

- Extra Credit** - Full attendance will add **2 points** to your FINAL grade.
- You can receive up to **2 points** added to your FINAL grade for news or feature stories published during the semester (1 point per clip typically). The articles must be a feature story, not a letter to the editor, opinion piece, or entertainment review. Clips are due by the last day of classes. You may publish any assignments you do for this class and receive the extra credit.
- Fact errors** Corrections are costly in journalism—they can harm your credibility as well as the credibility of the newspaper or company you’re working for. For our lab, an assignment written for your portfolio that contains a fact error will get an F. Common fact errors are found in names, addresses, ages, quotes and narration. **Proofread** your copy before you turn it in. These Fs may or may not be part of your final lab grade since they are part of your portfolios, and portfolio stories will be chosen AT RANDOM for grading
- Grading Criteria**
- | | |
|---|---|
| A | Copy is publishable as is. No fact error and copy meets deadline. |
| B | Copy needs minor editing. No fact error and copy meets deadline. |
| C | Copy needs close editing. No fact error and copy meets deadline. |
| D | Copy needs heavy editing. No fact error and copy meets deadline. |
| F | Copy has fact error(s) and/or misses deadline |

EXAM & ASSIGNMENTS

- There will be one exam based on lectures, class discussions, and assigned readings and viewings.
-Early and make-up exam is administered ONLY in cases of absence due to unavoidable situations substantiated with documentation. Requests for early tests must be made at least one week prior to the test, and requests for make-up tests must be made within two hours of the test.
- Exam Material** You are responsible for bringing two No. 2 pencils and a scantron (# of scantron will be announced later).
- News Quizzes** Journalism students are expected to stay abreast of local, regional, state, national and world events by reading a local daily each day. The instructor will give occasional quizzes based on the week’s news. Detailed instruction will be given before each news quiz.
- Make-ups, Late and Missed deadlines** This is journalism, and the one thing we value most after truth telling is meeting deadline. Late assignments and those turned in late will result in a penalty of 20% per day. If you miss in-class activities and have not made arrangements prior to the day, you will not be given a substitute assignment.

ATTENDANCE

Attendance is absolutely necessary to succeed in this course. However, I understand there will be times when it is necessary for you to miss class. **Three absences are allowed**—no difference is made between excused and unexcused. After those three allowed absences, two points will be taken off of your final score for each additional absence, no exceptions.

Students who miss more than seven classes will receive a failing grade (F) for the semester. Please note how I define an absence: (1) not coming to class; (2) arriving late to class; (3) leaving class early; (4) sleeping, texting, web surfing or doing other non-class related activities during class.

Students (and teachers, too) often learn best from one another, so an open environment is encouraged. Ask questions and help each other. If you miss classes, please check with a classmate. You are required to have the email of the person sitting right next to you now!

Excused absences? Again, no difference is made between excused and unexcused absences

CLASS PARTICIPATION and COMMUNICATION

Preparation	You will need to complete each reading/viewing/listening assignment before the scheduled class session. You need to read carefully and critically, take notes and be prepared to intelligently discuss and apply the material in class discussion and activities.
Handouts	You are responsible for collecting all handouts at the time they are distributed. If you are absent, you have ONE WEEK to collect the materials. After one week, do not ask me for copies of handouts. I will not keep extra copies.
Email	You are encouraged to use CourseDen email for all class related correspondence. I will try to respond within 24 hours, though messages sent during weekends (or Friday afternoons) may not receive such a prompt response.

ACADEMIC DISHONESTY

The penalties for academic dishonesty range from receiving 0 points on the exam or the assignment to receiving an **“F” grade in the course.**

All the work you do must be your own. Do not present the work of another as if it were your own. Use quotation marks to indicate the exact words of someone else, and cite the source. Cite sources of ideas that are not your own, even if you did not use their exact words. Summarizing OK – it is considered paraphrasing, but do not just rearrange a sentence or change some of the words. Still, each time a source is paraphrased, a credit for the source needs to be included in the text.

Cheating	Using or attempting to use unauthorized materials, information or study aids
Fabrication	Falsification or unauthorized invention of any information or citation
Plagiarism	Representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged

SPECIAL NEEDS STUDENTS

I will make special arrangements for students with special needs. If you need special accommodations for tests, let me know early, not a few days before the test. I am here to facilitate your learning, but I need to be informed to do so.

UNIVERSITY POLICIES

The following link contains standards about important issues such as the Americans with Disabilities Act, the UWG email policy, the university credit hour policy, and the Honor Code. Please review the information carefully at:

https://www.westga.edu/academics/assets/docs/Common_Language_for_Course_Syllabi.pdf

It contains important material pertaining to your rights and responsibilities in this class.

Because these statements are updated as federal, state, and accreditation standards change, you should review the information each semester.

NEWS WRITING / FALL 2018

CLASS SCHEDULE		
The class schedule and assignments are subject to change in order to accommodate guest speakers, reinforce course material, and maintain some flexibility. Additional reading and viewing/listening assignments will be made throughout the semester.		
Week	Date	Topics / Readings / Due
1	Aug. 15	Introduction/Interviews in Class
	Aug. 20	Ch. 1: Changing concepts of news
2	Aug. 22	Ch. 2: Basic news story
	Aug. 27	Ch. 7: Leads and nut graphs
3	Aug. 29	Ch. 7 (Cont.) / AP Top 10 Quiz #1
	Sep. 3	Labor Day
4	Sep. 5	Ch. 7 (cont.) / AP Top 10 Quiz #2
	Sep. 10	Ch. 7 (cont.)
5	Sep. 12	Ch. 7 (Cont.) / AP Top 10 Quiz #3
	Sep. 17	Ch. 7 (Cont.)
6	Sep. 19	Journalism issue presentation
	Sep. 24	Ch. 8 & 9: Story organization
7	Sep. 26	Ch. 8 & 9 (cont.) / AP Top 10 Quiz #4
	Oct. 1	Ch. 8 & 9 (cont.)
8	Oct. 3	Ch. 5: Collecting Information Event story proposal submission
	Oct. 8	Newsroom meeting (Proposal discussion) Ch. 20: Crime
9	Oct. 10	Ch. 20 (cont.) / AP Top 10 Quiz # 5
	Oct. 15	Big Fire Story
10	Oct. 17	Ch.5: Interviewing Technique / AP Top 10 Quiz #6 Bring your resume
	Oct. 22	Ch.5 (cont.) Ch.17: Profile
11	Oct. 24	Ch. 18: Speeches and meetings / AP Top 10 Quiz #7 Leads analysis due
	Oct. 29	Ch. 18 (cont.)
12	Oct. 31	SPEECH Story
	Nov. 5	Ch.16: Multicultural sensitivity
13	Nov. 7	Ch. 16 (cont.)/ AP Top 10 Quiz #8
	Nov. 12	Film
14	Nov. 14	Film
	Nov. 19	Thanksgiving
15	Nov. 21	Thanksgiving
	Nov. 26	Blind editing for event news story Bring three copies of your manuscripts
16	Nov. 28	Test Film paper due
	Dec. 3	Ch. 13: Online journalism/ AP Top 10 Quiz #9 and #10
17	Dec. 5	Event news stories submission/ presentation