WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

CATALOG DESCRIPTION

Complete production of the student newspaper Ka ʻOhana, including fact gathering, writing, layout, editing and photography. Repeatable up to 6 credits; 6 credits applicable toward A.A. degree. Prerequisite: English 100. Completion of or concurrent enrollment in JOUR 205 or consent of instructor.

The course may require individual conferences with the instructor outside of our regularly scheduled class time. Variable hours, including weekends, may also be required to meet newspaper deadlines.

STUDENT LEARNING OUTCOMES

The student learning outcomes for this course are:

1. Apply basic journalistic concepts and principles to produce a range of articles that meet standards for publication, including readability, accuracy, news style and mechanics.

2. Demonstrate a working knowledge of page design principles and software to produce pages for a tabloid publication.

3. Apply knowledge of photography to take pictures using a digital camera, crop photos and adjust them using Photoshop.

4. As part of a team, produce a monthly publication that meets journalistic standards for news value, readability, accuracy, objectivity, clarity, balance and fairness.

5. Demonstrate an ability to generate story ideas, meet deadlines, gather and organize information, and follow through on assignments.
6. Be able to upload stories and photos to the Ka ‘Ohana website and work as part of a team to produce a combined print, audio and video package for the site.

**COURSE CONTENT**

**Concepts or Topics** (Terms, topics, or concepts students should know or understand)

- News values (what makes news)
- Journalism ethics
- Story forms (short news, features, straight news, editorials)
- Basics of photo composition and operation of camera
- Basics of video production
- Design principles (balance, contrast, reverse-S, dominant photo, vertical and horizontal formats and others as used in page and ad design)
- Basics of the desktop publishing software InDesign to produce a publication such as Ka ‘Ohana
- Basics of uploading stories and photos to the Ka ‘Ohana website
- Basics of combining print, audio and video into a package for the website
- Social media

**Skills or Competencies** (What students should be able to do in order to complete the student learning outcomes)

1. Identify potential news stories, sources of information and interview questions.
2. Conduct interviews in a timely way to produce readable stories and meet deadlines.
3. Work with editors and adviser to copyedit articles for factual accuracy, news style, grammar and mechanics.
4. Take photos as needed to accompany stories.
5. Produce videos that tell journalistic stories.
6. Use InDesign to plan and produce Ka ‘Ohana every month for publication.
7. Work as part of a team to meet monthly deadlines.
8. Work as part of a team to post stories and photos to the Ka ‘Ohana website and produce a combined print, audio and video package for the site.
9. Use social media to promote Ka ‘Ohana.

**COURSE TASKS**

1 credit – Attend and participate in **70 percent** of classes. As a writing intensive course, the student needs to write **at least one article** for each of the four issues of the newspaper, plus other shorter blurbs. Complete tasks in at least **one additional area** of newspaper production such as copyediting, ad sales, photography, videography, page design, web maintenance or social media. Work should cover all four issues during the semester. Submit a final portfolio of assignments completed for the newspaper with a one-page summary of what you learned. Work as a team member on one combined print, audio and video package.

2 credits – Attend and participate in **80 percent** of classes. As a writing intensive course, the student needs to write **at least one article** for each of the four issues of the newspaper, plus other shorter blurbs. Complete tasks in **two additional areas** of newspaper production such as copyediting, ad sales, photography, videography, page design, web maintenance or social media. Work should cover all four issues during the semester. Submit a final portfolio of assignments completed for the newspaper with a one-page summary of what you learned. Work as a team member on one combined print, audio and video package.
3 credits – Attend and participate in 90 percent of classes. As a writing intensive course, the student needs to write at least two articles for each of the four issues of the newspaper. Complete tasks in three additional areas of newspaper production such as copyediting, ad sales, photography, videography, page design, web maintenance or social media. Work should cover all four issues during the semester. Submit a final portfolio of assignments completed for the newspaper with a one-page summary of what you learned. Work as a team member on one combined print, audio and video package.

**COURSE DEADLINES**

**SEPTEMBER ISSUE**

Sunday, Aug. 30  
Thursday, Sept. 10  
Monday, Sept. 21  

DRAFT due via email  
FINAL layout due  
September issue published

**OCTOBER ISSUE**

Tuesday, Sept. 15  
Sunday, Sept. 27  
Thursday, Oct. 8  
Monday, Oct. 19  

Pitches due  
DRAFT due via email  
FINAL layout due  
October issue published

**NOVEMBER ISSUE**

Tuesday, Oct. 13  
Sunday, Oct. 25  
Thursday, Nov. 5  
Monday, Nov. 16  

Pitches due  
DRAFT due via email  
FINAL layout due  
November issue published

**DECEMBER ISSUE**

Tuesday, Nov. 10  
Sunday, Nov. 22  
Thursday, Dec. 3  
Monday, Dec. 14  

Pitches due  
DRAFT due via email  
FINAL layout due  
December issue published

**ASSESSMENT AND GRADING**

Grading will be based on both quantity and quality of work as well as the student’s ability to work as part of a team to produce the student newspaper and meet deadlines. Since all work is intended for publication, students will be expected to strive for professional journalistic excellence. Goals include:

**Writing**  
Accuracy in facts, grammar, punctuation, word usage and news style; balance and fairness in reporting; concise and clear writing; adherence to deadlines.
Photography

Effective composition; focused, well-exposed photos, cropped for maximum impact; use of Photoshop to prepare photos for publication.

Video production

Effective journalistic storytelling, including use of interviews, b-roll, narration and archival materials; sufficient videography, audio recording and editing skills.

Page design

Logical, easily followed layout; effective use of graphic elements, photos and type and design principles; able to plan a page of Ka ‘Ohana using a dummy layout and use basic InDesign operations to place stories, size photos, write engaging headlines that fit, write cutlines, and do proofreading for accuracy and alignment of elements.

Ad design

Uncluttered, easily read, attractive to readers to deliver a clear message from the advertiser.

Web site

Demonstrated independent ability to post stories and photos to the Ka ‘Ohana website and to work as part of a team to produce a combined print, audio and video package for the site.

Social media

Engaging and journalistic posts on Ka ‘Ohana’s social media platforms.

INDIVIDUAL CONFERENCES WILL BE REQUIRED ON ALL ARTICLES AND OTHER ASSIGNMENTS AS NEEDED.

A note on academic honesty: Windward Community College follows the University of Hawai’i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions, such as cheating and plagiarism. Plagiarism includes but is not limited to submitting any document to satisfy an academic requirement that has been copied in whole or part from another individual’s work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student’s language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or drylabbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory write-ups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

To avoid plagiarism, you must give the original author credit whenever you use another person’s ideas, opinions, drawings, or theories as well as any facts or any other pieces of information that are not common knowledge. Additionally, quotations of another person’s actual spoken or written words; or a close paraphrasing of another person’s spoken or written words must also be referenced. Accurately citing all sources and putting direct quotations – of even a few key words – in quotation marks are required. Note that all information on the Web is copyrighted just as it is in print. Do not use any online information without attribution or permission.
A failing grade will be given on any assignment that has been plagiarized, and you will be reported to the Vice Chancellor of Student Affairs. The assignment must also be redone in order to pass the course.

**LEARNING RESOURCES**

We will use a variety of class handouts, hands-on computer training and tutorials.

**Writing Intensive (WI) Courses** are part of a University of Hawai‘i system-wide movement to incorporate more writing in courses from all disciplines. A WI course is a discipline-specific course in which writing plays a major integrated role. Students in course sections designated as a “WI” (preceding the course title in the Schedule of Classes) learn to understand course content through writing and to write in ways appropriate to that discipline.

English 100 is a prerequisite before students take the two required WI courses for the Associate in Arts degree. Students transferring to some bachelor’s degree campuses in the UH system may bring two or three WI courses with them to count for the bachelor’s degree. The hallmarks of a writing intensive course are:

- Writing promotes learning of course content.
- Writing is considered to be a process in which multiple drafts are encouraged.
- Writing contributes significantly to each student’s course grade.
- Students do a substantial amount of writing, a minimum of 4,000 words. Depending on the types of writing appropriate to the discipline, students may write critical essays or reviews, journal entries, lab reports, research reports or reaction papers.
- To allow for meaningful teacher-student interaction on each student’s writing, the class is restricted to 20 students.
- Individual conferences on writing assignments are required in WI courses at Windward Community College.

**DISABILITIES ACCOMMODATION STATEMENT**

*If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information or go online at: [https://windward.hawaii.edu/Disabilities](https://windward.hawaii.edu/Disabilities).*