

Journ 8 — Staff Publication

Fall 2012 syllabus

Schedule No. 26761

Dates/time/place:

Friday 12:00 p.m. – 2:50 p.m. Art 154

There will be unscheduled hours

Instructor: Nicole Cooper

E-mail: Nicole.cooper@reedleycollege.edu

Office hours: by appointment only

CATALOG DESCRIPTION

Students taking this course participate in the production of student print and online publications. Students learn interviewing, writing, photography, editing, print and online layout. Students also learn about the integration of multimedia materials into online publication.

3 units: 2 lecture hours, 3 lab hours. (A, CSU) (Repeats = 3)

Advisory: Eligibility for Engl 125 and 126 or ESL 67 and 68 recommended. For photographers, demonstrated ability to use a camera. For artists and designers, demonstrated ability in the field of art or graphics.

Instructors' addendum: The course has no prerequisites. However, for all students, previous completion of or concurrent enrollment in Journ 1 is strongly preferred.

COURSE OUTCOMES:

Upon completion of this course, students will be able to:

- A. Analyze the process of newspaper and online periodical production.
- B. Demonstrate the responsibilities of an ethical journalist
- C. Demonstrate readable journalistic style.

COURSE OBJECTIVES:

In the process of completing this course, students will:

- A. Develop competence in writing hard and soft news in all sections of the publication.
- B. Create text, photographs and graphics that support the focus of a story.

COURSE MATERIALS

Textbook

- *The Associated Press Stylebook*, 2012 edition. Edited by Christian/Jacobsen/Minthorn.

Courseware and e-mail

- Access to the Blackboard course site is required. <http://blackboard.fresnocitycollege.edu>
- Access to e-mail is required. The instructors recommend G-mail or an equally reliable service.

Assignments and handouts

- You will be expected to read and study current events regularly. Additional print news sources will be assigned, including *The Fresno Bee*, *Los Angeles Times*, *The New York Times*, *Newsweek*, *Time*, and *U.S. News & World Report*. Additional online news sources will be assigned, including FresnoBee.com, ABC30.com, and other news sites.
- Some handouts will be provided in class, but most will be posted on Blackboard. It is the student's responsibility to download and print out material that's posted on the course site.

Supplies and fees

- Pencils, pens, and notepads are required as needed for reporting. Voice recorders are optional.
- Money might be needed for copies of documents, telephone calls, and transportation.
- There are no additional fees associated with the course.

Computers and software

- Every student is presumed and required to have 24-hour access to a computer workstation with basic software. This includes Internet access, a word processing program, and a printer.
- Access to a portable flash drive, to store and backup your documents, is recommended.

Equipment and facilities

- Use of the humanities 62 equipment will be provided during designated lab and production times. Additional computer labs are available elsewhere on campus.
- Access to humanities 62 equipment and facilities is a privilege. Any damage resulting in repairs or replacement costs for items lost or damaged is the responsibility of the student.
- Food and drink are **not** allowed in the classroom/newsroom at any time.

STUDENT RESPONSIBILITIES

- Read and study the day's scheduled materials **before** coming to class, and be prepared to directly demonstrate your knowledge of the material. Bring writing and note-taking supplies.
- Read, understand, and follow all class procedures and instructor policies listed in the syllabus.
- Treat the class and all assignments with professionalism, which means meeting all deadlines, gathering all information on your own, and treating all sources and collaborators with respect.
- Uphold the highest level of confidentiality for all stories and projects being worked on in class, both for your own work and for the work of your peers.
- Consistently check your campus e-mail and the course Blackboard site for class updates.
- Be prepared to complete a graded assignment — quizzes or otherwise — on any class day.
- Bring your books and assigned materials to **every class**, ready to participate.

COURSE ASSIGNMENTS

Students must be prepared to consistently produce content for *The Chant* for the prescribed number of hours each week of the semester. As stated in the course description, students will be expected to contribute a minimum of 3 hours of arranged lab time per week toward newspaper assignments and/or production and circulation assistance. **Students will be required to sign in and out, to document their presence in *The Chant* newsroom during arranged lab hours.** Students should use lab time to work on producing content and/or to meet with editors. Further time outside of class will be required to finish newspaper assignments, as well as to read and study for the lecture and other course assignments. Students will meet with the instructors the first week of class to confirm their roles in the class and to arrange their lab hours.

Newspaper assignments

Produce content for a minimum of five major assignments. The editors will give assignments to the staff. Deadlines are documented in the staff handbook. These assignments will be given during class. Since most assignments can be completed in much fewer than the minimum number of hours between issues of the newspaper, you may be expected to handle multiple assignments and/or tasks for a given issue.

Newspaper evaluations

Produce five formal, written evaluations of *The Chant*, critiquing the newspaper's content. A standard format is documented in the staff handbook.

News analysis homework

Produce 10 formal, written homework responses analyzing the news content of other publications. A standard format is documented in the staff handbook. There will be 12 due dates; students can skip two, or their two lowest scores can be dropped.

Quizzes

Demonstrate your knowledge of material from **both** the readings and the lectures. Quizzes will primarily be multiple-choice, with some additional short-answer questions. AP Style quizzes will be open book and open notes; lecture quizzes will be closed book and closed notes. There will be 12 quizzes; students can skip two, or their two lowest quiz scores can be dropped.

Production and circulation assistance

Actively participate in all five mandatory production cycles and all five mandatory circulation cycles. Production assistance will include copy editing, producing last-minute stories and content, etc. Circulation assistance will include distributing the paper, re-stocking newsstands, etc. A handout will be provided with details on how to earn and document your work in this area.

Final work portfolio

Compile and produce a professional quality clips file with a minimum of five pieces of the student's work from the semester. A standard format is documented in the staff handbook.

FINAL EXAM

Since this class feeds content to *The Chant*, the focus will be on the newspaper's content. There will be no "final exam," but the student's final work portfolio will constitute a final exam. The final portfolio is due on Wednesday, December 12. No exceptions.

GRADING POLICY AND SCALE

Students will be graded on both their content-producing performance and their commitment to the class material. There are 1,000 points that can be earned in the class.

Content

- Newspaper assignments — 250 points (5 @ 50 points each)
- Newspaper evaluations — 150 points (5 @ 30 points each)
- Final work portfolio — 100 points

Commitment

- News analysis homework — 100 points (10 @ 10 points each)

- Quizzes — 100 points (10 @ 10 points each)
- Production lab assistance — 125 points (5 @ 25 points each)
- Circulation lab assistance — 100 points (5 @ 20 points each)
- Attendance/participation points — 75 points

The total number of points earned will determine your semester grade, on a standard scale.

- A grade = 900-1000 points
- B grade = 800-899 points
- C grade = 700-799 points
- D grade = 600-699 points
- F grade = 599 points and below

Grades will be determined by the difficulty and extent of the work required, and the quality of the writing or visuals. Content will receive a passing grade if it requires only routine editing or work. Content that cannot be published without significant editing, reorganization, technical work, or additional reporting will not receive a passing grade.

Additional policy

Every effort will be made to maintain fairness in grading. However, the nature of producing *The Chant* often involves subjective appraisal of content and commitment by the instructors, based on appropriate criteria for each assignment.

ATTENDANCE AND PARTICIPATION

- Students are expected to attend class periods and to actively participate in discussions and assignments. Roll will be taken every day in class and in assigned labs. Each student is allowed **three** class absences without penalty. With **each** class absence after three, 15 points will be deducted from the student's attendance/participation grade. No exceptions. Arriving to class more than 10 minutes late or leaving more than 10 minutes early will be treated as a **full absence**. No exceptions. Also, "leaving for cyberspace" via texting, e-mail, or Internet surfing may also be considered an absence at the instructors' discretion. It is the student's responsibility to keep track of absences.
- Students participating in mandatory college activities during class times must provide the instructors with written notification from the coach, professor, or adviser **well in advance** of the absence. Students with a serious illness or family emergency **may** be excused if the instructors are notified **as soon as possible** and if legitimate documentation is also provided. Sleeping late, having to work, or dealing with transportation issues are not excuses. The instructors will enforce attendance and illness policies as outlined in the Reedley College academic regulations.

MAKEUP WORK AND DEADLINES

There is no makeup work or late work in the class. For an excused absence **only**, the instructors **may** consider a makeup. No other exceptions. The instructors will enforce all deadlines, in consultation with the editors. A missed deadline will result in a zero grade for the assignment. No exceptions.

COURSE POLICIES

Cheating and plagiarism

Cheating, plagiarism, fabrication, and/or academic dishonesty will not be tolerated. Accuracy and honesty are currency. Don't cut corners or make things up because an assignment is "just for class." If you face a situation you're unsure of, consult the instructors **before** you submit the work. Cheating is defined as the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Cheating includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is defined as a specific form of cheating that consists of the misuse of the published and/or unpublished works of others by misrepresentation of the material as one's own. Course assignments **must** be your own work. Work from group assignments must be clearly credited for each team member. References to the work of others, including all information from sources, must be clearly and fully identified. Penalties for cheating and plagiarism range from an F grade on a particular assignment, through an F grade for the course, to expulsion from the college.

Commitment to accuracy

A commitment to accuracy is crucial in any kind of media field. Students in this class must show professionalism by dedicating themselves to 100 percent accuracy. **Any** misspelled names and/or major factual errors in a story will result in an F grade on the assignment. No exceptions.

Commitment to good reporting

Lazy reporting will not be tolerated. Students will **not** be allowed to interview friends, family or people they know unless the source is truly the only source available. In most cases, unless approved in advance by the instructors, this includes "friends" on social networking sites. Also, researching or quoting from the Internet should only be used if the material is absolutely impossible to get any other way; the information should still be fully attributed.

Identifying yourself

When interviewing sources and reporting, students should clearly identify themselves as a Reedley College student taking this Journ 8 course. Students should explain that stories written for the class are scheduled for publication in *The Chant* at the editors' discretion, in both the print and online editions.

Filing stories and visuals

With each story, writers are **required** to file a cover sheet that includes the full contact information for all sources in the story. With each shoot, photographers are **required** to file complete captions for photos picked for publication, including the full identification of all named people in the photos.

Students with disabilities

If you have a verified need for an academic accommodation or materials in alternative media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please identify yourself to the instructors immediately so that reasonable accommodations for learning and evaluation within the course can be made. For additional assistance, contact Disabled Student Programs & Services at (559) 442-8237.

Classroom behavior

Students are expected to behave in ways that support the learning environment, which means refraining from disrupting the work of others. Each student is expected to respect the rights of the instructors, guest speakers, and the other students in the class. The exploration of controversial ideas is an essential component of college courses. Students who do not behave in a respectful manner will be asked to leave the classroom (marked absent) and may be asked to drop the class.

Electronic devices

Cell phones and all digital devices must be turned off and put away before class. Text messaging and/or Internet surfing during class are prohibited. The instructors will ask you to leave the classroom (marked absent) if you do not comply. You may only use a laptop for class assignments or activities. Students using a laptop for non-instructional purposes will be asked to leave the classroom (marked absent).

Collaborative spirit

Students will be expected to work collaboratively with the instructors and with each other. If you do not like group work or collaborative activities, you should strongly consider taking a different class. Please do not read, sleep, do other class work, or talk to your neighbor while others are speaking. The instructor will ask you to leave the classroom (marked absent) if you do not comply.

Office hours and consultation

Students are encouraged to consult regularly with the instructors during office hours and/or by appointment, to discuss their progress. This is important for students who consistently receive C grades or lower on their writing, or who do not understand remarks on their work.

Children and guests

Reedley College policy does not permit children to attend class. People who are not enrolled in the class may also not be in the classroom.

Disclaimer

Due to unforeseen circumstances, the instructor may need to change, modify, add, or delete course assignments, materials, or projects. If you are absent from class, it is your responsibility to check on changes, assignments, and announcements you may have missed. Notification of changes will be posted in the announcements area of Blackboard and by e-mail to each student.

TENTATIVE CLASS SCHEDULE

All LEC sessions will be in a lecture/activity format. MTG denotes a meeting on assignments and progress. **Read and study the scheduled materials BEFORE coming to class.**

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Date	Topic	Quizzes, Homework and Reading Due
8/17	Syllabus, handbook, news values	
8/24	Covering a campus, story ideas	
8/31	Reporting, interviewing	Quiz #1 News Analysis #1 Due
9/7	News writing, story forms	Quiz #2 News Analysis #2 Due
9/14	Sports writing, story forms	Quiz #3 News Analysis #3 Due
9/21	Editing, fact checking	Evaluation #1 Due News Analysis #4 Due
9/28	Opinion Writing	Quiz #4 News Analysis #5 Due Evaluation #2 Due
10/5	A&E writing	Quiz #5 News Analysis #6 Due
10/12	Feature writing, investigations	Quiz #6 News Analysis #7 Due Evaluation #3 Due
10/19	Photojournalism	Quiz #7 News Analysis #8 Due
10/26	Design and Graphics	Quiz #8 News Analysis #9 Due
11/2	Online Journalism	Evaluation #4 due
11/9	Legal and ethical issues	Quiz #9 News Analysis #10 Due

Date	Topic	Quizzes, Homework and Reading Due
11/16	Legal and ethical issues	Quiz #10 News Analysis #11 Due
11/23	No Class Thanksgiving	
11/30	Multicultural and diversity issues	Quiz #11 News Analysis #12 Due
12/7	Wrap up	Quiz #12 Evaluation #5 Due
12/12	Final	Portfolio Due