Welcome to the Fall 2012 Missourian Newsroom! This semester, you will be reporting on a story for a semester-long multimedia project called “A Lifetime of Learning.” This project focuses on the vast variety of different kinds of learning, from learning a skill or hobby to a new trade or career.

As a multimedia reporter for the Missourian, you will be assigned a story and expected to create an audio slideshow and accompanying text piece. You will have roughly two weeks to complete your portion of the project. At the end of the semester, all stories will be combined into one web-based final project. Want to see previous semesters’ work? Check out:

http://www.columbiamissourian.com/media/quad/
http://www.voxmagazine.com/media/multimedia/2012/0614parenthood/

The information below is essentially a syllabus for the Missourian newsroom. Please keep this as a reference guide to stay on track of your story progress.

This project has two graduate TA’s – Kevin Cook and Nicole Garner. You have been assigned a TA (whoever sends you your story pitch). Please refer to your TA (not the faculty) with any questions regarding this project. TA’s are your main contact for any problems or questions. We’re here to help you!

**TA assignments:**

*Nicole will TA for:*
- Sept 3-9, 17-23: Kearston Winrow, Evan Townsend
- Sept 10-16, 24-30: Julianne Fine, Bridgit Bowden
- October 1-7, 15-21: Ryan Shiner, Kelsey Kupferer
- October 8-14, 22-28: Jenny Modlisz, Jake Godin, John Bean
- October 29-Nov 4, Nov 12-18: Trent Madden, Jared Jeffries
- November 5-11, November 26-Dec 2: Marissa McEntire, Will Heckman-Mark

*Kevin will TA for:*
- Sept 3-9, 17-23: Ninh Pham, Jennifer Lask, Courtney Lindbeck
- Sept 10-16, 24-30: Austin Nichols, Donovan Ferguson
- October 1-7, 15-21: Laishi Zhou, Sapna Khatri, Mikkel Christensen
- October 8-14, 22-28: Teddy Nykiel, Erica VandenHouten
- October 29-Nov 4, Nov 12-18: Nicole Lunger, Nina Buckhalter, Taylor Jansen
- November 5-11, November 26-Dec 2: Tori Partridge, Casey Batezel
TA contact information:

Nicole Garner  
Phone: 573-535-0434  
Email: nlg526@mail.missouri.edu  
Nicole answers email and phone calls between 9 a.m. and 8 p.m. No texts, please.

Kevin Cook  
Phone: 215-837-2107  
Email: kjc42c@mail.missouri.edu  
Kevin answers email and phone calls between 8 a.m. and 8 p.m. No texts, please.

Please be considerate of your TAs and give them adequate notice to set up meeting times. We’re students, with packed schedules, just like you!

How this project works
Every student will have two weeks to complete their story - Week A and Week B.

During Week A:
• At the beginning of Week A, each student will receive their story assignment on Monday via email. This information will include the assignment, source contact information and a reminder of deadline dates/misc. information.  
• Students will contact their source (hopefully the same day) to arrange interviews and begin gathering materials.  
• Students will create rough drafts of their work and place them on the server by the following Sunday at 5 p.m. for their TA to review.  
• In the following days, TA’s will review the student’s work and send feedback about changes, holes and what should be developed next.  
• During Week A, it is not necessary for students to meet with their TA in person, although progress reports to their TA should be made - via phone or email. This will ensure the TA has an understanding of the student’s progress. In person meetings are also welcome!

During Week B:
• Students will begin making changes to their story or continue to gather necessary information/materials necessary.  
• During this week, students MUST meet in person with their TA to edit materials side-by-side. No story will move on to Faculty Approval unless the student has worked in person with their TA during this time. To keep students from waiting until the last possible day to do so, students will be required to set a time with their TA during the week (Monday through Friday, although extenuating circumstances may allow for weekend edits).  
• The final draft of the story must be placed on the class server by 5 p.m. on Sunday.  
• The TA will review the story again before notifying faculty for approval.
Example Workflow:
Newsroom Weeks Three & Five (Sept. 3 – Sept. 9 and Sept. 17 – Sept. 23)

Week A: September 3 – 9
- Amy receives her story assignment from her TA via email on Monday, Sept. 3.
- Amy contacts her source and begins reporting that week. She notifies her TA that she has set up an interview and met with her source. OR - Amy notifies her TA that her source is out of town/unavailable to meet that week. Her TA assigns her another story (hence, the importance of contacting sources early).
- Amy puts together drafts of her audio slideshow and text piece and places them on the server by 5 p.m. on Sunday, September 9.
- Within a few days, Amy’s TA sends her feedback via email and an edited draft of her story. Amy notes what additional work she must do (re-interviewing, rephotographing, working on the text piece, etc.)
- Any time during Week A, Amy can meet with her TA in person for help, or she can send emails/make phone calls to her TA to ask for help or give progress reports.

Week B: Sept. 17 – 23
- Amy re-interviews her source or whatever other work she needs to do before a second edit.
- When she completes revisions and feels confident/finished with her story, she arranges a time to meet with her TA before the deadline to go over her work and edit the story side-by-side. As with her 4804 team stories, the earlier the better.
- Amy’s TA meets with her and they edit the story together. If any questions still arise, Amy would have time to make final phone calls or edits over the next few days. She can always arrange to meet with her TA again before her upcoming deadline.
- Amy places her finished story on the class server by 5 p.m. on Sunday, September 23. Her TA will review it a final time before it moves on for Faculty Approval. If Amy was late on any of her deadlines or failed to complete her project, her faculty members would be notified at this time.

Following deadlines:
Meeting deadlines is crucial for the project to run smoothly. Students who fail to submit their work on deadline will be notified of missing (or extraordinarily late) work, as will faculty members. A fair warning – missing deadlines or turning work in late can lead to a lower newsroom grade.

Remember – when you place a story onto the server, there is a timestamp. TA’s will know exactly what time you turned in your work and will take this into consideration when giving newsroom feedback to the faculty.
**How (and what) to turn in your assignment:**
At the end of Week A, students will need to have placed their story drafts on the server by 5 p.m. on Sunday. Drafts will include:

- Draft of their video, exported as a Quicktime Movie (.mov)
- Accompanying text piece draft, saved as a Word Doc
- Folder of all of the photos they took during their shoot

At the end of Week B, students will need to have placed their final story on the server by 5 p.m. on Sunday. This includes:

- Draft of their video, exported as a Quicktime Movie (.mov)
- Accompanying final text piece, saved as a Word Doc

**Where to save:**
All work will be saved on the Classes server. This gives an easy and reliable place for TA’s and faculty to find student work. Inside the 4804 folder, you can find the Missourian Project folder which will have a folder for resources and all student work. Each student will create a folder here to store their work, including in their folder WORKING, DRAFT and FINAL folders.

- The WORKING folder is a place students can store their raw media.
- The DRAFT folder is where students will turn in their draft media (slideshow, text piece, folder of photos).
- The FINAL folder is where students will turn in their final work (slideshow, text piece).

Here’s how an example folder set up would look:
Classes > 4804 > Missourian Project > Garner,Nicole

Inside Nicole Garner’s folder would be three additional folders:
Garner,Nicole > Working
Nicole > Draft
Garner,Nicole > Final

**Creating your audio slideshow:**
Never made an audio slideshow before? Contact your TA and let them know. They’ll walk you through the process.

For this project, your slideshow will be composed of three things: audio, video and photos. You will record your interview with a Sony camera and take still images with a Nikon. Expect to show the video along with the audio – not all portions of your video will be covered with photos, so keep in mind the rules for creating great visuals (lighting, stable shots, visual interest, etc.)
You will edit your video in Final Cut Pro, adding photos over onto of the video/audio.

Because we are creating one cohesive project, all audio slideshows must follow the same format. This includes using “bumpers” to start each one the same. Here’s what to do:

• At the very beginning of the slideshow, fade from black to the Missourian Multimedia bumper. This bumper lasts for two seconds.
• Next, fade to black – about two seconds.
• Audio can start up during this black period – it’s alright to hear audio for about two seconds before seeing anything.
• At the end of the slideshow, add the credits bumper (an example bumper will be on the server with information about the font, color, etc.). This includes:
  o By Your Name
  o Produced by TA’s Name an example bumper will be on the server with information about font selection).
• Fade to black.

Creating a text piece:
Each text piece should be around 200-300 words, adding extra information to the story that your audio slideshow could not (meaning – don’t repeat quotes found in the slideshow). Take this text opportunity to give background about your story that can’t be found elsewhere. Use this as a way to interest readers to want to watch your video, or to get a little more information after the video has concluded.

Your text piece should be able to stand alone without the multimedia component (meaning – if the multimedia didn’t load or work, someone would still understand the main gist of your story without having watched it).

You are expected to write using both AP and Missourian styles (not familiar with Missourian style? Check out the PDF version of the style book in the Resources folder – see last page for more info about the resources folder).

Every text piece should include a headline and a byline. TAs and faculty will not read a story that has been turned in without a headline or byline.

Gear reminder:
What should you be taking out with you to do your interviews? You’ll need the following gear:
• Sony camera
• Tripod
• Wireless Microphone
• Nikon DSLR
Resources on the classes server:
On the classes server (in 4804), you can find things you'll need for this project, like bumpers for the slideshow video, the Missourian Stylebook and a copy of this project description. Any additional resources students may need will be placed there.

Classes > 4804 > Missourian Fall Project – Learning > Resources