

Course:	COM 430, News Laboratory
Term, Time & Location:	Spring, 2012. M W F 3:00-3:50 p.m. in King 312
Instructor:	Name: Dr. Rick Sheridan Email Address: rsheridan@wilberforce.edu Phone Number: 708-5621
Catalog Description:	COM 430, News Laboratory An advanced course in newspaper reporting, editing, preparation of copy, and layout techniques. Practical experience working on the University newspaper.
Prerequisites	<i>Prerequisites:</i> COM 232, 233, 333, 399, and Junior standing.
Course Level Learning Outcomes:	Course Outcomes: Check with Dr. Sheridan weekly to get your assigned projects. The purpose of this course is to learn intermediate and advanced journalism skills, especially related to newspaper management. By the end of the course, you should be able to: <ol style="list-style-type: none"> 1. Write effective news, sports and feature articles for consideration in <i>The Mirror</i>. 2. Understand the important terms and concepts of journalism. 3. Perform basic and advanced editing skills on a variety of news articles. 4. Be able to take your news articles and polish them for clarity and style. 5. Expand on the basic skills that you learned in other journalism classes.
Materials:	<i>There is no textbook, but I will have many handouts to give you.</i>
Grading:	Grading Scale 90 - 100% = A 89 - 90% = B 79 - 80% = C 69 - 70% = D Below 60% = F Class Attendance and Assignments 66% = approximately 400 points Mid-term and Final Exam 33% = approximately 200 points

<p>More details about how the grade is calculated:</p> <p>A= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Complete all of the assigned projects on time and at a high standard of quality. 3. No more than two weeks where you did not check in with Dr. Sheridan (excused or unexcused). 4. Develop enthusiasm for the material we will be working on (it is partly up to you to fit this into your life skills that you will take to your professional careers). <p>B= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Only miss one deadline for assigned projects. 2. No more than four weeks where you did not check in with Dr. Sheridan (excused or unexcused). 4. Maintain moderate enthusiasm for the class materials throughout the semester. <p>C= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Only miss two deadline for assigned projects. 2. No more than six weeks where you did not check in with Dr. Sheridan (excused or unexcused). <p>D= here are the required steps that you will need to follow:</p> <ol style="list-style-type: none"> 1. Only miss three deadline for assigned projects. 2. No more than eight weeks where you did not check in with Dr. Sheridan (excused or unexcused). 	<p>A student's proficiency in course work is measured in terms of the following Alphabetical symbols. Minuses and pluses are not accepted.</p> <p>A: Excellent</p> <p>B: Good</p> <p>C: Satisfactory (Grade C or better required in major courses).</p> <p>D: Poor (passing, except in major courses).</p> <p>F: Earned Failure. (Removed only by repeating the course). Upon successfully passing the course, the first grade is "excluded" from grade point average. The second grade is "included in the recalculation of the grade point average.</p> <p>I: Incomplete (student performing satisfactorily, but unable to complete coursework due to valid reason).</p> <p>N: Used in cases where grades are not yet submitted.</p> <p>W: Withdrew before course drop deadline.</p> <p>WP: Student withdraws from University. Withdrew passing after course drop deadline (2 weeks after mid-term).</p> <p>WF: Student withdraws from University. Withdrew failing after course drop deadline (2 weeks after mid-term). WF is treated as an F (punitive grade).</p> <p>CR: Credit/pass</p> <p>NC: No credit/fail</p> <p>Z: Failed course for non-attendance/unofficial withdrawal (treated the same as an F grade). Last date of attendance is reported by faculty.</p>
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<p>Activities:</p>	<p>More details will be provided later.</p>
<p>Policy Statements:</p>	<p>Class Conduct: You should plan on speaking up, offering your insights, questions and otherwise contribute to class discussions and activities. The class is much more interesting and fun that way, and you will probably do much better on the exams if you participate regularly. Please let me know if you have a documented learning disability.</p>

<p>University Policies:</p>	<p><u>Academic Honesty:</u></p> <p>Plagiarism and cheating are completely unacceptable in an institution of higher education and learning. Such behavior deprives the student involved of the desired education and development of an appropriate value system. It is extremely unfair to other students, and it severely diminishes the value and integrity of a University degree.</p> <p>Plagiarism occurs whenever another's work is submitted as one's own. This includes the use of information from an Internet site or from a published author's ideas and words without proper attribution or documentation. It also includes the copying of term papers, other unpublished works, homework, case reports, computer programs and spreadsheets, and any other course assignments which are submitted for course credit as the student's own effort.</p> <p>Each instructor shall state the specific penalties for plagiarism and cheating in the course syllabus. The instructor has final responsibility for assessing the penalty in such cases regarding the course grade.</p> <p>All cases of plagiarism and cheating will be referred to the Vice President for Academic Affairs for possible further action. Additional penalties may be imposed for the egregious cases of plagiarism and cheating.</p>
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Drops and Withdrawals

Dropping Courses:

A course may be dropped up through the end of the second week of the semester without any record on the transcript. After this date, a course may be dropped up to two weeks after mid-term grade reports are due, with a W appearing on the transcript. Withdrawals after mid-terms must be approved by the Vice-president of academic Affairs.

In certain General Studies core courses, students' assignments to course sections may be changed by faculty with written notification given to the Registrar. In all other cases, a student wishing to move from one section of a course to another must accomplish this by using a drop-add form to drop the old section and add the new section.

Withdrawal/Grading Policies

The following procedures will apply to all students withdrawing from the University. Grades will be given in regard to the time of withdrawal. Contact the Registrar's Office for forms and assistance.

- **W** (official withdrawal initiated by the student): To be given when a student withdraws between the first day of class/registration and the last day to drop courses, this is two weeks after mid-term exams.
- **AW** (unofficial withdrawal not initiated by the student): The student does not inform anyone that he/she is leaving campus (the student walks out). The university may also administratively withdraw a student for disciplinary reasons, academic legal anytime during the semester.

Special Accommodations:

A student who is ill or who has or develops medical conditions including but not limited to illness, physical or

<p>other disability or pregnancy must notify the Director of Health Services immediately.</p>	
<p>Contact Hours: All classes meet for the full-time stated on schedule. Classes cannot be shortened or cancelled without prior permission. Cancelled classes must be rescheduled.</p>	<p>Classroom Conduct: No cell phone use, text messaging and other related technology in your class (After one warning you are marked as absent for that day). Interruption, disruption and inconsiderate behavior will also result in an <i>absence</i> being recorded for that day. The instructor reserves the right to drop any students who are underperforming in class and show a lack of interest and/or a lack of respect.</p>
<p>Course Policies :</p>	<ol style="list-style-type: none"> 1. Attendance policy- there are no “excused,” or “unexcused” absences. You can miss up to three classes for any reason, but you are still responsible for the lecture notes. Two tardies = one absence (Please see your grade contract for more details on absences and how they affect your grade). 2. Avoid any academic dishonesty (plagiarism, cheating on tests). This can end your academic career. 3. ADA (American with Disabilities Act) Policy: “Students are responsible for informing the instructor of any instructional accommodation and/or special needs at the beginning of the semester.” 4. To pass the class, you need to receive a passing grade on both the midterm and final exam. The instructor reserves the right to drop any students who fail the midterm and are underperforming in class. 5. Final exam- the students will have a choice of whether to have a comprehensive final (over the entire semester), or a final based on material since the midterm exam.
<p>Weekly Schedules:</p>	<p>Class Schedule (Dr. Sheridan reserves the right to update this schedule throughout the semester as necessary).</p> <p>Week 1: Class introductions and learning methods lecture. Week 2: Assigned projects for the Mirror newspaper (see below) Week 3: Assigned projects for the Mirror newspaper. Week 4: Assigned projects for the Mirror newspaper. Week 5: Assigned projects for the Mirror newspaper. Week 6: Assigned projects for the Mirror newspaper. Week 7: Assigned projects for the Mirror newspaper. Week 8: Midterm exam. A study guide will be provided. Week 9: Assigned projects for the Mirror newspaper. Week 10: Assigned projects for the Mirror newspaper. Week 11: Assigned projects for the Mirror newspaper. Week 12: Assigned projects for the Mirror newspaper. Week 13: Assigned projects for the Mirror newspaper. Week 14: Review of the entire semester. Week 15: Final Exam. A study guide will be provided..</p>
<p>Advising & Tutorial Support:</p>	<p>Office hours posted on my office door (more details provided later).</p>

Assignments: COM 430 (News Laboratory)

Introduction: This class will be administered as an independent study. You will be required to do three projects related to *The Mirror*, student newspaper (60 hours total). Here are some of the ideas:

1. Writing: for each one project you would write three articles (more details later).
2. Distribution: of the Mirror: Take the issue to the printers and pick it up. Put a copy in all the faculty mailboxes. Distribute stacks to the dorms, caf, etc.
3. Photographer: for each project you would take at least 30 photos on assigned topics.
4. Advertising: for each project you would need to sell \$100 worth of advertising directly to a Xenia business or national account. You will have to manage your time and stick with it.
5. Other project: you can think up another project that would benefit *The Mirror* and take at least 20 hours to perform.

Steps: 1. Write up a half a page report for each project and tell me: Exactly what the project is, and how you will budget your time to make the project a success? 2. Turn in the report and we will set-up deadlines for your project.