

## EDITING I & II

Course Code & No. - Section:	JOUR 345/445
Course Title (Credits):	Editing I & II
Term & Year:	Fall 2017
Course Ref. No. (CRN):	80301 for JOUR 345 / 80302 for JOUR 445
Instructor:	Jim Scripps
Phone(s):	775.843.0214
Email:	<a href="mailto:jscripps@sierranevada.edu">jscripps@sierranevada.edu</a>
Office & Hours	Prim 334, by appointment
Class Meeting Time:	Mondays 4-6:45 p.m. **later on production nights***
Location:	Prim 216
Prerequisites:	JOUR 340

**Course Description:** Students enrolled in Editing I & II produce the campus newspaper, the Eagle's Eye, which is also inserted into 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 meet deadlines and contribute to the successful publication of the Eagle's Eye. Students will do their best original work and communicate openly with their instructors.

### **Student Outcomes:**

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 design and lay out news pages
5. Practice AP Style & editing
6. Become an effective leader of a newsroom

### **Methods of Assessing Student Outcomes:**

Student outcomes will be assessed using the following: 1) quality of participation in the editing, layout and production of each issue of the Eagle's Eye; 2) writing stories and creating additional content for the Eagle's Eye.

### **Instructional Strategies:**

This class will utilize a hands-on approach to learn the craft of journalism.

### **Required Texts and Materials:**

1. Handout readings (will be supplied in class)
2. High quality camera (iPhone 6 or better)
3. Audio recording device
4. *The Associated Press Stylebook, hardcopy or Online* \*\*Purchase the online version for \$26 at [www.apstylebook.com](http://www.apstylebook.com)

## CLASS ESSENTIALS:

### Attendance is Mandatory:

The Eagle's Eye team is comprised of a small group of talented reporters and editors. If you miss classes or story deadlines, you let your teammates down. Someone else will have to do your work for you. Absences are only excused for approved school activities or medically documented proof of illness. If you are absent, work due on that day is still due. Sorry—your job or family obligations DO NOT count as excused absences.

**Students must attend EVERY class, meet deadlines and participate in the newsroom to create the Eagle's Eye. Since this is a hands-on class, you will lose 50 points for missing deadline nights, 30 for unexcused absences on non-production nights.**

### Production Night:

You will be required to stay late (after 6:45 pm) on production nights to finish the newspaper design. All editors are required to stay until dismissed by the Managing Editor.

### Deadlines:

Your news and feature stories must be submitted to one of your instructors by the Friday at 12 noon before each production night (except in rare cases when you are covering urgent, breaking news). Stories should be emailed to Jim Scripps. If you miss the Friday 12 noon deadline, 25 points will be immediately subtracted from your 50-point story. You should be available by email on Friday and/or Saturday-Sunday to receive comments and queries from your instructor(s). Any revisions required by your instructors are due on Monday morning.

### Eagle's Eye Essentials:

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

### 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. You must read, abide by and sign the Sierra Nevada College Student Media Policy.

### Grading Policy

100 points for full participation in each production night (6 issues = 600 points)

50 points for writing news and feature stories (6 stories = 300 points) *\*\*If you miss a Friday 12 noon deadline or do not make required revisions by Monday at 9 am, 25 points will be automatically subtracted*

50 points for writing a staff editorial (1 editorial = 50 points)

25 points for newspaper distribution (2 issues = 50 points)

### TOTAL POINTS = 1000

900 to 1000 points = A

800 to 899 points = B

700 to 799 points = C

600 to 699 points = D

0-599 points = F

### Production Nights:

Mon., Aug. 28

Mon, Sept. 18

Mon., Oct. 9

Mon., Oct. 23

Mon., Nov. 13

Mon., Dec. 4

### Publication Dates:

Thurs., Aug. 31

Thurs., Sept. 21

Thurs., Oct. 12

Thurs., Oct. 26

Thurs., Nov. 16

Thurs., Dec. 7

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

**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.

**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.

**1st 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.

**2nd 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.

**3rd 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 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 a 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: Electronic databases (for peer-reviewed research articles, reviews, newspaper and magazine articles) Hardcopy periodicals. Full-text articles from many more periodicals are available through the electronic databases. Hardcopy texts

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.

Film resources

Date	In Class Assignments & Plan	Assignments Due
Aug. 21 Monday	Class introduction Issue #1 Planning (8 pages)  Training: Budgeting Production Time Efficiently	Story #1 and photos are due by 12 noon Friday 8/25 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials) You may be asked to make revisions over the weekend, so please check your email!
Aug. 28 Monday PRODUCTION NIGHT Issue 1	Production Night for 2/9 issue	Production Night for 8/31 issue (Issue #1 – 8 pages)
Sept. 4 Monday NO CLASS Labor Day Holiday	Sept. 4 Labor Day Holiday	Work on story for Issue #2
Sept. 11	Post Mortem on Issue 1 Issue #2 planning (8 pages) Layout Evergreen Stories – Student Q&As, Faculty Profiles, etc. Training: Headlines & Captions	Story #2 and photos are due by 12 noon Friday 9/15 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials) You may be asked to make revisions over the weekend, so please check your email!
Sept. 18 Monday PRODUCTION NIGHT Issue 2	Training: Dominant Photo Page Design Layout Evergreen Stories	Production Night for 9/21 issue (Issue #2 – 8 pages)
Sept. 25 Monday	Post Mortem on Issue 2 Issue #3 planning (8 pages)	Work on story for Issue #3
Oct. 2 Monday	Training: Conventional Editing Marks	Story #3 and photos are due by 12 noon Friday 10/6 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials) You may be asked to make revisions over the weekend, so please check your email!
Oct. 9 Monday PRODUCTION NIGHT Issue 3 (Midterm Week)	Training: Editing on deadline	Production Night for 10/12 issue (Issue #3 – 8 pages)

Oct. 16 Monday	Training	Story #4 and photos are due by 12 noon Friday 10/20 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials) You may be asked to make revisions over the weekend, so please check your email!
Oct. 23 Monday PRODUCTION NIGHT Issue 4	Production Night for 10/26 issue	Production Night for 10/26 issue (Issue #4 – 8 pages)
Oct. 30 Monday	Post Mortem on Issue 4 Issue #5 planning (8 pp.)	Work on Story for Issue #5
Nov. 6 Monday	Training	Story #5 and photos are due by 12 noon Friday 11/10 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials)
Nov. 13 Monday PRODUCTION NIGHT Issue 5	Production Night for 11/16 issue	Production Night for 11/16 issue (Issue #5 – 8 pages)
Nov. 20-24 THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY
Nov. 27 Monday	Post Mortem on Issue 5 Issue #6 planning (8 pp.)	Story #6 and photos are due by 12 noon Friday 12/1 – email <b>MS Word doc</b> to Jim (story contributions can be news, reviews, columns, photo spreads, editorials)
Dec. 4 Monday PRODUCTION NIGHT Issue 6	Production Night for 12/7 issue	Production Night for 12/7 issue (Issue #6 – 8 pages)
Final Exam Date TBD Dec. 11-16	Post Mortem on Issue 6 & semester reflection	Post Mortem on Issue 6 & semester reflection

