

**COMM 3301 WRITING AND REPORTING FOR NEWSPAPERS1**

M/W 12:30-1:45 p.m. TLC #1111

***INSTRUCTOR INFORMATION***

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Instructor	Soo Jung Moon
Office / Telephone	Humanities 142 / 678 839 4936
Office Hours	MW 2:00 - 3:30, 5:00-6:00 p.m. You can also schedule an appointment outside of my office hours via email
E-mail	smoon@westga.edu

***TEXT***

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1. Rich, C. (2007). *Writing and Reporting News: A Coaching Method (8th ed.)*. Belmont, CA: Wadsworth.
2. Local or national newspapers
3. Additional, required reading will be assigned

***COURSE OVERVIEW***

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The course introduces you to the fundamentals of news reporting and writing. You will learn what journalists do and how they do it. The class is designed to prepare you for a career in mass communications.

Students interested in any number of careers in communications must be able to write with care and precision regardless of whether their intended careers are in newspaper/magazine journalism, advertising, public relations, broadcast journalism or photojournalism. Consequently, we will focus on basic news writing.

***STUDENT LEARNING OUTCOMES***

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Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve (ACEJMC SLO9)

Students will learn how to research, gather information, organize and write news and feature stories for the mass media. The course will emphasize the following aspects of good writing and reporting:

1. Accuracy and Verification
2. Logical Thinking
3. Precise Writing
4. News Value and Ethics

***MASS COMMUNICATIONS PROGRAM LEARNING OUTCOMES***

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ACEJMC Professional Values and Competencies: As a unit seeking accreditation from the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), the Department of Mass Communications is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its degree program learning outcomes ACEJMC's 12 professional values and competencies that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. These include the six (6) values and six (6) competencies listed below. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog](#) or [ACEJMC - Standard 2. Curriculum and Instruction](#).



<b>News Quizzes</b>	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.
<b>Make-ups, Late and Missed deadlines</b>	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 before the day, you will not be given a substitute assignment.

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### **ATTENDANCE**

Attendance is 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

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### **CLASS PARTICIPATION and COMMUNICATION**

<b>Preparation</b>	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.
<b>Handouts</b>	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.
<b>Email</b>	You are encouraged to use <b>CourseDen email</b> 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.

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### **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.

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

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### **UWG Common Language for Course Syllabi**

<https://www.westga.edu/administration/vpaa/common-language-course-syllabi.php>

CLASS SCHEDULE		
The class schedule and assignments are subject to change 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 (@12:30 p.m.)
1		
	Aug.14	Introduction/Interviews in Class
2	Aug. 19	Ch. 1: Changing concepts of news
	Aug. 21	Ch. 2: Basic news story
3	Aug. 26	Ch. 7: Leads and nut graphs
	Aug. 28	Ch. 7 (Cont.) / <b>AP Top 10 Quiz #1</b>
4	Sep. 2	<b>Labor Day Holiday</b>
	Sep. 4	Ch. 7 (cont.) / <b>AP Top 10 Quiz #2</b>
5	Sep. 9	Ch. 7 (cont.)
	Sep. 11	Ch. 7 (Cont.) / <b>AP Top 10 Quiz #3</b>
6	Sep. 16	Ch. 8 & 9: Story organization
	Sep. 18	Ch. 8 & 9 (cont.) / <b>AP Top 10 Quiz #4</b>
7	Sep. 23	<b>Journalism issue presentation</b>
	Sep. 25	Ch. 19: Statistical Stories; Collecting Information / <b>AP Top 10 Quiz # 5</b>
8	Sep. 30	Ch. 20: Crime
	Oct. 2	Ch. 20 (cont.) / <b>AP Top 10 Quiz #6</b> <b>Leads analysis due</b>
9	Oct. 7	Ch.5: Interviewing Technique <b>Bring your resume</b>
	Oct. 9	Ch.5 (cont.) / <b>AP Top 10 Quiz #7</b> Ch.17: Profile <b>Event story proposal submission</b>
10	Oct. 14	Ch. 13: Online journalism
	Oct. 16	Newsroom meeting (Proposal discussion)
11	Oct. 21	Newsroom meeting (Proposal discussion)
	Oct. 23	<b>Exam</b>
12	Oct. 28	Film
	Oct. 30	Film
13	Nov. 4	Ch. 18: Speeches and meetings
	Nov. 6	Ch. 18 (cont.) <b>Film paper due/ AP Top 10 Quiz #8</b>
14	Nov. 11	<b>SPEECH Story (In-class writing test)</b>
	Nov. 13	Ch.16: Multicultural sensitivity/ <b>AP Top 10 Quiz #9</b>
15	Nov. 18	Blind editing for Event News <b>Bring two copies of your manuscripts</b>
	Nov. 20	Ch. 16 (cont.)/ <b>AP Top 10 Quiz #10</b>
16	Nov. 25	<b>Thanksgiving Holiday</b>
	Nov. 27	<b>Thanksgiving Holiday</b>
17	Dec. 2	Fake News
	Dec. 4	<b>Event news story submission</b>