TEXT
1. The Associated Press Stylebook
4. Local Newspapers or New York Times
5. Additional, required reading will be assigned

COURSE OVERVIEW
This is a convergence journalism course that focuses on beat reporting and multimedia skills. The classroom is a newsroom of an online newspaper company. Each student is an editor, a reporter, a photographer, and a webmaster. You will need to report and write news stories about your beat, take photos for the stories, make audio slides, and post your work on your own web page using Dreamweaver.

As news companies adapt their operations from single distribution channels to a converged multiplatform and multichannel delivery systems, the new generation of journalists must reflect on these ongoing transformative processes and prepare to work in the new media environment.

The course is divided into two tracks. The first track is dedicated to beat reporting. Each student will be assigned to multiple beats and he/she will need to visit the beats regularly (important! BE THERE) to write news stories. During in-class newsroom meetings, students will share ideas not only about revising drafts but also about plans for future stories. The second track of the course is dedicated to the hands-on experience of producing journalistic pieces using multimedia elements, such as a combination of text, photos and audio/video production.

COMM 3301, News Writing and Reporting1 is a prerequisite for this course. I expect you to have knowledge of fundamentals of journalism values as well as various techniques including newsworthiness, accuracy, fairness, LexisNexis and AP style.

COURSE LEARNING OUTCOMES
The purpose of this course is to give journalism students a broad perspective and some practical experience in the emergence of new forms of journalism based on the Internet and other digital platforms. Students will learn:
• Reporting Techniques
• Beat and Story Development
• HTML programming and design
• Digital presentation of news stories
GRADING POLICY

Grading Scale

A = 90-100
B = 80-89.99
C = 70-79.99
D = 60-69.99
F = below 60 points

Grading

Beat reporting 50 points
Final project 20 points
HTML bio 5 points
Attendance/Quizzes/ Other assignments 25 points

Total 100 points

Extra Credit

- Full attendance will add **two points** to your final grade.
- You can receive up to **five points** to your final grade for class assignments published during the semester (1 point per clip). Clips are due by the last day of classes.

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. Any factual error—including the misspelling of a proper name—will result in an **F for the assignment**.

Grading Criteria

Writing assignments will be graded based on the following criteria in an effort to reflect the professional newsroom standards:

- **Plagiarism & Fabrication**: Any story that includes fabricated or plagiarized material will result in an automatic **F for the course**.
- **Accuracy**: Common fact errors are found in names, addresses, ages, quotes and narration.
- **Deadlines**: All stories should be submitted by the deadline.
- **Spelling**: **Proofread** your copy before you turn it in.

- **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

Late and Missed deadlines

I do not accept late work. If you will miss class, turn in the assignment to me before it is due (uploaded and hard copy). Meeting deadlines is essential to the profession, so any assignment turned in after its deadline will receive an **F**.

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. **Four absences are allowed**—no difference is made between excused and unexcused. Students with five to seven absences will receive 50% of total attendance points. More than seven absences will result in zero attendance points. 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. You have four absences, use them judiciously. In any case, you cannot make up your missed in-class assignments and quizzes.

**COMMUNICATIONS**
You are encouraged to use e-mail (smoon@westga.edu or 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.

**REQUIRED TOOLS**
- Digital camera
- Flash drive
- Red pen

**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.

**BEHAVIOR IN THE CLASSROOM**
- You are expected to participate in class discussions. Feel free to speak your mind during class, no matter how outrageous your comments may be. I expect, however, that you will show respect to your classmates. If you disagree with their points of view, please express that disagreement in a way that is not offensive.
- Turn off all cell phones. If a phone rings, I reserve the right to ask you to leave the classroom.
- With regard to texting, web surfing, emailing, sleeping or doing other non class related activities during class, I will give you a warning. Each warning will be counted as an absence of the day. See the **ATTENDANCE** section.

**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
Common Language for Course Syllabi
Updated June 21, 2013

Students should review the following information each semester, because these statements are updated as federal, state, university, and accreditation standards change.

Americans with Disabilities Act
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.

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).

University of West Georgia 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.
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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Readings / Due (Dropbox cut-off time: 11 a.m.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan.7</td>
<td>Introduction and class overview</td>
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<td>Jan.9</td>
<td>Newspaper analysis/Beat reporting</td>
<td>Text, Ch.19 Beat Reporting</td>
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<td>2</td>
<td>Jan.14</td>
<td>Beat reporting (cont.) Digital journalism</td>
<td>Newspaper analysis</td>
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<td></td>
<td>Jan.16</td>
<td>Page One-Inside New York Times/Beat assignment</td>
<td>Introduction, Ch.1-3</td>
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<td><a href="http://www.kcnn.org/resources/journalism_20_pdf">http://www.kcnn.org/resources/journalism_20_pdf</a></td>
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<tr>
<td>3</td>
<td>Jan.21</td>
<td>Visit your beat</td>
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<td></td>
<td>Jan.23</td>
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<tr>
<td>4</td>
<td>Jan.28</td>
<td>HTML basic Website account set-up</td>
<td>Submit the letters and contact information of your sources * If you do not fulfill this assignment, you will fail this course automatically.</td>
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<tr>
<td></td>
<td>Jan.30</td>
<td>HTML basic</td>
<td>Beat story 1 proposal (Template /Hard copy)</td>
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<td>5</td>
<td>Feb.4</td>
<td>Dreamweaver</td>
<td>HTML bio</td>
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<tr>
<td></td>
<td>Feb.6</td>
<td>Individual meeting</td>
<td>Beat story 1/ Bring 2 hardcopies</td>
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<td>6</td>
<td>Feb.11</td>
<td>Editing &amp; Newsroom meeting</td>
<td>Beat story 2 proposal (Template /Hard copy)</td>
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<td>Feb.13</td>
<td>Dreamweaver</td>
<td>AP style book and red pen</td>
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<tr>
<td>7</td>
<td>Feb.18</td>
<td>Individual meeting</td>
<td>Beat story 1 with pictures &amp; feedback (Dropbox &amp; hard copy)</td>
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<td>Feb.20</td>
<td>Editing &amp; Newsroom meeting</td>
<td>Beat story 3 proposal (Template /Hard copy)</td>
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<td>AP style book and red pen</td>
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<tr>
<td>8</td>
<td>Feb.25</td>
<td>Dreamweaver</td>
<td>Revised Beat 2 with pictures &amp; feedback (Dropbox &amp; hard copy)</td>
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<tr>
<td></td>
<td>Feb.27</td>
<td>Individual meeting</td>
<td>Beat story 3/ Bring 2 hardcopies</td>
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<tr>
<td>9</td>
<td>Mar.4</td>
<td>Editing &amp; Newsroom meeting</td>
<td>Beat story 4 proposal (Template /Hard copy)</td>
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<td>Dreamweaver</td>
<td>AP style book and red pen</td>
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<td>Mar.11</td>
<td>Individual meeting</td>
<td>Revised Beat 3 with pictures &amp; feedback (Dropbox &amp; hard copy)</td>
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<td>Mar.13</td>
<td>Editing &amp; Newsroom meeting</td>
<td>Beat story 4/ Bring 2 hardcopies</td>
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<td>11</td>
<td>Mar.18</td>
<td>Spring Break</td>
<td>Beat story 5 proposal (Template /Hard copy)</td>
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<td>Mar.20</td>
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<td>AP style book and red pen</td>
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<td>12</td>
<td>Mar.25</td>
<td>Dreamweaver</td>
<td>Revised Beat 4 with pictures &amp; feedback (Dropbox &amp; hard copy)</td>
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<tr>
<td></td>
<td>Mar.27</td>
<td>Individual meeting</td>
<td>Beat story 5/ Bring 2 hardcopies</td>
</tr>
<tr>
<td>13</td>
<td>Apr.1</td>
<td>Editing &amp; Newsroom meeting</td>
<td>AP style book</td>
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<tr>
<td></td>
<td>Apr.3</td>
<td>Work on your Website</td>
<td>Revised Beat 5 with pictures &amp; feedback (Dropbox &amp; hard copy)</td>
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<td>14</td>
<td>Apr.8</td>
<td>Online Class</td>
<td>TBA</td>
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<td>Apr.10</td>
<td></td>
<td>Work on your Website</td>
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<tr>
<td>15</td>
<td>Apr.15</td>
<td>Work on your Website</td>
<td>Final project /Class presentation</td>
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<tr>
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<td>Apr.17</td>
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