



Practicum - WUTV COMM-4421T

Fall 2021 Section 01 3 Credits 08/11/2021 to 12/10/2021 Modified 08/17/2021

Description

Practical experience with the campus television station, WUTV, that primarily includes anchoring, directing, editing, field and studio camera operation, news gathering, producing, reporting, scripting, studio and field production, and switching across traditional and emerging digital media platforms.

Requisites

Prerequisites:

ENGL 1102 Minimum Grade: C and COMM 1154 Minimum Grade: C and COMM 3352

Corequisites:

Contact Information

INSTRUCTOR INFORMATION

Instructor: Miss Sonya Barnes

Email: sbarnes@westga.edu

Office: Online

Office Hours

Tuesday, 11:00 AM to 12:30 PM, Online

I will also schedule meetings via Collaborate Ultra for meetings and also to provide additional assistance. I will send notifications via email and CourseDen.

Meeting Times

Lecture

If Needed

Tuesday, 11:00 AM to 12:30 PM, Collaborate Ultra-CourseDen

I will also schedule meetings via Collaborate Ultra for meetings and also to provide additional assistance. I will be more than happy to schedule lectures regarding specific assignments. I will send notifications via email and post announcements on CourseDen when lectures are scheduled.

Materials

Other Materials

SD Card

You will need at least one (1) SD HC Memory Card (Class 10) or higher is recommended; minimum of 16 GB-the more gigs the better) for shooting.

External Hard Drive

You will need to purchase an external harddrive in order to store your footage as well as your edited programs. Be sure the external hard drive is compatible with a Mac. You may purchase a drive with no less than 500 GB of memory in order to avoid major problems (e.g., losing all of your work. Once you've purchased a drive, it must be formatted).

Optional

Outcomes

1. Students will understand concepts and apply theories in the use and presentation of images and information. (ACEJMC SLO5)
2. Students will think critically, creatively, and independently. (ACEJMC SLO7)
3. Students will write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve. (ACEJMC SLO9)
4. Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness. (ACEJMC SLO10)
5. Students will apply current tools and technologies appropriate for the communications professions in which they work and to understand the world. (ACEJMC SLO 12)
6. Students will create a demo reel

✓ Evaluation

Criteria

Type	Weight	Topic	Notes
Introduction Video	30		
Discussion Post	60 points each		You will post a total of 6 story ideas at 10 points each for the semester. This totals 60 points
Story Development Forms	90 points each		You will execute a total of 6 news stories at 15 points each for the semester. This totals 90 points
General News Story	540 points		You execute a total of 6 General News stories at 90 points each for the semester. This totals 540 points.
Quizzes	150 points		You will have 3 online quizzes at 50 points each. This is a total of 150 points,
Demo Reel	110 points	Final Project	You will create a Demo Reel and this is your final for the semester

Breakdown

Grade	Range	Notes
A	980 - 920	
B	919 - 839	
C	838 - 758	
D	757 - 677	
F	676 - 0	

☰ Assignments

Assignments and Assignments Due Dates

In this course you will be required to produce news stories and feature stories. You'll be divided into two groups and the due dates for each group can be found on the story flow chart. The story flow chart is located in the content section of CourseDen. This chart provides your due date and the news story format for your story. All stories submitted should be about events located in the Carroll County area.

All assignments are due according to the due date located on the story flow chart on or before 11:59 pm.

If your script or story development form is late, you must first obtain approval from the Instructor for completion and if approval is granted, the assignment must be placed in the late assignment.

You are not allowed to use your cellphone camera for any assignments.

Process for Story Ideas: Process for Turning In Story Ideas

In typical newsrooms...journalists will usually gather together and hold what is called editorial meetings also known as pitch meetings. The purpose of editorial meetings or pitch meetings is to pitch story ideas and discuss your story ideas. Since we will not have face-to-face pitch meetings, you will post your story idea in Discussions. You must post your story idea and your story focus in discussions under the appropriate News Story Discussion forum.

Before posting your story idea you must research your news story thoroughly and be prepared to defend your story idea utilizing the qualities of news and along with explaining why the viewers should care about watching your story. Please do not post anything before making sure that your story is news worthy.

Everyone will be able to see each other's stories and my feedback. You're encouraged to chime in providing ethical, respectful and legitimate feedback to your classmates.

One- word, nebulous and sporadic feedback is discouraged. If you can't write a complete sentence or ask complete questions, please do not write anything at all. At the end of the semester... I will look at your discussion engagement and it may prompt extra credit points. Remember... I said may.

Again, place story ideas along with your story focus in the discussions post. Once I approve your story idea, you will need to complete a story development form (located in the content section of CourseDen) and upload the form to the appropriate assignments folder in CourseDen.

Story Development Forms: Required for all Approved News Stories

Once you've pitched your story and receive approval, you are required to complete a Story Development Form and upload the form in CourseDen.

You are never allowed to email your Story Development Form to me unless I ask you to.

Process For Turning in Video News Stories: Video News Stories

You will upload your video story into Google drive using the following google email address: fallprac2021@gmail.com

Before uploading your projects into Google drive

- You must create a folder for all video projects only
- You must label/title folder your last name
- You must identify all projects using name of the project & story format type

If do not follow these steps 20 points will be deducted from total points of the assignment

Process for turning in News Story Scripts: News Story Scripts

You will upload all scripts in CourseDen. You will never email your scripts to me unless you have permission or I ask you to do so. If your script is late, you will be instructed to upload your script to the late assignments folder.

Schedule

When	Topic	Notes
Week 1 08/12/2021 Online	Read Module 1 -2 CourseDen	<ul style="list-style-type: none"> • Intro / Overview / Syllabus • Read Modules 1 and 2
Week 2 08-17-2021 CourseDen	Module 3 and 4 / Equipment Use Policies and Procedures	<ul style="list-style-type: none"> • Read Modules 3 and 4 • Equipment Check-out/in--Policies / Procedures • Equipment Acknowledgement Form • Start looking for story ideas ▪ Introduction Video Due on or before August 19, 2021-11:59pm ▪ DUE Equipment Acknowledgement Form on or before August 19, 2021 -11:59pm
Week 3 08/24/2021 CourseDen	Module 5 , 6 and 7	<ul style="list-style-type: none"> • Read Modules 5, 6 and 7 • Start thinking about your story ideas. • Quiz 1--opens at 7a- closes at 3:30pm 8/26/2021. Covers content in syllabus. • Group A--story ideas due in discussions-- 8/26/2021
Week 4 08/31/2021 Online	Module 2	<ul style="list-style-type: none"> • Read all content in Module • Group B--story ideas due in discussions--8/31/2021
Week 5 09/7/2021 Online		<ul style="list-style-type: none"> • Group A-- Story Development Form Due - Tuesday - 2021 • Place Story Development form in CourseDen
Week 6 09/14/2021 Online		<ul style="list-style-type: none"> • Group B--Story Development Form Due - Tuesday /2021 • Place Story Development form in CourseDen • Group A-- Thursday - /2021--Google Drive
Week 7 09/21/2021 Online		<ul style="list-style-type: none"> • Group A-- Story Development Form Due - Tuesday - /2021 • Place Story Development form in CourseDen • Group B-- Story Due - Thursday - /2021--Google Drive
Week 8 09/28/2021 Online	General News Story	<ul style="list-style-type: none"> • Group B--Story Development Form Due - Tuesday- /2021 • Place Story Development form in CourseDen • Group A-- General News Video Story Due - Thursday - /2021--Google Drive

When	Topic	Notes
Week 9 10/05/2021 Online	General News Story	<ul style="list-style-type: none"> • Group A-- Story Development Form Due - Tuesday - /2021 • Place Story Development form in CourseDen • Group B-- General News Video Story Due - Thursday - /2021--Google Drive
10/12/2021		
Week 10 10/19/2021 Online		<ul style="list-style-type: none"> • Group B--Story Development Form Due - Tuesday- /2021 • Place Story Development form in CourseDen • Group A-- Story Due - Thursday - /2021--Google Drive
Week 11 10/26/2021 Online		<ul style="list-style-type: none"> • Group A-- Story Development Form Due - Tuesday - /2021 • Place Story Development form in CourseDen • Group B-- Story Due - Thursday - /2021--Google Drive
Week 12 11/02/2021 Online	General News Story	<ul style="list-style-type: none"> • Group B--Story Development Form Due - Tuesday- /2021 • Place Story Development form in CourseDen • Group A-- General News Video Story Due - Thursday - /2021--Google Drive
Week 13 11/09/2021 Online	General News Story	<ul style="list-style-type: none"> • Group A-- Story Development Form Due - Tuesday - /2021 • Place Story Development form in CourseDen ▪ Group B-- General News Video Story Due - Thursday - /2021--Google Drive
Week 14 11/16/2021 Online	General News Story	<ul style="list-style-type: none"> • Group B--Story Development Form Due - Tuesday- /2021 • Place Story Development form in CourseDen • Group A-- General News Video Story Due - Thursday - /2021--Google Drive
Week 15 11/23/2021	Thanksgiving Break	<ul style="list-style-type: none"> • Group B-- General News Video Story Due - Thursday - /2021--Google Drive
Week 16 11/30/2021 Online	Module 16 CourseDen	Last week of Class
Week 17 12/7/2021	Final Exam	

* Course Policies and Resources

Attendance

Essentially, we will meet in the virtual classroom Collaborate Ultra located in CourseDen.

Communication / Contacting Me

Anytime you need to get in touch with me, please send an email to sbarnes@westga.edu email.

My response time to your e-mail inquiries will be sent within 48 hours or less assuming there are no extenuating circumstances that do not allow for a response within the designated time frame. I do not answer emails during the weekends.

Learning At A Distance

As a fully-online course, this course can offer students more flexibility in their learning, but because of its fully-online nature, students need to be aware of online expectations and additional resources, specifically using CourseDen, the library's Distance Education resources, and the University's Online Connection resources.

CourseDen: This course will use the University's course management software CourseDen at <https://westga.view.usg.edu/>. Please make sure you are familiar and comfortable with all the applications and tools in CourseDen. If you experience technical problems with CourseDen, especially during an online assignment or assessment, including quizzes and exams, contact Distance Learning at UWG **immediately**.

- E-mail: online@westga.edu
- Call: M-F 8am-5pm, 678-839-6248 or 1-855-933-UWGO (8946)
- 24-Hour Help: CourseDen (D2L) Access by searching <https://D2Lhelp.view.usg.edu>

Only system issues with CourseDen (not with your computer or your connection) documented by UWG Online will be considered. Please ensure that you are using a reliable machine and have reliable internet access to successfully complete this course.

Link to UWG Online website (includes link to orientation, basic software/hardware requirements, Online Student Guide, and all student services): <http://uwgonline.westga.edu/students.php>

Late Assignments

Within the media profession, there is no excuse for missing deadlines. We will use this practice for this this class. In particular, almost all work environments in general, deadlines and time constraints are a key reality that shapes the outcome and success of an endeavor.

- Late assignments will be accepted at my discretion. If a late assignment is accepted, you will receive only half of the total points for the total worth of the assignment. Additionally, if permission is granted to turn a late assignment and **you will have only three days from the due to turn it in**. There will be no make-ups for missed deadlines.
- Any make-up assignments or tests will be administered at my discretion. Unless you can provide substantiated official documentation as to why you were absent and unable to complete your assignment, you will receive a zero for the story.
- The student notifies me in advance or (if an emergency arises which precludes reaching me prior to class time) contacts me as soon as possible after the emergency.
- Written, independent verification is provided for a situation beyond the student's control that resulted in the student's absence (summons to court, hospitalization, funeral, emergency accident and military duty).

Incomplete Grade

A grade of incomplete will not be given in this course except in extreme cases involving prolonged and substantiated official documentation of illness or emergency.

Extra Credit

Extra credit will be offered on rare occasions. When it is offered it will be made available to everyone in the class. The points earned from extra credit will count towards the student's overall point total.

Special Needs

I will make special arrangements for students with special needs. Don't wait until after the first assignment or test to talk with me! Don't try and "wing it" without telling me about your particular problem or needs. If you need special accommodations for assignments or tests, let me know early, not a few days before an assignment or test is due. I am here to facilitate your learning, but I need to be informed to do so.

Please see Institutional Policies / Academic Support for more information.

Important CourseDen Tools

Grades: Use the Grades tool to view your grades.

CourseDen Email: The Email tool allows you to send email to, and receive email from, me and your classmates. It is important to check your email on a regular basis. DO NOT send email to my westga.edu email address (unless CourseDen is unavailable).

Discussions: Some class activities will be posted Discussions to make students share the works. Each Discussion forum will be closed after designed cut-off time.

Assignments: This tool is your drop box for the most of writing assignments. You cannot access this tool after cutoff time.

Quizzes: All exams and or quizzes will be conducted through Quizzes tool. You need to read carefully the time enforcement and cut-off time.

Production Policies

1. Please report any problems with the equipment to the Equipment Pool Manager as soon as possible. Failure to do this results in other students checking-out or using broken equipment.
2. When the video equipment is in your possession, you are responsible for it. For any item that you do not return, you're responsible for it. When checking-out equipment and signing your name, please know that this is binding contract acknowledging that you will replace the item(s) if it is damaged or not returned.
3. As part of your story do not ever interview nor film b-roll of friends, roommates, siblings, relatives, your parents, WUTV staff members, members within your organization, Mass Communications students, Mass Communications faculty, staff, and students roaming the College of Education Building. Be diverse and intentionally seek out other majors/people to interview. This is not to say that you cannot do a story on Mass Communications Department and interview Mass Communication students/faculty associated with the story; however, for other stories you must seek out other students. If you do not, points will be deducted, too you may receive a zero for the assignment in question.
4. Under no circumstances are you ever allowed to use pictures, photos and or videos from google in any projects related to this course.
5. For ethical reasons, you will not be permitted to pursue a story about an organization, event or job in which you either employed with or involved in.

College/School Policies

Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the School of Communication, Film, and Media strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

Vision

The School of Communication, Film, and Media is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

Strategic Priorities

Invested Teaching

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

Experiential Learning

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

Connectedness

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the School is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The School has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

<p>6 X 6 MASS COMM SUCCESS (https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)</p> <p>(click to view image)</p>	<ol style="list-style-type: none"> 1. Freedom of Speech & Press 2. History 3. Diversity 4. Global Impact 5. Theory 6. Ethics 7. Think Critically & Creatively 8. Research & Evaluate 9. Write Effectively 10. Self-Evaluate 11. Apply Numbers & Statistics 12. Apply Technology
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Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services

specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please visit the [Office of Community Standards \(https://www.westga.edu/administration/vpsa/ocs/index.php\)](https://www.westga.edu/administration/vpsa/ocs/index.php) site.

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For

each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGCares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

The health and safety of our students, faculty, and staff remain the University of West Georgia's top priority.

For the most recent information on coronavirus disease (COVID-19) visit:

- [UWG's Guidance on Face Coverings](https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php) (<https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php>)
- [Centers for Disease Control and Prevention FAQ](https://www.cdc.gov/coronavirus/2019-ncov/faq.html) (<https://www.cdc.gov/coronavirus/2019-ncov/faq.html>)
- [Georgia Department of Public Health](https://dph.georgia.gov/) (<https://dph.georgia.gov/>)

Additional Items

Tips: Do's & Don'ts for Pitching stories.

Do's:

- You are not allowed to or follow someone else or another entities story
- Before pitching a story, you'll need to conduct all of the necessary research and critically think about your news story idea before pitching and pursuing a story.
- Research must include the following steps:
 - Critically think about the story while making sure it is a news story worth pursuing
 - Make sure this story fits your news story format
 - Measure the story for newsworthiness
 - Contact all necessary people you will need to form your news story and provide the essential information needed to develop your story
 - Inform your interviewees that you're thinking about doing a story on the following _____ and if the story is approved...would you be comfortable granting an on-camera interview?
- All story ideas must be approved, prior to filming.
- You must attend all pitch meetings and you must bring 3 viable news stories

- Once the story is approved, you must properly document the story using the story development form (typed) and upload to CourseDen.

Do Not:

- Pitch a story without doing the any of the aforementioned
- Sit during class and search / scroll through your phone for a story idea
- Say the following... I've reached out to _____ an they didn't get to me or they haven't got back with me
- Say the following...I have a story and I reached out to _____ and / but I'm waiting for them to get back with me
- Say the following... I have a story and I didn't know if you would approve it or like it, so I did not to pitch it today or I did not bring it today
- Say the following... May I email you my story idea or story development form?
- Say the following... My story did not pan out so I decided to do another and I turn it in on time and it's in google drive
- Wait until the last hour to upload your story to google drive
- Upload anything other than your video project into google drive
- Say the following... It rained today or this weekend and I didn't have the opportunity to do my approved story

Reserve the Right

The Instructor reserves the right to makes to the syllabus throughout the semester and adjust the course schedule at any time.