

Convergence Journalism

4804 KOMU Newsroom Shift

1. Check out a Nikon D7000 or D7100, telephoto lens and card reader from the Futures Lab before shift at KOMU.
 - a. You will need to request extended permission prior picking up your gear. Send in this request no later than the day before your shift
2. Bring camera, card reader and laptop to KOMU for shift.
3. Arrive at KOMU by:
 - a. 7:45 a.m. for dayside shift
 - b. 10:15 a.m. for midday shift
 - c. 1:45 p.m. for the nightside shift
 - d. The point is **be early**... in many cases students will be assigned stories before the pitch meeting and you don't want to miss that.
4. Introduce yourself to the faculty member running the story meeting. They will be sitting at the Tiger Chair desk around the corner to the right of the make up room when you walk in. Matt Johnson will likely be the person running the story meeting. Be sure to introduce yourself when you walk in the door.
 - a. Be prepared with **three** story ideas. There is a chance you will be sent out to cover your own story.
 - b. As reporters pitch stories, think how you might tell their story visually.
5. You will mostly likely go out with reporter who has the most visual story.
 - a. Feel free to contribute to the reporter's story – new perspective!
 - b. Offer to help shoot the reporter's stand up if they shoot one.
 - c. Ask questions during interviews.
 - d. Take photos of reporter while they shoot video, conduct interviews.
6. After your reporter completes all their online and on air requirements, begin working on your photos.
7. Choose 3-5 photos for the story. (Think about the guidelines you used in the Five Photos assignment)
8. Edit the photos on your computer with Photoshop.
 - a. Tone, crop
9. Write AP style captions for each photo.
 - a. Follow caption rules in the back of the AP stylebook
 - b. Each caption must be approved by Tiger Chair (tall desk near makeup room)
10. Upload photos to KOMUnews Flickr account
 - a. Login: komunews
 - b. Password: peacock
11. On the Flickr website, click **upload**, then **choose photos and videos**, and select your photos.
12. Once the photos are uploaded, click on **add a description**.
 - a. Change the title of each photo to the same headline the KOMU reporter used on their web story.
 - b. Add approved captions.
 - c. Add tags to the photos.
13. Then click **add to albums**.
 - a. Create a new album.
 - b. Title it with the same headline the KOMU reporter used their web story.
 - c. Use the first two sentences of that web story as the description for the set.
 - d. Click **create** new set when finished.
 - e. When all photos have been give their description, click **upload**.
14. Once the set is made and the photos are added, click on the **Albums** tab on the row of tabs next to the KOMU 8 logo.
 - a. Click on the album you just made.
 - b. Then, click **share** on the top right corner of the slideshow.
 - c. Copy **the URL of the slideshow**.
15. Email the following elements to Lauren Slome (lesh3d@mail.missouri.edu)
 - a. The title/slug of your story – so that he knows what you're working on
 - b. The link to the Flickr slide show
 - c. Each of your photos and the captions that go with them. If it isn't obvious which photos go with which captions, indicate it in your email.
 - d. A brief 3-4 sentence paragraph description of your story. This will be posted with your photo album on Facebook to give readers context for your photos.
16. STAY NEAR YOUR EMAIL! You may hear back from Lauren if she has questions for you. You will know when you're "clear" because she will email you (and Amy) with links to your published work. Based on her schedule and the number of students working at KOMU on any given day, it might take a few hours to hear back. Please be patient.