
Public Affairs Reporting

COMM-3302

Fall 2020 Section 01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/09/2020

Monday or Wednesday 12:30-1:45 p.m. TLC 1111

- Students need to attend either on Monday or Wednesday. See "Group Assignment and Seating Chart" in the Orientation Module.
- All students and instructors required to wear masks. Unmasked students should leave the classroom and receive zero points for attendance

Description

This writing-intensive course builds upon the student's basic skills attained in COMM3301, Writing & Reporting for Newspapers. Public Affairs Reporting concerns coverage of government and community events such as city council meetings, hearings, and press conferences. The course also includes writing for beats, editorials, columns and reviews.

Requisites

Prerequisites:

COMM 3301 and COMM 1154 Minimum Grade: C and ENGL 1102 Minimum Grade: C

Corequisites:

Contact Information

Instructor: Dr. Soo Moon

Email: smoon@westga.edu

Office: Humanities 142

Phone: (678) 839-4936

Office Hours

Tuesday, 12:00 p.m. to 2:00 p.m.

Monday, Wednesday, 2:00 PM to 3:30 PM, Virtual Office Hours

Google Meet [Office Hours](#)

You can also schedule an appointment outside of my office hours via email.

Meeting Times

Monday or Wednesday 12:30-1:45 p.m.

TLC 1111

Materials

The Associated Press Stylebook and Briefing on Media Law

Publisher: New York: Basic Books.

Any edition from 2010 or newer will be accepted for use in this class

Additional, required reading will be assigned

Outcomes

COURSE OVERVIEW

This is a 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 contact the beats regularly to write news stories. During in-class / online newsroom meetings, students will share ideas about plans for future stories.

Note: While "Be There!" is the best practice in Journalism, I advised you to use email or phone calls to contact your news sources this semester.

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.

STUDENT LEARNING OUTCOMES

1. Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity. (ACEJMC SLO 6)
2. Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve.(ACEJMC SLO 9)
3. Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.(ACEJMC SLO 10)

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

Evaluation

GRADING POLICY

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

Criteria

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
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.	
Late and Missed deadlines	Late assignments and those turned in late will result in penalty of 20% per day.	

Breakdown

Beat Presentation / paper	10 points
3 Proposals /Presentations (3p each)	9 points
Article 1	10 points
Article 2	12 points
Article 3	12 points
2 Proposal Discussions (6p each)	12 points
Attendance (3p*6 days)	18 points
AP quizzes and others	17 points
	Total 100 points

Extra Credit	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.
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ATTENDANCE

Attendance is absolutely necessary to succeed in this course. Due to the pandemic, this course employs a hybrid format to minimize the number of physical attendance. Students are required to come to the classroom for only six days.

Students who miss greater than or equal to THREE 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.

☰ Assignments

- The keyword of this course is beat reporting
- Semester Projects will include a Beat Presentation and paper, three Proposals and Critique, three publication-ready Articles concerning events/issues that have occurred on a student's given beat during the course of the semester.
- All handouts of assignments are placed in the "Assignments" module of CourseDen.

Schedule

CLASS SCHEDULE				
The class schedule and assignments are subject to change to reinforce course material, and maintain some flexibility.				
Format	Week	Date	Topic	Assignments (due @11:59 p.m.)
F 2 F	<p>- Students need to attend either on Monday or Wednesday. See "Group Assignment and Seating Chart" in the Orientation Module.</p> <p>- All students and instructors required to wear masks. Unmasked students should leave the classroom and receive zero points for attendance.</p>			
	1	Aug.17 or 19	Introduction Lecture/Workshop	Sun: Editing (3p)
	2	Aug. 24 or 26	Semester Project Overview Presentation handout	Sun: Submit your beat choices (2p)
	3	Aug. 31 or Sep.2	Lecture/Workshop Beat Assignment	Sun: AP quiz (3p)
	4	Sep.7 or 9	Contact Your Beat / No Class	
	5	Sep.14 or 16	<i>Beat Presentation/Paper</i>	Sun: PPT and paper submission to CourseDen (10p)
	6	Sep.21 or 23	Lecture/Workshop	Sun: Proposal #1 posting on Discussion Board (3p)
	7	Sep.28 or 30	Newsroom Meeting (Discussion on Proposal #1)	Sun: AP quiz (3p)
	Online	8	Oct. 5 -11	Reporting & Writing
9		Oct. 12 -18	Article Critique : Individual Meeting with the Instructor Group A: Monday / Group B: Wednesday (3p)	

10	Oct. 19 - 25	Reporting & Writing	Wed: Proposal #2 posting (3p) Sun: Discussion on Proposal #2 (6p)
11	Oct. 26 – Nov.1	Reporting & Writing	Sun: Submit Article #2 (12p)
12	Nov. 2 - 8	Article Critique: Individual Meeting with the Instructor Group A: Monday / Group B: Wednesday (3p)	
13	Nov. 9 -15	Reporting & Writing	Wed: Proposal #3 posting (3p) Sun: Discussion on Proposal #3 (6p)
14	Nov. 16 -22	Reporting & Writing	
15	Nov. 23- 25	Fall Classes End	Sun: Submit Article #3(12p)
Dec. 2 : Final Grade			

* Course Policies and Resources

<i>CLASS PARTICIPATION and COMMUNICATION</i>	
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.

<i>ACADEMIC DISHONESTY</i>
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.

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.

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
