



COMM. 2305.001-Editing & Layout (F2F)

Course Syllabus: Spring 2020

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Mandy Smith

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30-4:30	1:30-4:30	4:00-5:00	1:30-4:30		Email anytime

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

3 credit hours.

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

Editing and layout processes, with emphasis on accuracy and fairness, including the principles and techniques of design. Students must enroll in a practicum when taking this course.

Prerequisite(s):

None

Student Learning Outcomes:

Upon successful completion of this course, students will:

1. Demonstrate an understanding of the basic techniques used in writing and copy editing a story for newsprint.
2. Demonstrate an understanding of the fundamental practices used for editing newspaper pages including copy reading, copy editing page designs and gain an understanding of AP style.
3. Design and layout newspaper pages for publication in the student newspaper.
4. Demonstrate an understanding of the correct format for writing and editing headlines for a newspaper.

Evaluation/Grading Policy:

Your assignments will be evaluated using the following point values:

Copy Editing Assignments 4@100 points each	400 points
Four rough draft articles (25 points each)	100 points
Four final draft articles (100 points each)	400 points
Article peer editing assignments 4 @ 100 points each.	400 points
Layout Assignments 4 @ 100 points each	400 points
Current Event quizzes 5 @ (20 points each)	100 points
Editing and layout clipbook	200 points

Total

2000 Points

Assignments will be graded within two weeks of receipt or before your next assignment is due.

Required Instructional Materials:

Harrower, Tim. *The Newspaper Designer's Handbook*, 6th Edition

Publisher: Boston: McGraw-Hill; 2008

ISBN Number: 0-07-240761-1

The textbook is required and provides essential information for successful completion of this course. You can purchase your textbook at the NTCC College Store.

Optional Instructional Materials:

None

Minimum Technology Requirements:

You will need access to a computer to complete the writing assignments for this class. You will be typing your assignments and submitting the assignments through Blackboard.

Required Computer Literacy Skills:

Blackboard Learning Management System, Microsoft Word processing, average email usage

Course Structure and Overview:

The goal of this course is to help students acquire a variety of skills needed for journalistic writing, editing and page layout design. Students should acquire the techniques needed to produce and edit a media publication. Students should acquire and apply these techniques to a number of journalism writing styles comprising of news, feature, opinion, sports and entertainment.

ASSIGNMENTS:

Conscientious and timely completion of assignments is essential for success in this writing course.

Writing Assignments:

During the semester, you are required to complete a variety of news writing and editing and layout assignments that will be graded for the class and could receive publication in *The Eagle* newspaper and/or on the newspaper website. Your articles will be submitted through rough draft and final draft assignments in Blackboard.

If your story is used for the newspaper, you will also be expected to submit your story to The Eagle drive in Google.

Please follow these instructions when writing your articles:

- 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 and layout assignment will be assigned during class or lab time.
- Submit your rough draft and final articles to Blackboard.
- **Professional journalism depends on deadlines. Therefore, you will be expected to meet all writing assignment deadlines 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.

Test/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.

Communications:

Office hours are listed on the top of the front page of this syllabus. I have also listed my cell phone. I do accept calls and text messages on my cell. Emails will be answered within 24 hours. Please note that NTCC email is the official form of communication used by the college.

Institutional/Course Policy:

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

- Read all of the textbook assignments
- Participate actively and meaningfully in all group discussions
- Prepare and submit all writing assignments on time
- Attend class regularly

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.

Attendance policy:

Attendance will be taken either orally or by a sign-in sheet. If you come to class late, it is your responsibility to make sure that the instructor counts you in attendance for that day. **Students who miss more than five class periods will be subject to failure in this course.**

Course Evaluations:

Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an online evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.

Withdrawal policy:

It is your responsibility to drop or withdraw from a course. Failure to do so could result in receiving a failing grade for the course.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Editing & Layout – COMM. 2315.001
Assignment Calendar Spring 2020

Week 1	Welcome to the class introduction writing assignment Course and Syllabus review Receive article assignment
Week 2	Submit rough draft of article assignment Peer edit articles in class Submit final draft of article assignment Be prepared for current event or AP style quiz Begin layout assignment in class Receive article assignment
Week 3	Copy editing assignment in class Eagle goes to press Continue working on layout assignment
Week 4	Submit rough draft of article assignment Peer edit articles in class Submit final draft of article assignment Be prepared for current event or AP style quiz
Week 5	Begin layout assignment in class Receive article assignment
Week 6	Eagle goes to press Be prepared for current event or AP style quiz

Week 7 **Submit rough draft of article assignment**
Peer edit article in class

Week 8 **Submit final draft of article**
Work on layout in class

Spring Break

Week 9 Receive article assignment
Work on layout in class
TIPA convention

Week 10 Be prepared for current event or AP style quiz
Submit rough draft of article
Copy editing assignment in class

Week 11 Be prepared for current event or AP style quiz
Eagle goes to press

Week 12 Continue working on article
Work on layout in class

Week 13 **Submit rough drafts of articles**
Peer edit articles in class
Submit final drafts of articles

Week 14 Copy editing assignment in class
Work on layout in class

Week 15 **Eagle goes to press**
Begin working on clipbook for final

Week 16 **Submit clipbook in class**

