

JOURNALISM 285V - Newspaper Laboratory (CRN 61008)

1 – 3 credits (Writing Intensive)

Fall 2017

CLASS TIMES: TR 11:30 a.m.-12:45 p.m., 'Ākoakoa 240
INSTRUCTOR: Kimberlee Bassford
OFFICE: 'Ākoakoa 239
OFFICE HOURS: TR 12:45-1:45 p.m. or by appointment
CONTACT: kbassfor@hawaii.edu, 235-7396

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 'Ohana*, 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 250 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.

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
- Design principles (balance, contrast, dominant photo, vertical and horizontal formats)
- Basics of the desktop publishing software InDesign to produce a publication such as *Ka 'Ohana*
- 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 to accompany stories.
5. Use InDesign to plan and produce *Ka 'Ohana* for publication.
6. Work as part of a team to meet deadlines.
7. Use social media to promote *Ka 'Ohana*.

COURSE TASKS

1 credit – Attend and participate in class. As a writing intensive course, the student needs to write **one story (500+ words)** for each of the four issues of the newspaper, **plus other blurbs (totaling at least 1,500 words over the term)**. The student is also responsible for taking original photographs to accompany his/her stories and to lay out his/her assigned stories and pages in InDesign. At the end of the semester, the student should submit a 500+ word reflection paper about his/her work and experience over the term.

2 credits – Attend and participate in class. As a writing intensive course, the student needs to write **two stories (500+ words each)** for each of the four issues of the newspaper. The student is also responsible for taking original photographs to accompany his/her stories and to lay out his/her assigned stories and pages in InDesign. At the end of the semester, the student should submit a 500+ word reflection paper about his/her work and experience over the term.

3 credits – Attend and participate in class. As a writing intensive course, the student needs to write **at least two stories (500+ words each)** for each of the four issues of the newspaper. The student is also responsible for taking original photographs to accompany his/her stories and to lay out his/her assigned stories and pages in InDesign. **In addition, the student must contribute significantly in at least one area of newspaper production such as copyediting, design, ad sales, photography, video production, web maintenance or social media.** At the end of the semester, the student should submit a 500+ word reflection paper about his/her work and experience over the term.

COURSE DEADLINES

SEPTEMBER ISSUE

Tuesday, Aug. 22	Pitches due
Sunday, Aug. 27	Rough draft due
Sunday, Sept. 3	Final draft due
Thursday, Sept. 7	Layout completed
Tuesday, Sept. 12	Proofread / send to printer
Tuesday, Sept. 19	September issue distributed

OCTOBER ISSUE

Thursday, Sept. 14	Pitches due
Sunday, Sept. 24	Rough draft due
Sunday, Oct. 1	Final draft due
Thursday, Oct. 5	Layout completed
Tuesday, Oct. 10	Proofread / send to printer
Tuesday, Oct. 17	October issue published

NOVEMBER ISSUE

Thursday, Oct. 12	Pitches due
Sunday, Oct. 22	Rough draft due
Sunday, Oct. 29	Final draft due
Thursday, Nov. 2	Layout completed
Tuesday, Nov. 7	Proofread / send to printer
Tuesday, Nov. 14	November issue published

DECEMBER ISSUE

Thursday, Nov. 9	Pitches due
Sunday, Nov. 19	Rough draft due
Sunday, Nov. 26	Final draft due
Thursday, Nov. 30	Layout completed
Tuesday, Dec. 5	Proofread / send to printer
Tuesday, Dec. 12	December issue published

ASSESSMENT AND GRADING

Grading will be based on a point system as follows:

1. *Meeting deadlines (20 points)* – **The journalism world is built on deadlines, and meeting them is key to your success in this course.** Students automatically receive 20 points for the semester. However, 1 point is deducted each time a deadline (rough draft, final draft or layout) is missed. If you have two stories due and you miss the deadline for both of them, you will lose 2 points. Deadlines are always by 11:59 p.m., unless otherwise noted.
2. *Stories (10 points x 4 issues, 40 points total)* – Students can earn up to 5 points for their stories

in each issue of the newspaper, broken down as follows: up to 3 points for the quality of the writing, 1 point for the photography and/or graphics and 1 point for layout and page design. Improvement over the semester will be noted. 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; thoroughness, balance and fairness in reporting; concise, clear and engaging writing, including headlines and cutlines.
Photography	Effective composition; focused, well-exposed photos, cropped for maximum impact; appropriateness to the story.
Page design	Logical, easily followed layout; effective use of graphic elements, photos, type and design principles; able to use basic InDesign operations to place stories, size photos and do proofreading for accuracy and alignment of elements.

3. *Peer editing (2 points x 4 issues, 8 points total)* – Students will be assigned to read and provide constructive written feedback on at least two other stories each issue, in addition to participating in proofreading.
4. *Self evaluations (2 points x 4 issues, 8 points total)* – Students are expected to complete a self-evaluation after each issue of the newspaper is completed.
5. *Reflection paper (4 points)* – At the end of the semester, students will complete a 500+ word reflection paper about his/her work and experience over the term.
6. *Attendance (10 points)* – You are expected to attend all classes. Excused absences (for illness, jury duty, military duty, bereavement, etc.) must be cleared with me via email **prior to or within 24 hours** of your absence. You must provide documentation (doctor’s note, jury summons, etc.). Under certain circumstances **and with prior consent**, using class time to do on-the-ground reporting will be allowed. I will make the final determination of whether an absence is excused.

Unexcused absences will count against your final grade. At the end of the semester, you will be awarded up to 10 attendance points based on the percentage of classes you attended. So if you had 4 unexcused absences during the semester, you will have attended 26 out of the 30 total classes or 86.67%. This would translate to $.8667 \times 10 = 8.667$ attendance points. Being tardy more than 20 minutes of class counts as an unexcused absence.

7. *Participation, attitude and teamwork (10 points)* – Students are expected to come to class ready to learn and to engage productively with other members of the staff. Besides completing one’s individual assignments for each issue, students are expected to help set the overall vision, tone and design of the newspaper and to contribute to other aspects of the newspaper’s production such as copyediting, design, ad sales, photography, video production, web maintenance or social media, depending on their interests and number of credits.

Your points will be converted to a letter grade at the end of the semester as follows:

Point System and Letter Grades:

Note: These are whole grades. +/- (such as A-, B+) will not be given.

90 – 100 points =	A
80 – 89 points =	B
70 – 79 points =	C
60 – 69 points =	D
Below 60 points =	F

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. Copies of the AP Stylebook are also available for student use throughout the semester.

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:

1. The course uses writing to promote the learning of course materials.

Instructors assign formal and informal writing, both in class and out, to increase students' understanding of course material as well as to improve writing skills.

2. The course provides interaction between teacher and students while students do assigned writing. In effect, the instructor acts as an expert and the student as an apprentice in a community of writers. Types of interaction will vary. For example, a professor who requires the completion of one long essay may review sections of the essay, write comments on drafts, and be available for conferences. The professor who requires several short papers may demonstrate techniques for drafting and revising in the classroom, give guidance during the composition of the papers and consult with students after they complete their papers.

At least one student-teacher conference on a writing assignment is required in writing intensive courses.

3. Writing contributes significantly to each student's course grade. Writing assignments must make up at least 40% of each student's course grade.

4. The course requires students to do a substantial amount of writing—a minimum of 4000 words, or about 16 pages. This may include informal writing. Depending on the course content, students may write analytic essays, critical reviews, journals, lab reports, research reports, or reaction papers, etc. In-class exams and drafts are not counted toward the 4000-word minimum. To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students. Professors who team teach or who are assisted by a teaching assistant may request that the enrollment be higher as long as a 20-to-1 student to faculty ratio is maintained.

THE WRITING CENTER

You are encouraged to use WCC's Writing Center for assistance with your work. The staff can assist you at any stage of the writing process (brainstorming, drafting, revising, etc.). The FREE service offers:

- One-on-one tutoring
- Thesis development
- Peer editing
- Assistance with:
 - Pre-writing – understanding and analyzing the assignment
 - Planning – gathering and organizing information, structuring the report
 - Feedback – on drafts for organization, idea development and grammar/punctuation/format

The Center is located in Hale La‘akea, Room 222 (phone: 235-7473) and is open on the following days and times:

M.....11:30am-2:30pm and 4:00-8:00pm
T.....10:00am-8:00pm
W.....11:30 am-2:00pm and 4:00-8:00pm
R.....10:00 am-1:00 pm and 3:00-8:00pm
F.....12:00-4:00pm

Students can make appointments using MySuccess (accessible through MYUH). The center also takes walk-ins. For more information, contact Center coordinator Annette Priesman at priesman@hawaii.edu.

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>.