COMM. 2389.001-Academic Cooperative (F2F)
Course Syllabus: Fall 2020

Instructor: Mandy Smith
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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	1:30-5:30	2:30-5:30	Journalism Lab	2:30-5:30		Email anytime

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:
3 credit hours.
An instructional program designed to integrate on-campus study with practical hands-on work experience. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of communication

Prerequisite(s):

Student Learning Outcomes:
Upon successful completion of this course, students will:
1. Produce written rough and final drafts for the student publication.
2. Gain an understanding of question development and interviewing techniques
3. Edit and revise newspaper stories.
4. Edit newspaper pages for the student publication**.**
5. Create a portfolio of newspaper articles

Evaluation/Grading Policy:
Your assignments will be evaluated using the following point values:

Newspaper article assignments 4 @ 100 points	400	Points
Question Development sessions 4@ 100 points	400	Points
Editing/peer review assignments 4@ 100 points	400	Points
Newspaper page editing assignment 3@ 100 points	300	Points
Clipbook of newspaper articles	100	Points
Total	**1600**	**Points**

Assignments will be graded within two weeks of receipt or before your next assignment is due.

Required Instructional Materials:
Harrower, Tim. *Inside Reporting: A Practical Guide to the Craft of Journalism (3rd Edition)*

Publisher: Boston: McGraw-Hill:2013   **ISBN Number: 13:978-0-07-337891-6**

Optional Instructional Materials:
A variety of online and print media articles will also be assigned for this course.

Minimum Technology Requirements:
You will need access to a computer to complete the writing assignments for this class. You will also have access to the computers in the journalism lab.

If you have trouble accessing Blackboard and Word, there are basically three options:
1) If you have your own computer and solid internet access at home, please use your own equipment there.
2) If you have your own computer, but less than optimal internet access, bring your laptop to campus and plan to access the campus' WiFi in one of the socially distanced areas available on-campus. Weather permitting, the best option for that is to remain outside away from others. If weather conditions are less than optimal, the campus is arranging socially distanced rooms you can use. You probably want to bring earbuds/headphones for privacy.
3) If you do not have your own computer, all computers available in the LRC and other campus computer labs are sufficiently equipped to complete class assignments and have been arranged for social distancing. You probably want to bring earbuds/headphones for privacy.

Additionally, there are computer kiosks available in the SUB and BT from which you can check out one of a limited number of laptops for personal use.

Required Computer Literacy Skills:
Blackboard Learning Management System, Microsoft Word processing, average email usage

Course Structure and Overview:
The goal of this course is to help students develop a variety of skills needed for journalistic writing including interviewing, reporting, writing, editing and revising. Students should acquire and apply these techniques to a number of journalism writing styles comprising of news, feature, opinion, sports and entertainment.

ASSIGNMENTS:
Conscientious and timely completion of assignments is essential for success in this writing course.

Writing Assignments:
During the semester, you are required to complete a variety of news writing assignments that will be graded for the class and could receive publication in The Eagle newspaper and/or on the newspaper website. Your articles will be submitted through rough draft and final draft assignments in Blackboard. If your story is used for the newspaper, you will also be expected to submit your story to The Eagle drive in Google.
Please follow these instructions when writing your articles:
● Writing assignments must be typed in 12 pt. Times font.
● Double-space and no indent.
● News writing assignments vary in length according to the type of article assigned. Length of stories will be discussed with the instructor when the assignment is given.
● Pay attention to spelling, grammar and punctuation. Articles will be written using AP style.
● Deadlines for all writing assignment will be assigned during class or lab time.
● Submit your papers to your instructor in class or through email.

- **Professional journalism depends on deadlines. Therefore, you will be expected to meet all writing assignment deadliness or lose points toward your final grade. Writing assignments, including rough drafts, must be submitted <u>on the due date</u> in order to receive full credit**.

Reading Assignments:
Students are expected to read all reading assignments before coming to class. Students may be asked to respond to readings by writing in class or during class discussions. Failure to read and respond effectively to the reading assignments will affect your grade in the course.

Test/Exams:
Current event quizzes will be given as pop-quizzes throughout the semester. Students should be prepared for the pop-quizzes each class period. Students will also study AP Style and may be subject to random AP style quizzes throughout the semester.

Communications:
Office hours are listed on the top of the front page of this syllabus. I have also listed my cell phone. I do accept calls and text messages on my cell. Emails will be answered within 24 hours. Please note that NTCC email is the official form of communication used by the college.

Institutional/Course Policy:
To complete this course successfully, you should do the following:
- Read all of the textbook assignments
- Participate actively and meaningfully in all group discussions
- Prepare and submit all writing assignments on time
- Attend class regularly

Please try to make it to class on time. Many times we begin writing (including current event quizzes) and reading assignments at the start of class; if you're late you will not be able to make up those assignments. Please don't engage in casual conversations during our lecture, discussion and group times or while we're working on other assignments. I reserve the right to act as necessary to maintain a productive class environment, including asking disruptive students to leave, and in extreme circumstances, dropping chronic disruptors from my course. I will not tolerate uncivil behavior toward other class members during class discussions. Uncivil behavior includes interrupting others while they have the floor, rude responses to the ideas expressed by others, and the use of racial, ethnic, sexual, gender, or religious slurs.

Attendance policy:
Attendance will be taken either orally or by a sign-in sheet. If you come to class late, it is your responsibility to make sure that the instructor counts you in attendance for that day. **Students who miss more than five class periods will be subject to failure in this course.**

Course Evaluations:
Toward the end of the course you will be asked to complete an online course evaluation. Students are encouraged to fill out an online evaluation for each of their courses. This will be your opportunity to share important feedback on each of the courses you take at NTCC and the faculty member who teaches the class. Please watch for info about the evaluation on your NTCC email account and make sure you participate in evaluating your experiences in the classroom.

Withdrawal policy:
It is your responsibility to drop or withdraw from a course. Failure to do so could result in receiving a failing grade for the course.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements
In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (http://www.ntcc.edu/) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

NTCC Academic Honesty/Ethics Statement:
NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Academic Cooperative – COMM. 2389
Assignment Calendar Spring 2021

Week 1   Welcome to the class introduction writing assignment
                     Course and Syllabus review

Week 2   Receive newspaper article assignment
                     Brainstorm and develop interview questions for article

Week 3   Submit rough draft of newspaper article assignments
                     Peer edit articles in class
                     Submit final draft of newspaper article assignments

Week 4   Edit newspaper pages for publication

Week 5   **Eagle goes Online**
                     Receive newspaper article assignment
                     Brainstorm and develop interview questions for article

Week 6   Submit rough draft of newspaper article assignments
                     Peer edit articles in class

Week 7   Submit final draft of newspaper article assignments

Week 8   Edit newspaper pages for publication

Spring Break

Week 9   Continue editing newspaper pages for publication
                     Receive newspaper article writing assignment
                     Brainstorm and develop interview questions for article

Week 10   **Eagle goes to press**

Week 11   Submit rough draft of newspaper article
                     Peer edit articles in class

Week 12   Submit final draft of newspaper article assignments

Week 13   Edit newspaper pages for publication

Week 14   Continue editing pages for publication

Week 15   **Eagle goes online**

Week 16   **Submit final portfolio in class**