



# COMM 2311 News Gathering & Writing I

## Course Syllabus: FALL 2016

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

### Mandy Smith

**Office:** Humanities Building - Office K

**Phone:** (Office) 903-434-8254 (Cell) 903-466-6377

**Email:** msmith@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1-4	1-4		1-4		NA

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description:** 3 credit hours.

Lecture/Lab/Clinical: Three hours of lecture each week.

Fundamentals of writing news for the mass media. Includes instruction in methods and techniques for gathering, processing, and delivering news in a professional manner.

**Required Textbook(s):** Harrower, Tim. *Inside Reporting: A Practical Guide to the Craft of Journalism*; and *The Associated Press Stylebook*.

**Publisher(s):** Boston: McGraw-Hill (*Inside Reporting*); New York: Perseus Books (AP Stylebook).

**ISBN Number:** 13:978-0-07-337891-6 (*Inside Reporting*)

### Recommended Readings:

A selection of articles from various newspapers and news media-based websites.

### Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate knowledge of the techniques used in gathering information and reporting for the media.
2. Demonstrate knowledge of the principals used in news writing for publication including writing, copy editing and AP style
3. Read, analyze and evaluate a variety of texts and publications that utilize news writing techniques.
4. Write articles in various journalistic writing styles including news, feature, sports, reviews and editorial.
5. Demonstrate knowledge of interviewing skills and techniques.

### ASSIGNMENT INFORMATION

Conscientious and timely completion of assignments (meeting deadlines) is essential for success in this writing course. All assignments should be typed in Word and submitted in class or through email by the required deadline.

### LECTURES & DISCUSSIONS

Lectures will be supplemented by the reading assignments given in class. You are required to read assignments and participate in classroom discussions.

### LAB PARTICIPATION:

Students taking the news writing courses are required to also be enrolled in the News Publication lab.

## Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Newspaper articles 5@ 100 points	500 Points
Online publication stories 4 @ 50 points each	200 Points
Story deadlines 10 @ 10 points each	100 Points
Current event quizzes 10 @ 10 points each	100 Points
Final clip book	100 Points
<u>Total</u>	<u>1000 Points</u>

## Tests/Exams:

Current event quizzes will be given as pop-quizzes throughout the semester. Students should be prepared for the pop-quizzes each class period. Students will also study AP Style and may be subject to random AP style quizzes throughout the semester.

## Assignments:

### WRITING ASSIGNMENTS:

During the semester, you are required to complete a variety of news writing assignments that will be graded and published in *The Eagle* newspaper and/or on the newspaper website.

Please follow these instructions when writing your papers:

- Writing assignments must be typed in 12 pt. Times font.
- Double-space and no indent.
- News writing assignments vary in length according to the type of article assigned. Length of stories will be discussed with the instructor when the assignment is given.
- Pay attention to spelling, grammar and punctuation. Articles will be written using AP style.
- Deadlines for all writing assignment will be assigned during class or lab time.
- Submit your papers to your instructor in class or through email.
- **Professional journalism depends on deadlines. Therefore you will be expected to meet all writing assignment deadliness or lose points toward your final grade. Writing assignments, including rough drafts, must be submitted on the due date in order to receive full credit.**

### READING ASSIGNMENTS:

Students are expected to read all reading assignments before coming to class. Students may be asked to respond to readings by writing in class or during class discussions. Failure to read and respond effectively to the reading assignments will affect your grade in the course.

### Student Responsibilities/Expectations:

Please try to make it to class on time. Many times we begin writing (including current event quizzes) and reading assignments at the start of class; if you're late you will not be able to make up those assignments. Please don't engage in casual conversations during our lecture, discussion and group times or while we're working on other assignments. I reserve the right to act as necessary to maintain a productive class environment, including asking disruptive students to leave, and in extreme circumstances, dropping chronic disruptors from my course. I will not tolerate uncivil behavior toward other class members during class discussions. Uncivil behavior includes interrupting others while they have the floor, rude responses to the ideas expressed by others, and the use of racial, ethnic, sexual, gender, or religious slurs.

## **COURSE EXPECTATIONS**

To complete this course successfully, you should do the following:

- Participate in the course activities.
- Read all of the textbook assignments.
- Complete both in-class and outside assignments.
- Participate actively and meaningfully in all discussions.
- Prepare and submit all writing assignments on time.

## **WITHDRAWAL POLICY:**

IT IS YOUR RESPONSIBILITY TO DROP A COURSE OR WITHDRAW FROM THE COLLEGE. FAILURE TO DO SO WILL RESULT IN RECEIVING A PERFORMANCE GRADE, USUALLY A GRADE OF "F."

## **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

## **Academic Ethics:**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

## **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

## **Family Educational Rights And Privacy Act (Ferpa):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Student Statement of Understanding:**

**I have read the above information and the statement provided in the syllabus. I understand that if I am discovered to be cheating or colluding on work assigned in this class I could receive a zero for the assignment. I understand that if I am found to have submitted a paper for credit that contains any amount of plagiarized material I could receive a grade of "F" for the assignment or for the entire course.**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_