I. INTRODUCTION

This course is designed to introduce the student to the basics of news writing for radio and television. The areas of news gathering, writing, legal and ethical issues facing the broadcast journalist will be covered. The course will enable the student to write simple news stories that are accurate, clear, interesting and concise.

II. LEARNING OUTCOMES

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

A. Define broadcast news terms.
B. Write a clear, concise lead.
C. Write a broadcast news story based on information gathered in a news interview.
D. Demonstrate correct style for radio and television news stories.
E. Describe and demonstrate how to use actuality material within the news story.
F. Describe and define various news sources and the relationship of the journalist and source.
G. Describe the legal aspects of reporting.
H. Describe the ethical considerations facing journalists.

III. INSTRUCTIONAL MATERIALS

A. The instructional materials identified for this course are viewable through www.ctcd.edu/books

IV. COURSE REQUIREMENTS

Spring 2006
A. The basic requirements for successful completion of COMM 2332 will be a demonstration of the ability and knowledge required to prepare a simple radio television news story.

B. Reading assignments are to be completed before the class period during which the material will be discussed.

C. Attendance policies are described in the Central Texas College catalogue. Excessive absences will result in loss of credit for the class. Part of your grade will be determined by attendance and participation in class. You are expected to arrive on time, contribute to classroom discussion and not to leave class early.

D. All students are advised that no class or laboratory assignments can involve the production of illegal, obscene, or indecorous materials or the execution of what is commonly considered to be illegal, obscene, or indecorous behavior.

E. Assignments are due on the date specified by the Instructor. Last assignments will be subject to a penalty of 10% of the total point value for each day the assignment is late. All assignments must be submitted to meet requirements for this course. Failure to submit and satisfactorily complete all assignments required in this course as stated in the syllabus will result in a grade of F for this course.

V. EXAMINATIONS

A. Three examinations will be given.

B. All examinations will be objective: multiple choice, true/false, matching, fill in the blanks, or short answer.

C. Exam dates will be announced by the instructor.

D. The instructor will review material covered on each exam during the class meeting prior to the scheduled exam date.

E. If a student is absent during a scheduled examination, a make-up examination will be given provided the student provides documentation which warrants an excused absence. Unexcused absences will not be entitled to a make-up examination.

VI. SEMESTER GRADE COMPUTATION

Points to Grade Ratio

<table>
<thead>
<tr>
<th>Exam</th>
<th>Points</th>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>100 pts</td>
<td>500 - 450</td>
<td>A</td>
</tr>
<tr>
<td>Exam 2</td>
<td>100 pts</td>
<td>449 - 400</td>
<td>B</td>
</tr>
<tr>
<td>Exam 3</td>
<td>100 pts</td>
<td>399 - 350</td>
<td>C</td>
</tr>
</tbody>
</table>

COMM 2332
Class attendance  50 pts 349 - 300 = D
Assignments  150 pts 0 - 299 = F

VII. NOTES AND ADDITIONAL INSTRUCTION FROM THE INSTRUCTOR

A. Course Withdrawal: It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. In order for the withdrawal to be official, it must be filed, by the student, in writing, with the Records Office. Applications for Withdrawal/Refund will not be accepted after the close of business on the last working day before the last week of class. The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance. Students must file a withdrawal application with the College before they may be considered for withdrawal.

B. Administrative Withdrawal: An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. Incomplete Grade: The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course." Prior approval from the instructor is required before the grade of "I" for Incomplete is recorded. A student who merely fails to be present for the final examination will receive a zero for the final and an "F" for the course.

D. Cellular Phones and Beepers: Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. American’s With Disabilities Act (ADA): Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable
accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Immutability of Assignments: Unless exempted by the instructor, students are responsible for completion of all assignments. In cases where students fail to complete assignments in a timely manner, credit will be progressively deducted until the assignment is complete. Even if the student loses all credit for an assignment, the assignment must still be completed and submitted, or the student will receive an "F" in the course.

VIII. COURSE OUTLINE

A. Unit One: Class orientation

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:
   
   a. List requirements of course.
   b. List writing assignments.
   c. List course grading procedures.

2. Learning Activities:
   a. Course Syllabus

3. Lesson Outline:
   a. Requirements of the Course
   b. Writing Assignments
   c. Course Grading Procedures

B. Unit Two: Newsroom organization

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:

   a. Describe the organization structure of radio and television station news departments.
b. Summarize the duties and responsibilities of news department employees.

c. Outline the typical news day within radio and television stations.

d. Define radio television news terminology.

2. Learning Activities:

   a. Classroom lecture and discussion.
   b. Read Radio-TV News Terminology text pages X-XV

3. Lesson Outline:

   a. News room organization
   b. Duties and responsibilities
   c. A typical day in the news room
   d. The language of the news room

C. Unit Three: Newswriting philosophy style and methods

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:

   a. List and describe five main reasons for rewriting source copy.
   b. List and describe news values/elements newswriters should include in their stories.
   c. State in your own words why it is important for newswriters to take charge of their copy.
   d. Describe and demonstrate how to keep copy simple and clear.
   e. Summarize why it is dangerous to underestimate the intelligence of the audience.
   f. Define three methods to improve the flow of news stories.
   g. State why writers should be concerned with the sound of their copy.
   h. Describe the importance of correct pronunciation.
   i. Use a pronunciation guide to phonetize and syllabize difficult words.
   j. State style guidelines for names and titles.

2. Learning Activities:

   a. Classroom lecture, discussion and workbook assignments.
   b. Read pages 3-16 and complete workbook exercises.

3. Lesson Outline:
a. Writing style
b. Pronunciation and pronunciation guides.
c. Names and Titles

D. Unit Four: Newswriting Philosophy Style and Methods

1. Learning Outcomes. Upon successful completion of this unit the student will be able to:

a. Describe why attribution should be used in news stories.
b. Demonstrate the use of attribution in news stories.
c. Describe the use of direct and indirect quotes to include examples of when direct quotes should be used in radio television news copy.
d. Demonstrate the correct use of contractions, verb tense, adjectives, and adverbs in news copy.
e. Demonstrate the use of active voice in news copy.
f. Rewrite copy from passive voice to active voice.
g. Use style guidelines for use of numbers in news copy.
h. Describe how to correctly use time elements within the news story.
i. Demonstrate the correct style of abbreviation in broadcast copy.

2. Learning Activities.

a. Classroom lecture, discussion and workbook assignments.
b. Read pages 16-32 and complete workbook exercises.

3. Lesson Outline.

a. Attribution
   1. Attribution words
b. Quotes
c. Conceptions
d. Adjectives, adverbs, verbs
e. Voice
f. Numbers
g. Time Elements
h. Abbreviations

E. Unit Five: The Structure of the News Story

1. Learning Outcomes. Upon successful completion of this unit the student will
be able to:

a. Describe what the news story lead is.
b. Prepare examples of six types of leads.
c. Rewrite weak leads.
d. Describe when the six types of leads should be used.
e. List an effective way to build the body of the news story.
f. Demonstrate how to effectively end the news story.
g. Write a complete story from notes.

2. Learning Activities.

a. Classroom lecture, discussion and workbook assignments.
b. Read pages 33-39 and complete workbook exercises.

3. Lesson Outline.

a. The Lead
   1. Types of leads
b. The organization of the body of the story
c. Ending the story

F. Unit Six: Actualities, Sound Bites and Video

1. Learning Outcomes: Upon successful completion of this unit the student will be able to:

a. Define the terms actuality and sound bite.
b. Summarize the use of actualities and sound bites in news stories.
c. Write the introduction to actuality for a news story.
d. Write a news story using an actuality.
e. Define the terms voicer, wraparound and package.
f. Write an introduction for a package.
g. Describe the three basic methods for writing for video.

2. Learning Activities:

a. Classroom lecture, discussion and workbook assignments.
b. Read pages 39-46 and complete workbook exercises.

3. Lesson Outline:

a. Actualities
G. Unit Seven: Sources

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:

   a. Summarize the difference between long term and short term sources.
   b. List examples of local news sources.
   c. State in your own words the journalist/source relationship.
   d. Describe the process of verification and why it is important to the audience.

2. **Learning Activities:**
   
   a. Classroom lecture, discussion and workbook exercises.

3. **Lesson Outline:**
   
   a. Types of news sources
   b. Source/journalist relationship
   c. Problems facing the journalist in source relationship
   d. Verification

H. Unit Eight: Checklist for Local Spot News

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:

   a. List examples of spot news stories routinely reported by radio and television stations.
   b. Develop a list of information needed for each type of spot news story.
   c. Write a news story using information gathered.

2. **Learning Activities:**
   
   a. Classroom lecture, discussion and workbook assignments

3. **Lesson Outline:**
   
   a. What is Spot News?
   b. Types of spot news stories
   c. Information checklist
I. Unit 9: Legal Concerns for in Radio Television News

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:
   
   a. Identify the differences in libel and slander.
   b. Explain what is meant by Red-Flag words.
   c. List and describe five major areas which must be proven in a libel allegation.
   d. Describe what constitutes malice as it relates to libel.
   e. Summarize the three major defenses against libel.
   f. Summarize the four minor defenses against libel.
   g. Describe the four major privacy categories.
   h. Summarize the 5 defenses in an invasion of privacy matter.
   i. Describe special considerations in reporting crime news.

2. **Learning Activities**

   a. Classroom lecture, discussion and workbook assignments.
   b. Read pages 70-77 and complete workbook exercises.

3. **Lesson Outline:**

   a. Libel/Slander
      1. Defamation
      2. What must be proven
      3. Defenses
   b. Invasion of privacy
      1. Actions which constitute invasion of privacy
      2. Defenses
   c. Police/Court reporting
      1. What can and can not be included in the news story

J. Unit 10: Ethics

1. **Learning Outcomes:** Upon successful completion of this unit the student will be able to:

   a. Explain ethical considerations as they relate to sensationalism and balance and fairness.
   b. Summarize the major points of the RTNDA code of ethics.
   c. Describe the 7 points of the ethical decision making model.
   d. Justify and explain your ethical decision making process in various
news scenarios.

 e. Prepare your personal ethical reporting code.

2. **Learning Activities**

   a. Classroom lecture, discussion and workbook assignments.
   b. Read pages 78-81 and complete workbook exercises.

3. **Lesson Outline:**

   a. Sensationalism
   b. Balance and fairness
   c. RTNDA Code of Ethics
   d. Ethical Decision-making model

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**Course:** COMM 2332  
Radio Television News

__________  
Semester/Year

**STUDENT STATEMENT**

I, ____________________, hereby certify the instructor has fully  
(Please print name)  
explained the requirements and objectives of this course. I understand my responsibilities  
regarding class attendance and assignments.