

Writing & Reptg for Newspapers

COMM-3301

Fall 2020 Section 02 3 Credits 08/12/2020 to 12/05/2020 Modified 08/12/2020

Description

Basic procedures and techniques for writing and reporting for newspapers. Emphasis on news style and judgment as well as ethical and legal issues.

Requisites

Prerequisites:

COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

All office hours will be held virtually with some exceptions. Students may contact the instructor to request a meeting day and time for an appointment. This appointment may take place on Google Meet, Collaborative Ultra, telephone, or another platform. If for some reason a student wants to meet in person with the instructor then certain accommodations can be made. In that case, both or all parties, student(s) and instructor, will follow the proper guidelines in terms of wearing masks and proper social distance in a safe environment.

Lecturer: Professor Andrew Will

Email: awill@westga.edu

Phone: Mobile: 404-375-7274

Office Hours

Wednesdays - 3pm to 5pm, Tuesdays/Thursdays - 5pm - 6:30pm

Virtual via Collaborative Ultra, Google Meet, or by telephone, For in-person office hours the office location is Room 220 Humanities

Meeting Times

Tuesdays/Thursdays 12:30 p.m. - 1:45 p.m.

Materials

TEXT & ADDITIONAL MATERIALS

Required Text: Rich, Carole. *Writing and Reporting News: A Coaching Method* (8th ed.). Cengage Learning.

Additional Text: *The Associated Press Stylebook and Briefing on Media Law 2019* or latest ed.
(The 2015 edition is also acceptable)

Outcomes

Students will learn how to research, interview, gather information, organize and write news feature stories for mass media. The course will also focus on various forms of writing for mass communications such as print, broadcast, online, and public relations. The course will emphasize the following aspects of good writing and reporting:

- Accuracy and verification
- Logical thinking
- Precision
- News value
- Ethics

✓ Evaluation

Criteria

Breakdown

☰ Assignments

ALL home assignments and exercises will be uploaded via Course Den. There is a possibility that assignments and exercises will be given in hard-copy form but of course safety measures will have to take place. All in-class assignments will be writing assignments. All home assignments and in-class assignments will be submitted via the Assignment Submissions folder in Course Den.

📅 Schedule

CLASS SCHEDULE - COMM 3301 Writing & Reporting for Newspapers I – Section 02

(This schedule is subject to change in order to accommodate guest speakers and maintain some flexibility. Additional reading, listening, and viewing assignments may be made throughout the semester. You are responsible for all material assigned.)

Important upcoming due dates highlighted in green.

AUGUST

Week One

Thu. 13- Syllabus and Class Schedule review and discussion of and important elements of the course discussed with Group B. Student introductions will also take place.

Home Assignment 1: Complete only Number 1 *Visual awareness* under “Exercises” for Chapter 1 *Changing Concepts of News* and answer all questions (Type-written answers) and bring in chosen newspaper. **Submit type-written assignment via Assignment Submission Folders location found in Course Den on Friday, August 21st.**

Week Two

Tue. 18- Syllabus and Class Schedule review and discussion of and important elements of the course discussed. Student introductions will also take place with Group A. Home Assignment 1: Complete only Number 1 *Visual awareness* under “Exercises” for Chapter 1 *Changing Concepts of News* and answer all questions (Type-written answers) and bring in chosen newspaper. **Submit type-written assignment via Assignment Submission Folders location found in Course Den on Friday, August 21st.**

Thu. 20- Discussion of Chapter 1 Exercise Home Assignment 1. Lecture on Chapter 1 *Changing Concepts of News* takes place next Thursday. PowerPoint notes and recording of lecture will be posted in Course Den.

Week Three

Tue. 25- Discussion of Chapter 1 Exercise Home Assignment 1. Read and be ready to discuss Chapter 1 *Changing Concepts of News* on Thursday.

Thu. 27- Lecture and class discussion on Chapter 1 *Changing Concepts of News*. Lecture on Chapter 2 *The Basic News Story* takes place next Tuesday. **Know Your News Quiz 1 which takes place online next Thursday.**

SEPTEMBER

Week Four

Tue. 01 - Lecture and discussion on Chapter 2 *The Basic News Story*. PowerPoint notes and recording of lecture will be posted in Course Den.

Thu. 03 – *Know Your News* Quiz 1 is given online. In-Class Writing Assignment 1 – Instructor will give details and students will complete during class period and **submit at end of day via Assignment Submission**. Students MUST bring AP Stylebook to class for writing assignment. Read and be ready to discuss Chapter 3 *Social Media*.

Week Five

Tue. 08 - Exercise on Chapter 3 *Social Media* takes place during this class period. Lecture on Chapter 5 *Interviewing Techniques* takes place on Thursday. PowerPoint notes and recording of lecture will be posted in Course Den.

Thu. 10 – Lecture and discussion on Chapter 5 *Interviewing Techniques*. PowerPoint notes and recording of lecture will be posted in Course Den. Be ready for Exam 1 – Chapters 1-3 & 5 along with references from AP Stylebook on **online Thursday, Sept. 12th**.

Week Six

Tue. 15 – Students are placed in groups for class exercises which are found at end of Chapter 5. Each group will be assigned a different exercise and will discuss their results after completing exercise. This is for Group A of the class.

Thu. 17 – Students are placed in groups for class exercises which are found at end of Chapter 5. Each group will be assigned a different exercise and will discuss their results after completing exercise. This is for Group B of the class. Chapters 1-3 & 5 (Given Online) – Lecture on Chapter 6 *Mobile and Multimedia Skills* takes place on Tuesday. PowerPoint notes and recording of lecture will be posted in Course Den. *Know Your News* Quiz 2 **takes place online next Thursday**.

Week Seven

Tue. 22- Lecture and discussion on Chapter 6 *Mobile and Multimedia Skills*.

Thu. 24- *Know Your News* Quiz 2 takes place online. No class meeting on this day. Students use this period to reflect on Chapter 6 and to complete the quiz.

Week Eight

Tue. 29 - In-Class Writing Assignment 2 – Instructor will give details and students will complete during class period and **submit at end of day via Assignment Submission**. Students MUST bring AP Stylebook to class for writing assignment. Lecture on Chapter 8 *Story Organization* takes place on Thursday. PowerPoint notes and recording of lecture will be posted in Course Den. Home Assignment 2 **due on next class period**: Complete ONLY Number 4 *Analyze endings* under “Exercises” for Chapter 8 *Story Organization* and summarize your answers (Type-written) with sources. Submit assignment via Assignment Submission.

Thu. 01 (Oct.) - Students submit Home Assignment 2 via Assignment Submission. Lecture and discussion on Chapter 8 *Story Organization*. Instructor will discuss guidelines with Group A for *Website/Blog* project which they will work on during next class period. Project is **due on Friday, Oct. 23rd** via Assignment Submission. Lecture on Chapter 10 *Storytelling and Feature Techniques*. takes place on Tuesday. PowerPoint notes and recording of lecture will be posted in Course Den.

OCTOBER

Week Nine

Tue. 06 - Lecture and discussion on Chapter 10 *Storytelling and Feature Techniques*. Instructor will discuss guidelines with Group B for *Website/Blog* project which they will work on during next class period.

Thu. 08 – Students report to class on work on blogs.

Week Ten

Tue. 13- No class meeting as students use this class period to continue working on blog project.

Thu. 15 - In-Class Writing Assignment 3 – Instructor will give details and students will complete during class period and submit at end of day via Assignment Submission. Students MUST bring AP Stylebook to class for writing assignment. Lecture on Chapter 11 *Broadcast News Writing* on Tuesday and Thursday of next week. PowerPoint notes and recording of lecture will be posted in Course Den. Home Assignment 3 **due on next class period**: Complete only Number 4 under “Exercises” for Chapter 11 *Broadcast News Writing* (Type-written). Submit assignment via Assignment Submission. *Know Your News* Quiz 3 **takes place online next Thursday**.

Week Eleven

Tue. 20 - Students submit Chapter 11 Home Assignment 3 via Assignment Submission. Lecture and discussion of Chapter 11 *Broadcast News Writing*.

Thu. 22 – *Know Your News* Quiz 3 given online. Continued discussion of Chapter 11. Lecture on Chapter 13 *Public Relations Writing* takes place next Tuesday. PowerPoint notes and recording of lecture will be posted in Course Den. **Website/Blog project due tomorrow at 11:59pm.**

Week Twelve

Tue. 27 - Lecture and discussion on Chapter 13 *Public Relations Writing*.

Thu. 29 – Final Project guidelines given to students and discussed with Group A. Final Project is **due on Dec. 4th via Assignment Submission Folders location.** Read and be ready to discuss Chapter 17 *Profiles and Obituaries*.

NOVEMBER

Week Thirteen

Tue. 03 – Final Project guidelines given to students and discussed with Group B. In-Class Writing Assignment 4 – Instructor will give details and students will complete during class period and **submit at end of day via Assignment Submission.** Students MUST bring AP Stylebook to class for writing assignment.

Thu. 05 - Lecture and discussion on Chapter 17 *Profiles and Obituaries*.

Week Fourteen

Tue. 10 – Instructor meet with students in Group A to iron out details with Final Project.

Thu. 12 – Instructor meet with students in Group B to iron out details with Final Project.

Week Fifteen

Tue. 17 – Students use class period to work on Final Project and are encouraged to complete Teacher Evaluation.

Thu. 19 -- Students use class period to work on Final Project and are encouraged to complete Teacher Evaluation. **Exam 2 – Chapters 6, 8-11, 13, 16 & 17 is given online on Friday, November 20.**

Week Sixteen

Tue. 24 – Last day of class. All students work on Final Project during class period.

Thu. 26 - Thanksgiving Time! – Turkey Turkey Turkey!

(Class Schedule may change at discretion of instructor)

* Course Policies and Resources

CLASS ATTENDANCE & PARTICIPATION

Your participation counts as 11 percent toward your final grade. This current semester is different from normal semesters since some of you have opted out of the face to face sessions and will be completing the course online. The course, like all of your other courses, is set up in a dual modality manner. This means that content given in the classroom will also be available online via Course Den. In terms of how you are to attend and participate in class, see the following guidelines.

Face-to-face Attendance & Participation:

By choosing to report to class in-person, you will still be required to attend classes as in a normal class situation. However, any absence that may occur can be made up in the same day by viewing class content that's posted in Course Den. If a lecture was missed, for instance, on a given day, then a student can view the recording of the actual lecture and receive attendance & participation credit in this manner. The instructor will have the ability to see in Course Den whether or not the student viewed the content for a specific day. If for some reason a lecture or class session was not recorded then the student can receive credit by looking at the content that was shared in Course Den. Students who have chosen to take the course in a face-to-face manner are strongly encouraged to attend the face-to-face sessions but should not attend class if they exhibit symptoms of being ill. If so, please email the instructor if you will not be attending class due to an illness. **If at any time during the semester, a student feels uncomfortable for no longer taking the course in the face-to-face manner, then he or she should immediately contact the instructor to discuss accommodations to complete the course mostly or fully online.**

Online Attendance & Participation:

By choosing to take the course fully online, students will be responsible to view content discussed in class during class time. This

content will be recorded and posted in Course Den in order for students to view. In order for the students to receive attendance & participation credit, the content will need to be viewed anytime in the same class day. As mentioned above in the last segment, the instructor will have the ability to see whether or not the student viewed content in Course Den. If a lecture or class session was not recorded then students will earn their attendance & participation credit by viewing content shared in Course Den on a specific day. If a student who opted to take the course fully online was too ill to view content on a specific day, then the student should email the instructor and inform him of being ill on that particular day.

Please know that taking a class in a face-to-face manner is the best option since you can interact with the instructor much better, interact with classmates, listen to classmates' questions and knowledge of a subject matter, etc. However, during the times that we are currently in, each student must decide for himself or herself the best and most safe option in terms of completing a course face-to-face or fully online.

It is critical that everyone attends the class session whether it is in-person or online. Missing class can cause issues with projects and assignments especially for assignments related to group work. As a group, each of you will depend on each other to carry out specific tasks for class projects, so PLEASE BE ATTEND. If you are absent for a presentation, this will adversely affect your grade.

ASSIGNMENTS, TESTS & EXAMS

Make-up assignments, quizzes & exams: Any make-up work will be administered at the discretion of the instructor. All requests to make-up missed work must be substantiated with official documentation as to why you were absent and unable to complete your work. Acceptable situations include a serious incapacitating illness or a death in your family, among others.

***ALL Make-up assignments must be submitted through the "Excused Make-up Assignments" area which is located in the Assignments Submission location of Course Den.** A student can only make up an assignment if he or she received prior permission from the instructor. **Make-up assignments will not be accepted via email unless approved by instructor.** This approval is usually determined if the student is having issues with uploading assignments to Course Den or if the UWG website is in the maintenance process. If any student is having problems with uploading content to Course Den, it is recommended that he or she contact the IT department immediately.

Late assignments: Late assignments will be accepted at the discretion of the instructor. If a late assignment is deemed acceptable, it will suffer a letter grade deduction penalty for each class day it is late.

Handouts: Handouts will be posted via Course Den in Content and possibly in the Assignment Submissions folder pertaining to a specific assignment.

myUWG Campus Pipeline: It will be necessary to keep in contact with one another via the myUWG Campus Pipeline (i.e., e-mail and CourseDen). You will be responsible for checking the Campus Pipeline (<http://myuwg.westga.edu/cp/home/loginf>) on a regular basis for class announcements, assignments, and discussion topics. You are encouraged to use CourseDen, e-mail or your myUWG e-mail address (the University's official method of communication via e-mail) for all class related correspondence or at least have your myUWG e-mail messages forwarded to your personal e-mail account so that you do not miss any important class announcements or information. Necessary responses to your e-mail inquiries will be sent **within 48 hours** or less unless there are extenuating circumstances that do not allow for a response within the designated timeframe.

ACADEMIC DISHONESTY

Academic dishonesty is NOT tolerated. It will result in failure on assignment(s) as well as possible disciplinary sanction(s) as stipulated by university rules. University of West Georgia Student Conduct Code defines academic dishonesty as cheating, fabrication, plagiarism and facilitating or allowing academic dishonesty in any academic exercise.

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.

Academic dishonesty in any form compromises a student's grade and lowers the quality of the student's diploma. A fellow student who cheats may actually lower his or her grade, sometimes causing unfair and inflated grading scales. Each student should value his or her college education enough to protect himself or herself from dishonest classmates. Please contact the Chair of the Department of Mass Communications or the instructor if cheating of any kind is observed.

SPECIAL NEEDS STUDENTS

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

BEHAVIOR IN THE CLASSROOM

There is no need to tell you how to behave in a classroom environment. However, I want you to know what I expect from you in order to avoid embarrassing situations.

- You are expected to participate in class discussions and critiques. Comments should be constructive and not personal. Feel free to speak your mind during class, no matter how outrageous your comments may be. I expect, however, that you show respect to your classmates and instructor. If you disagree with their point of view or their artistic interpretation, please express that disagreement in a way that is not offensive. And ALWAYS refrain from loud talking, laughing, or any other loud outbursts during class. Absolutely no profanity will be tolerated in class.
- If taking the course face-to-face, please know that when reporting to class, it is a **MUST that you wear a mask throughout the entire class period**. This includes myself as well. No eating in class will be allowed since you will of course be violating the mask rule when doing so. You can, however, bring, water or perhaps a cold beverage to class, in order to drink every so often during the class period. Please have your mask fully on your face meaning that it is not under your nose the entire time you're in class and properly and securely have your mask over both your mouth and nose. Trust me when I say that I know this is challenging and uncomfortable for you to do throughout a given class period as it will be uncomfortable for me as well but we all know the risks involved. Feel free to walk out of class every so often in case you need some fresh air if you feel that your mask is causing any difficulties. If you have certain medical reasons for not wearing a mask in class, please let me know ahead of time as you will NOT be able to attend face to face classes if a mask is not worn. **Anyone not adhering to the mask policy will be asked to leave class due to the health risks that can be caused by not wearing one.**
- I will be well aware of the time during our class meetings. I will be respectful of your schedules and will not purposely keep you longer than our allotted time unless necessary; there may be occasions that we complete our tasks for the day, but still may need to discuss class assignments or anything class-related.
- Turn off all cell phones or put them on silent during our class discussions. Whenever a phone rings during class, it is deemed as disrespectful to the instructor and other fellow students. If there is an important phone call that you are expecting, I suggest that you place your phone on vibrate mode and politely walk out of class and "handle your business." However, the instructor is not responsible for giving you missed information due to you not being in the classroom during class discussions.

📍 College/School Policies

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department 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 Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&poid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

[6 X 6 MASS COMM SUCCESS
\(https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG\)](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)

(click to view image)

1. Freedom of Speech & Press
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics
7. Think Critically & Creatively
8. Research & Evaluate
9. Write Effectively
10. Self-Evaluate
11. Apply Numbers & Statistics
12. Apply Technology

Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#)

[\(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](#) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items

Description of Quizzes, Exams, Assignments, & Exercises

Quizzes, exams, home assignments, exercises, and in-class assignments will be administered during the semester. All quizzes will consist of question and answer as it relates to current news topics. Exams will be a combination of Multiple Choice, True/False, List and Explain, Fill-in-the-Blank, and Writing Section or may consist of ONLY one or two of the pre-mentioned areas based instructor discretion. Each will cover textbook chapters, lectures, handouts, etc. All quizzes and exams will take place online via Course Den. Home assignments will be given periodically throughout semester. Assignments may be on chapter elements or related to current media topics or trends. ALL home assignments and exercises will be uploaded via Course Den. There is a possibility that assignments and exercises will be given in hard-copy form but of course safety measures will have to take place. All in-class assignments will be writing assignments. All home assignments and in-class assignments will be submitted via the Assignment Submissions folder in Course Den.

Teaching methodology will include, but will not be limited to: lectures by professor and invited guests which would take place virtually. Lectures will be in form of PowerPoints or videos. All lectures will take place in class and will be uploaded in Course Den as either an audio and slideshow lecture or slideshow lecture only. The audio and slideshow option will depend on the technology that's available in the classroom. The instructor will direct discussions and give oral or written guidelines for each project or assignment.