

News Editing

COMM 259-201

Spring 2016

Mondays, Wednesdays, Fridays

1:40-2:30 p.m.

Corboy Law Center - Room 710

Description:

This course examines problems and methods of copy editing, design and typography, and newspaper management and competition.

Instructor contact information:

Dodie Hofstetter

312-307-2906 (cell)

773-868-1256 (home, before 10 p.m.)

Email: dbhofstetter@gmail.com OR dhofstetter@luc.edu

Office hours:

3 p.m. to 6:30 p.m. Wednesdays

Class objectives:

Each week students can expect:

- *Reading assignments.
- *Class lectures and discussions.
- *Homework packets and projects.
- *Writing assignments.
- *Quizzes.
- *Guest speakers.

Course learning outcomes:

Students will gain experience with production skills in the print media.

Required texts and materials:

AP Stylebook

Dictionary (online is OK)

Local daily and Sunday newspapers (online is OK)

Grades:

Grades will be based on a 4.0 scale

A=4.0, A-=3.67, B+=3.33, B=3.0, B-=3.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, below is failing).

Evaluation/Grading:

- A. Each week, instructor will return graded quizzes and writing assignments.
- B. A midterm evaluation will be presented to student by instructor one-on-one.
- C. Students will be graded on class participation, written assignments, quizzes, attitude and attendance.

D. Late work/missed assignments will be accepted and will be graded down by one full grade. All assignments must be completed, but no credit will be given later than two weeks after original due date. **If assignments are not completed, student will not pass the course.**

E. In the case of an absence, it is a student's responsibility to contact instructor to report absence and to receive homework assignments **AS SOON AS POSSIBLE**. Do **NOT** wait until the next class or you will be behind. All assignments build on the last one. Assignments that were due on day of absence will be accepted one week late with a possible grade penalty.

F. Spelling, grammar and style mistakes will be subtracted from an assignment's grade.

G. All assignments from students must be typed and must be double-spaced, and a printed hard copy handed in for grading.

H. If a student sends an email to instructor, mark in the subject line: MESSAGE FROM LOYOLA STUDENT.

I. Each assignment will be worth points; all assignments for the entire semester will total 1,000 points.

Academic Dishonesty Policy:

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, and submitting false documents. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the teacher;
- Providing information to another student during an examination;
- Obtaining information from another student or any other person during an examination;
- Using any material or equipment during an examination without consent of the instructor, or in a manner which is not authorized by the instructor;
- Attempting to change answers after the examination has been submitted;
- Unauthorized collaboration, or the use in whole or part of another student's work, on homework, lab reports, programming assignments, and any other course work which is completed outside of the classroom;
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines; or
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious violation of the standards of academic honesty.

Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the

thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources, and includes, but is not limited to, the following:

- Submitting as one's own material copied from a published source, such as Internet, print, CD-ROM, audio, video, etc.;
- Submitting as one's own another person's unpublished work or examination material;
- Allowing another or paying another to write or research a paper for one's own benefit; or
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is both an act of personal, professional courtesy and of intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. A more detailed description of this issue can be found at <http://luc.edu/english/writing.shtml#source> .

In addition, a student may not submit the same paper or other work for credit in two or more classes. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "F" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the appropriate area head and to the office of the Dean of the School of Communication.

A complete description of the School of Communication Academic Integrity Policy can be found at: <http://www.luc.edu/soc/Policy.shtml>

Students with Disabilities:

Students who need special accommodations for exams or class meetings because of a learning disability will provide instructor with a letter documenting the type of accommodations needed. If they claim to have a physical or psychological condition that hinders their ability to perform in class, medical documentation must be provided to the Office for Students with Disabilities and that office will assess whether or not your collaboration is required. These matters are confidential.

Class meeting schedule: (Disclaimer: This syllabus may be amended as the course proceeds. You will be notified of all changes.)

Mondays and Wednesdays will focus on spelling, grammar and style

lectures and exercises; Fridays will focus on editing and presentation.

WEEK 1 (Jan. 18 holiday/no class, 20 and 22):

- *Introduction to course
- *Introduction of instructor
- *Introduction of students
- *Explanation of class assignments
- *Emphasis on spelling, parts of speech, style basics

WEEK 2 (Jan. 25, 27, 29):

- *Explanation of class assignments
- *Emphasis on spelling, parts of speech, style basics

WEEK 3 (Feb. 1, 3, 5):

- *Explanation of class assignments
- *Emphasis on spelling, parts of speech, style basics

WEEK 4 (Feb. 8, 10, 12):

- *Explanation of class assignments
- *Emphasis on spelling, parts of speech, style basics

WEEK 5 (Feb. 15, 17, 19):

- *Explanation of class assignments
- *Emphasis on agreement, style basics

WEEK 6 (Feb. 22, 24, 26):

- *Explanation of class assignments
- *Emphasis on agreement, style basics

WEEK 7 (Feb. 29, March 2, 4):

- *Explanation of class assignments
- *Emphasis on agreement, style basics
- *Explanation of writing assignment/project
- *Review for midterm

NO CLASS WEEK OF MARCH 7 (SPRING BREAK)

WEEK 9 (March 14, 16, 18):

- *March 14: Midterm (midterm to be completed in class, along with one-on-one evaluations)
- *March 16: Go over midterms; present papers/projects
- *March 18: Present papers/projects

WEEK 10 (March 21, 23, 25):

- *Emphasis on punctuation, style basics
- *Guest speaker (TBA)

WEEK 11 (March 28, 30, April 1):

- *Emphasis on headlines, captions, images; style basics
- *Explanation of field trip

WEEK 12 (April 4, 6, 7, 8):

- *Emphasis on online media, style basics

*Guest speaker (TBA)

*Field trip to Tribune Editorial Board meeting (details TBA)

*Explanation of final project

WEEK 13 (April 11, 13, 15):

*Work on final project

*Guest speaker (TBA)

WEEK 14 (April 18, 20, 22):

*Work on final project

WEEK 15 (April 25, 27, 29):

*Work on final project

WEEK OF MAY 2: Final (TBA)