

**COMM 3302 Public Affairs Reporting**

M/W 2:00-3:15 p.m. TLC 1106

***INSTRUCTOR INFORMATION***

---

Instructor                   Soo Jung Moon  
Office / Telephone       Humanities 149 / (678) 839-4936  
Office Hours               MW 3:00 - 5:30 p.m.  
                                  Virtual office hours through campus mail (Gmail) chatting F 1:00- 6:00 p.m.  
E-mail                       smoon@westga.edu

***TEXT***

---

1. The Associated Press Stylebook and Briefing on Media Law. New York: Basic Books. Any edition from 2010 or newer will be accepted for use in this class.
2. Additional, required reading will be assigned

***COURSE OVERVIEW***

---

This is a convergence journalism course that focuses on beat reporting. The classroom is a newsroom of a newspaper company. You are an editor and a reporter. 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 about plans for future stories.

COMM 3301, News Writing and Reporting<sup>1</sup> 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 students a broad perspective and some practical experience in the field. The course will emphasize the following aspects of good writing and reporting:

- Reporting Techniques
- Beat and Story Development
- Accuracy and Verification
- Logical Thinking
- News Value and Ethics

***GRADING POLICY***

---

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

<b>Grading</b>	Beat Presentation	5 points
	3 Proposals /Presentations (5p each)	15 points
	Three Articles (15p each)	45 points
	Proposal Facilitation & Managing Editor's note	5 points
	4 Unannounced AP quizzes (5 point each)	20 points
	News quizzes and others	10 points
		<b>Total 100 points</b>

**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.

<b>Grading Criteria</b>	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

### ***COURSE REQUIREMENTS***

---

- Students will be expected to the AP Stylebook to each class meeting. We will be using the AP Stylebook while writing for quizzes and in-class assignments.
- 4 UNANNOUNCED QUIZZES will be given over the course of the semester. These quizzes will cover grammar, punctuation, and AP Style. If you miss in-class activities and have not made arrangements prior to the day, you will not be given a substitute assignment/quiz.
- News Quizzes: Mass Communications students are expected to stay abreast of local, regional, state, national and world events by reading a local daily each day. To ensure that students maintain a broad news awareness and develop a world perspective, the instructor will give occasional quizzes based on the week’s news. Detailed instruction will be given before each news quiz.
- Semester Projects will include a Beat Presentation, a Proposal Critique, 3 Proposals / Presentations and 3 publication-ready articles concerning events/issues that have occurred on a student’s given beat during the course of the semester.

### ***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 eight 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.

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

---

**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. After one week, do not ask me for copies of handouts. I will not keep extra copies.
<b>Email</b>	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.

<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

---

**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.

See the Common Language for Course Syllabi  
[https://www.westga.edu/academics/assets/docs/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](https://www.westga.edu/academics/assets/docs/Common_Language_for_Course_Syllabi.pdf)

PUBLIC AFFAIRS REPORTING / FALL 2017

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 (@2:00 p.m.)
1		
	Aug. 9	Introduction/Interviews in Class
2	Aug. 14	Beat Reporting
	Aug. 16	Semester Project Overview/ Presentation handout <b>Submit your beat choices ( by Sat. night)</b>
3	Aug. 21	Beat Assignment /Contact Your Beat
	Aug. 23	Contact Your Beat
4	Aug. 28	Lecture/Workshop
	Aug. 30	<b>Beat Presentation/Paper</b> (5 p)
5	Sep.4	Labor Day
	Sep.6	Lecture/Workshop <b>Proposal #1 posting on Discussion Board</b>
6	Sep.11	<b>Proposal #1 Presentations: GROUP A</b> (2p) List of Managing Editor (5p) TBA / Managing editor's note due
	Sep.13	<b>Proposal #1 Presentations: GROUP B</b> (2p)/ Managing editor's note due
7	Sep.18	Lecture/Workshop
	Sep.20	<b>Article #1 Due:</b> Submit to CourseDen (15p) Contact Your Beat
8	Sep.25	Article Critique (Group A)
	Sep. 27	Article Critique (Group B)
9	Oct. 2	Lecture/Workshop
	Oct. 4	Lecture/Workshop
10	Oct. 9	Lecture/Workshop
	Oct. 11	Lecture/Workshop <b>Proposal #2 posting on Discussion Board</b>
11	Oct. 16	<b>Proposal #2 Presentations: GROUP A</b> (2p) /Managing editor's note due
	Oct. 18	<b>Proposal #2 Presentations: GROUP B</b> (2p) /Managing editor's note due
12	Oct. 23	Lecture/Workshop
	Oct. 25	<b>Article #2 Due:</b> Submit to CourseDen (15p) Contact Your Beat
13	Oct. 30	Article Critique (Group A)
	Nov. 1	Article Critique (Group B)
14	Nov. 6	Lecture/Workshop
	Nov. 8	Lecture/Workshop <b>Proposal #3 posting on Discussion Board</b>
15	Nov. 13	<b>Proposal #3 Presentations: GROUP B</b> (2p) / Managing editor's note due
	Nov. 15	<b>Proposal #3 Presentations: GROUP A</b> (2p) / Managing editor's note due
16	Nov. 20 &22	Thanksgiving
17	Nov. 27	Lecture/Workshop
	Nov. 29	<b>Article #3 Due :</b> Submit to CourseDen (15p)