Instructor: Sally Turner

Office Hours: MZ 150; T 1 – 2; W 2:15 - 3; TH 11:15 – 12:30; by appointment
Telehone: MZ 150 (Newsroom): 818.677.4819 (during office hours)
E-mail: sarah.turner@csun.edu; sturner552@aol.com

REQUIRED TEXTS:
1. KCSN Style Guide – available for download through Moodle or email.
2. This class is a myCSUNtablet class, and requires an iPad.
   http://www.csun.edu/it/mysuntablenet-students

COURSE OBJECTIVES:
This class introduces journalism students to the basic concepts of writing and reporting for radio and television news. Through lectures, discussion, writing exercises, and the KCSN newsroom experience, and the use of digital tools and technology, students learn to report, write and produce a five-minute radio newscast.

COURSE REQUIREMENTS:
1. The three hour lab requirement constitutes 20% of the semester grade and is an important part of the J315 experience: Students work three hours each week writing for KCSN, the campus radio station. KCSN News Director Keith Goldstein will assign schedules, with student input, during the first week of classes, and will determine the lab requirement grade at the end of the semester.
2. Attendance in class and at KCSN is required. Unexplained absences and tardiness will result in a lower grade.
3. Students must be familiar with the KCSN Style Guide, and have access to it at KCSN and in class.
4. Students are required to read news reports and listen to news radio every day. Students will be assigned to create weekly news quizzes on a rotating basis.
5. Students will write scripts in class every week, to be handed in at the end of the class period.
6. Students will be required to hand in four field assignments -- stories based on reporting and interviews done in the field – to be explained in detail in class and in the weekly work sheets.
7. Students are required, at minimum, to have an iPad running iOS 6 and have at least 16 GB of space. Devices may include an iPad Mini, iPad 2 (though not recommended) or iPad with Retina Display, or any subsequent iPad model.
8. Students are required to bring their device to every class period, starting September 4th. Students are responsible for assuring that their device is charged, properly set-up and connected to the wireless network prior to the start of each class.

<table>
<thead>
<tr>
<th>Week</th>
<th>Subject</th>
</tr>
</thead>
</table>
| 8/28 | Introduction to class, KCSN and the iPad Initiative  
KCSN Style Guide; Required apps |
| 9/4  | Radio news writing basics/Style Guide  
News Quiz #1 |
| 9/11 | Radio news writing basics  
Quiz on KCSN Style guide |
| 9/18 | Radio news reporting; interviews |
News quiz #2
9/25  Writing to audio; wraparounds
     News quiz #3

10/2  Broadcast newsrooms; DMAs
     Field Assignment #1 Due (recording only)
     News quiz #4

10/9  Radio newscasts; choosing soundbites
     News Quiz # 5

10/16 Writing for television; choosing video
     News quiz #6
     Field Assignment #1 Due (script)

10/23 Writing for television; vo/sots
     News Quiz #7

10/30 Deadline News Writing: Sports/ Business / Entertainment
    News Quiz #8
    Field Assignment #2 Due

11/6  Rundowns, Newscasts
    News Quiz #9

11/13 Practice newscasts (no class meeting)

11/20 Newscast Critiques/conferences
    Field Assignment #3 Due

11/27 Reporting week (no class meeting)

12/4  Guest Speaker
    News quiz # 10
    Field Assignment #4 Due

12/11 EXAM WEEK  - Final Project – Five Minute Radio Newscast

IMPORTANT INFORMATION:
1. This is a skills class; students will be graded on their ability to write, report and produce broadcast news. Accuracy, style, and clarity are important, as are grammar, spelling, and ability to meet deadlines. Improvement over the course of the semester will be a major consideration. Students’ writing will be evaluated weekly. Discussion is welcome; individual conferences to discuss progress will be scheduled in late November.

2. Grades will be based on the following standards:
   A - work would be acceptable in a professional environment
   B - with some minor changes, work would be acceptable
   C - with major changes, work would be acceptable
D - work has serious problems
F - work is not acceptable

3. Final grades will be determined as follows:
   20% - based on work at KCSN, and assigned by Keith Goldstein
   45% - based on weekly writing assignments and field assignments
   20% - based on weekly quizzes, attendance and class participation
   15% - based on final exam (a five-minute radio news cast)

4. To move on to the next level in the broadcast sequence (J335, J395 and J415), students must
   receive a C in the class; a C- does not count as a C, and is not sufficient.

5. To get a C in the class, students MUST attend no less than 90% of the class meetings and
   KCSN shifts, and hand in no less than 90% of the writing assignments.

6. Plagiarism and other forms of cheating will not be tolerated, and anyone caught cheating will
   receive a failing grade in the course and will be reported to the University for possible further
   action. For a further explanation of the behavior defined as cheating, and a detailed
   discussion of disciplinary procedures, see Appendix E. Student Conduct in the current CSUN
   course catalogue. [http://www.csun.edu/catalog/appendices.html](http://www.csun.edu/catalog/appendices.html)

7. Students in this course are strongly encouraged to broaden their journalistic experiences, with
   the instructor’s help, by including in their work people and subjects such as ethnic, racial and
   religious minorities; the elderly, disabled and poor; gay men and lesbians; and other similar
   groups. The intent is to ensure that student work reflect the diversity of the community.

8. The Department of Journalism strives to prepare its students to become well-educated,
   principled citizens who are capable of initiating careers as skilled journalists, public relations
   practitioners and other related communication professionals.

Program / Student Learning Objectives
1. Students will be able to write for a diverse audience, using proper grammar and
   punctuation, word usage and spelling, sentence and storytelling structures across multiple
   journalistic formats.
2. Students will be able to gather and analyze information, including basic numerical
   concepts, using journalistic storytelling techniques, such as interviewing, observation,
   and researching primary and secondary sources.
3. Students will be able to think critically, creatively and independently.
4. Students will demonstrate an understanding of professional ethical principles and work
   ethically in pursuit of truth, accuracy, fairness, and diversity.
5. Students will apply tools and technologies appropriate for the news media professions in
   which they work to communicate for and with diverse audiences.
6. Students will be able to understand and apply the historical, theoretical, legal and societal
   contexts for producing news media for consumers, ranging from local to global.