

Other resources:

- *Undergraduate Writing Center:* <http://uwc.utexas.edu/>
- *Libraries:* <http://www.lib.utexas.edu/>
- *ITS:* Need help with technology? Call the ITS Help Desk at 475-9400 or go to <http://www.utexas.edu/its/>
- *Student Emergency Services:* <http://deanofstudents.utexas.edu/emergency/>

Counseling and Mental Health Services

Taking care of your general well-being is an important step in being a successful student. If stress, test anxiety, racing thoughts, feeling unmotivated or anything else is getting in your way, there are options available for support.

For **immediate** support:

- Visit/Call the Counseling and Mental Health Center (CMHC): M-F 8-5p | SSB, 5th floor | 512-471-3515 | cmhc.utexas.edu
- CMHC Crisis Line: 24/7 | 512.471.2255 | cmhc.utexas.edu/24hourcounseling.html

CARE Counselor in the Moody College of Communication is: Abby Simpson, LCSW

- BMC third floor, | 512-471-7642 (Please *leave a message* if she is unavailable)

FREE Services at CMHC:

- Brief assessments and referral services:
- Mental health and wellness articles: cmhc.utexas.edu/commonconcerns.html
- MindBody Lab: cmhc.utexas.edu/mindbodylab.html
- Classes, workshops and groups: cmhc.utexas.edu/groups.html

Behavior Concerns Advice Line (BCAL): If you have concerns about the safety or behavior of fellow students, TAs or instructors, call BCAL (the Behavior Concerns Advice Line): **512-232-5050**. Your call can be anonymous. If something doesn't feel right – it probably isn't. Trust your instincts and share your concerns. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP) and The University of Texas Police Department (UTPD). Again, call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

Student Emergency Services: <http://deanofstudents.utexas.edu/emergency/>

Title IX Reporting: Title IX is a federal law that protects against sex and gender-based discrimination, sexual harassment, sexual assault, sexual misconduct, dating/domestic violence and stalking at federally funded educational institutions. UT Austin is committed to fostering a learning and working environment free from discrimination in all its forms. When sexual misconduct occurs in our community, the university can:

1. Intervene to prevent harmful behavior from continuing or escalating.
2. Provide support and remedies to students and employees who have experienced harm or have become involved in a Title IX investigation.
3. Investigate and discipline violations of the university's relevant policies.

Faculty members and certain staff members are considered "Responsible Employees" or "Mandatory Reporters," which means that they are required to report violations of Title IX to the Title IX Coordinator. **I am a Responsible Employee and must report any Title IX related incidents** that are disclosed in writing, discussion, or one-on-one. Before talking with me, or with any faculty or staff member about a Title IX related incident, be sure to ask whether they are a responsible employee. If you want to speak with someone for support or remedies without making an official report to the university, email advocate@austin.utexas.edu For more information about reporting options and resources, visit titleix.utexas.edu or contact the Title IX Office at titleix@austin.utexas.edu.

I also take any other kind of discrimination or harassment very seriously, and I urge you to report such misbehavior. Discrimination, harassment, and/or retaliation on the basis of race, color, religion, national origin, sex, pregnancy, age, disability, citizenship, veteran status, genetic information, sexual orientation, gender identity, and gender expression can be reported to the Office for Inclusion and Equity. Or tell me and I will report it.

- **Office for Inclusion and Equity (OIE)**

The Office for Inclusion and Equity (OIE) investigates and helps to resolve complaints of sexual misconduct and discrimination.

- [File a report of discrimination via online form](#)

- [Call to report discrimination 512-471-1849](#) or email: equity@utexas.edu

- **Office for Civil Rights (OCR)**

The Office for Civil Rights (OCR) in the US Department of Education is responsible for enforcing federal civil rights laws that prohibit discrimination in programs and activities that receive federal financial assistance from the Department of Education, including sex discrimination covered under Title IX. [Call the Office for Civil Rights 214-661-9600](#).

- **Equal Opportunity in Employment Commission (EEOC)**

The Equal Employment Opportunity Commission (EEOC) is responsible for enforcing

federal laws that make it illegal to discriminate against a job applicant or employee on the basis of a protected class, including discrimination on the basis of sex. [Call the Equal Opportunity in Employment Commission 800-669-4000.](#)

Evacuation Information: The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security: 512-471-5767 or <http://www.utexas.edu/safety/>

Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when an alarm or alert is activated. Alarm activation or announcement requires exiting and assembling outside, unless told otherwise by an official representative.

- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors. Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office. Link to information regarding emergency evacuation routes and emergency procedures can be found at: <https://preparedness.utexas.edu/>

ISSUES THAT CAN GET YOU IN TROUBLE IN JOURNALISM AND AT UT

CONFLICT OF INTEREST

Avoid conflicts of interest – in which you have a vested interest in the people, groups, events or organizations that you might cover – and what could be perceived as conflicts of interest. Do not pitch stories that potentially contain a conflict of interest. **Without the instructor's prior permission, you can't interview, cover or include in your research anyone you already know.** Potential conflicts of interest include (but are not limited to):

- School of Journalism and Moody College of Communications instructors, professors, administrators, staffers, and undergraduate and graduate students;
- friends, family members and their friends, roommates, suitemates,
- boyfriends and girlfriends; former boyfriends and girlfriends,
- sorority/fraternity sisters/brothers
- bosses and former bosses, co-workers and former co-workers;
- people you know socially, regularly attend church with
- people you are suing or have sued you ...

When in doubt about a potential conflict, ask as soon as possible. If I discover after a story pitch has been approved that there is a conflict of interest, I will not accept the story and your deadline will NOT be extended. If you turn in an assignment in which there is a conflict of interest, *whether or not you do so mindfully*, you will lose major points on the assignment, the actual amount to be determined solely by the instructor.

UNIVERSITY HONOR CODE AND ACADEMIC DISHONESTY (including PLAGIARISM)

Academic Integrity: Each student in the course is expected to abide by the University of

Texas Honor Code: “As a student of The University of Texas at Austin, I shall abide by the core values of the University and uphold academic integrity.” You are responsible for understanding UT’s Academic Honesty and the University Honor Code, which can be found here: http://deanofstudents.utexas.edu/sjs/acint_student.php

Policy on Scholastic Dishonesty: The University defines academic dishonesty as **cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process.** Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on a test, quiz, or other assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. By accepting this syllabus, you have agreed to these guidelines and must adhere to them. Scholastic dishonesty damages both the student's learning experience and readiness for the future demands of a work-career. Students who violate UT rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from UT. For details see: http://deanofstudents.utexas.edu/sjs/acint_student.php.

In regard to journalistic production, academic dishonesty includes:

- Plagiarizing or using someone else’s material, another media source, student work or yourself (in part or in whole) and representing it as new for this class. **Plagiarism is taken very seriously at UT.** Therefore, if you use words or ideas that are not your own (or that you have used in previous class), you must cite your sources. Otherwise you are guilty of plagiarism and subject to academic disciplinary action, including failing this course.
- Pitching or turning in an assignment from a previous class without instructor permission.
- Making up quotes, sources and facts.
- Not interviewing people who appear in your stories.
- Not giving appropriate attribution or citation of a source or background information. In this class, you will learn how to properly attribute information.
- Cheating during a quiz or any assignment, graded or not