

## EDITING I & II

**Course Code & No. - Section:** ENGL 345/445  
**Course Title (Credits):** Editing I & II (3)  
**Term & Year:** Spring 2014  
**Course Ref. No. (CRN):** Editing I – 10193; Editing II – 10194

**Instructor:** Tanya Canino  
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**Office:** TCES Second Floor  
**Office Hours:** M/W 1-2:15 p.m. or by appointment

**Class Meeting Time:** Monday 4-6:45 p.m.  
**Location:** Prim 216  
**Prerequisites:** ENGL 240 or by instructor approval  
**Course Blog:** [Eagle's Eye Editors / Editing 3435 & 445](http://www.sncediting.wordpress.com) (www.sncediting.wordpress.com)

**Course Description** Students enrolled in Editing I&II produce the campus newspaper, the *Eagle's Eye*, which is also inserted in the *North Lake Tahoe Bonanza*. This class is responsible for managing, editing and designing the newspaper; therefore, student editors lead reporters, edit stories, manage newspaper sections, write stories, opinions and editorials, sell advertising, and design pages with InDesign and Photoshop. Meeting deadlines is an integral part of producing the newspaper, as well as collaborating with reporters.

**Expectations:** Students will be active class participants, showing respect to all. Students will meet deadlines and contribute to the betterment of the Eagle's Eye. Students will do their best original work, and communicate with the instructor if having difficulties.

**Student Outcomes:** Upon successful completion of this course, a student will:

1. Improve journalistic writing and editing skills
2. Develop news judgment and ethical decision-making for journalism
3. Become competent in Photoshop & InDesign
4. Learn to layout and design news pages
5. Practice AP Style & editing
6. Become effective editors and leaders of a newsroom

### Methods of Assessing Student Outcomes

Student outcomes will be assessed using the following: participation in the production of each issue of the Eagle's Eye; weekly editorial contribution to the Eagle's Eye; completing & sharing the assigned tutorials; reading journalism blog posts.

### Instructional Strategies

This class will utilize a hands-on approach to learn the craft of journalism through editing the *Eagle's Eye*.

### Required Texts and Materials

1. *The Associated Press Stylebook 2013*, or recent copy
2. *Eagle's Eye Handbook* – purchase in bookstore
3. Camera

### Recommended Texts

1. *The Newspapers Designers Handbook* by Tim Harrower

### Class Requirements

Students must attend EVERY class, meet deadlines and participate in the newsroom to create the Eagle's Eye. Absences are only excused for school activities or written proof of illness. Since this is a hands-on class, **if you miss even one deadline night, your grade will drop a level. Attendance – and tardies – will affect your grade.**

### Eagle's Eye Essentials

**Google Docs:** You will be required to have a free Gmail account so you can access Google Docs.

**Editing:** You must contribute to the Eagle's Eye each issue: story, photo, graphic, advertisement, etc. You will be responsible for your section of the paper, including ensuring that reporters are covering necessary stories.

**Production Night:** You will be required to stay after class on production nights to finish the newspaper design. All editors are required to stay until dismissed by the Managing Editor.

**Professionalism:** You are a staff member of the campus newspaper. You will conduct yourself as a representative of the Eagle's Eye in a professional manner, interviewing with skill and sensitivity, reporting with accuracy and integrity, and writing to the best of your ability. Any mistakes will be publicly corrected and periodic checks with sources will be made to ensure the Eagle's Eye staff is conducting itself professionally. You must read, abide by and sign the Sierra Nevada College Student Media Policy.

**Grading Policy**

50 points for Participation in each issue (7/350)  
 25 points for Advertising assignment  
 50 points for Tutorials/Assignments (6/300)  
 15 points for Blog assignments (6/75)  
 25 points for Newspaper distribution  
 25 points for Final

800-720	A
719-640	B
639-560	C
549-480	D
479-0	F

**Publication Dates:**

Thurs., Feb. 6  
 Thurs., Feb. 20  
 Thurs., March 6  
 Thurs., March 27  
 Thurs., April 10  
 Thurs., April 24  
 Thurs., May 8

**Production Nights:**

Mon, Feb. 3  
 Tues., Feb. 18  
 Mon., March 3  
 Mon., March 24  
 Mon., April 7  
 Mon., April 21  
 Mon., May 5

	<b>Date</b>	<b>Class Plan</b>	<b>Assignment Due</b>
1	1/27 Monday	The Role of the Student Press Issue #1 Planning Eagle's Eye Design / Advertising	Start the Poynter.org's News University Course: "Cleaning your Copy: Grammar, Style & More."
2	2/3 Monday <b>Issue #1 Deadline</b>	Production Night for Feb. 6 issue	Contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
3	2/10 Monday	Issue #2 Planning Photoshop & InDesign Design Student Profile pages	Assignment: Tutorial & Sharing Assignment: Email course report Assignment: share blog reading
4	2/17 or 2/18 Mon/Tues <b>Issue #2 Deadline</b>	Production Night for Feb. 20 issue	Contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
5	2/24 Monday	Issue #3 Planning Graphics & Sidebars / Editing Stories	Assignment: share blog reading Assignment: Tutorial & Sharing
6	3/3 Monday <b>Issue #3 Deadline</b>	Production Night for March 6 issue	Contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread
7	3/10 Monday	Issue #4 Planning Staff & Faculty Focus Group	Assignment: share blog reading Assignment: Write reflection on focus group
	3/17-23	<b>Spring Break</b>	
8	3/24 Monday <b>Issue #4 Deadline</b>	Production Night for March 27 issue	One contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
9	3/31 Monday	Issue #5 Planning Visit to Tahoe Quarterly offices	Read the Tahoe Quarterly issue given to you; compose five questions for the editor Assignment: share blog reading
10	4/7 Monday <b>Issue #5 Deadline</b>	Production Night for April 10 issue	One contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
11	4/14 Monday	Issue #6 Planning Graduation Planning Eagle's Eye Promotions / Best of Contest	Assignment: share blog reading Assignment: Tutorial & Sharing
12	4/21 Monday <b>Issue #6 Deadline</b>	Production Night for April 24 issue	One contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
13	4/28 Monday	Issue #7 Planning Eagle's Eye Promotion / Best of Contest	Assignment: share blog reading Assignment: Tutorial & Sharing
14	5/5 Monday <b>Issue #7 Deadline</b>	Production Night for May 8 issue	One contribution to the Eagle's Eye such as story, review, column, staff editorial, photo spread.
	Final TBA	Golden Quill Awards	

**The College Mission Statement:** Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

**The College Core Themes:** Liberal Arts, Professional Preparedness, Entrepreneurial Thinking, Sustainability

**Sanctions for Cheating and/or Plagiarism: The Honor Code:** The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

**Consequences of Violating the Student Honor Code:** SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

**1<sup>st</sup> Offense:** Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

**2<sup>nd</sup> Offense:** Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.

**3<sup>rd</sup> Offense:** Student is expelled.

**ADA Accommodations:** In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 x7534, [hconover@sierranevada.edu](mailto:hconover@sierranevada.edu) or go to the OASIS offices on the third floor of Prim Library within the first week of the semester.

**The SNC Email System:** The SNC email system is the official communication vehicle among students, faculty members and administrative staff and is designed to protect the confidentiality of student information as required by the Family Educational Rights and Privacy Act of 1974 Act (FERPA). Students should check their college email accounts daily during the school year. Students have a right to forward their SNC e-mail to another e-mail account (for example, @hotmail or @gmail). However, confidentiality of student information protected by FERPA cannot be guaranteed for SNC e-mail forwarded to an outside vendor. Having email redirected does not absolve a student from the responsibilities associated with official communication sent to his/ her SNC email account.

**Prim Library Resources:** Using the library's resources effectively (not just Internet resources) contributes to developing each of SNC's core themes by exposing students to high quality academic resources, diverse opinions, new ideas, and a future that includes building on a liberal arts education. In this course, you will be expected to utilize the library's resources (either on-site or remotely) when appropriate for story research. Prim Library Resources include, but are not limited to:

1. Electronic databases (for peer-reviewed research articles, reviews, newspaper and magazine articles)
2. Hardcopy periodicals. Full-text articles from many more periodicals are available through the electronic databases.
3. Hardcopy texts
4. Lib Guides: <http://Libguides.sierranevada.edu> These web pages contain instructions about how to use resources available at Prim Library, how to evaluate the appropriateness of information from the Internet for a research paper, how to cite sources, and other topics related to finding and using information.
5. Film resources