# TEXARKANA COLLEGE

## COURSE SYLLABUS

## Course Information

**Course Title:**              News Reporting

**Course Prefix & Number:**    COMM 2315 Hybrid

**Semester & Year:**           Spring 2020

## Instructor Information

**Instructor's Name:**         Associate Professor Laronda Bailey

**Office Location and #:**     Humanities 211

**Office Phone:**              903-823-3368

**Email:**                     laronda.bailey@texarkanacollege.edu
**Office Hours:**

**Monday, 12:30-2 pm; Tuesday, 8-9:30 am and 2-3 p.m.; Wednesday, 12:30-2 pm; Thursday, 8-9:30 am and 2-3 pm; Friday, 9-9:30 am; 11 am-12:30 pm**

**Note: ALL e-mail to me MUST be from the student's Texarkana College e-mail address. The subject line MUST have class name and meeting time. Other e-mail will not be opened.**
**For this class, it is probably easiest for students to use the messaging function in the Moodle classroom.**

Help Desk – TC Login Problems
903-823-3030    8 a.m. – 5 p.m.

## Course Description

News Reporting is a continuation of the aims and objectives of news gathering and writing with emphasis on advanced reporting techniques. This course focuses on advanced news-gathering and writing skills. It concentrates on the three-part process of producing news stories: discovering the news, reporting the news, and writing the news in different formats..

## Textbook & Course Materials

**Required Text:**
- *Writing and Reporting News: A Coaching Method,* 8th Edition, Carole Rich
- **Microsoft Office:** Texarkana College offers Office 365 to all students. Instructions on how to download this free software can be located at
  https://www.texarkanacollege.edu/helpdesk/install-office-2013.

**Materials needed:**
Blue or black pen, pencil, notebook paper or tablet, newspaper portfolio book, recorder for interviews, flash drive.

## Computer Requirements

**Access:** This is an hybrid course. You will need to have access to a computer. If you do not have access to a computer off campus, there are computers located in the Palmer Memorial Library and the Humanities Building that may be used by students. It is best if you have high speed internet access. If you have Dial-up, it may be difficult to download videos and other materials.

**Operating System:**

| Windows Operating System | | Mac OS X Operating System | |
|---|---|---|---|
| **Minimum System Requirements** | | **Minimum System Requirements** | |
| Operating System: | Windows XP | Operating System: | OS X 10.6 (Snow Leopard) |
| Processor: | 1.7 GHz | Processor: | 1.83 GHz |
| RAM: | 1 GB | Memory: | 1 GB |
| Browser: | Firefox 4.0 Internet Explorer 8 | Browser: | Firefox 4.0 Safari 4.0 |

**Computer Hardware Requirements**:

- Internet Access: High speed internet connection such as cable modem or DSL
- Processor: 2GHz processor
- Memory: 1GB RAM; 4 GB free hard drive space
- Some courses and/or assignments may require the use of a webcam.
- The learning management system is optimized for desktop displays; tablet and smartphone users should use the Mobile Apps. **Always** use a wired desktop or laptop to take you quizzes and exams on.

**Browser:** Texarkana College's Learning Management System (Jenzabar's eLearning) suggests that students use the most current version of the Internet Explorer browser.

## Student Learning Outcomes

**Student Learning Outcomes for the Course:**

Upon successful completion of this course, students will:
1. Evaluate newsworthiness of information.
2. Demonstrate an understanding of story idea creation.
3. Comprehend the basic structure and format of a news story (lead, body, and conclusion).
4. Demonstrate an understanding of beat reporting and feature writing.
5. Demonstrate an understanding of multimedia journalism and alternative story forms.
6. Demonstrate an understanding of journalistic ethics.

## Communication between Instructor and Student

All communication in the course will be conducted through email or telephone. I will respond to emails within 24-48 hours. If you have not received a reply within that time limit, please resend. All email communications must be through your TC email account.

Feel free to give me a telephone call during office hours. Email is the preferred method of communication.

## Grading

**Online Issues: This is not a self-paced class.** An online course covers the same material as traditional "live" sections. You have some flexibility in determining WHEN you work on the class material, but there are regular and specific deadlines for assignments and "windows" for discussions. Be sure to keep up with the timing. In this hybrid course, you may not have to be physically present at a particular place and time as in a traditional class, but it does not demand less time or effort. **In fact, hybrid classes tend to take MORE time and discipline than face- to-face classes.** I expect you to check your TC email once every 48 hours at a minimum, including weekends. This means that you will need to make sure that you have some way to be able to use the internet regularly. Have a backup plan in case your home computer/internet connection goes down. **Texarkana College is not responsible for issues related to your computer or internet service. Problems with your computer or internet service are not an excuse for not completing your assignments by their deadline.**

**Grading Scale:**

| | |
|---|---|
| A = 90-100 | D = 60-69 |
| B = 80-89 | F = Below 60 |
| C = 70-79 | |

**Student Assessment:**

| Assignments and Assessments | Percentage of overall grade | # of Activities | Total Percentage of Final Grade |
|---|---|---|---|
| Forum Posts | 20% | Varies | 20 % |
| Chapter Response One-Page Typed Reports | 20% | 5 | 20 % |
| Online Story Final Drafts: Student must submit source contact information and notes for all stories | 50% | 5 (Profile, Speech, News Conference, Statistical Story, Government) | 50 % |
| Final Exam Chapter Test | 10% | | 10% |
| **Total Points/Percentage Possible** | | | **100 %** |

# SPRING 2020 ASSIGNMENT SCHEDULE

| Date | Wednesday (In-Class) | Monday (Online) |
|---|---|---|
| **Week 1 – Jan. 20-24** | Introduction, course information; Sign Code of Conduct; Tour campus for story ideas | |
| **Week 2 – Jan. 27-31** | Pre-Test Grammar AP Style<br>Sign Code of Conduct<br>Chapter 11 | Discussion Forum<br>(Kobe Bryant) |
| **Week 3 – Feb. 3-7** | Chapter 12<br>Tour campus for story ideas | Response Paper |
| **Week 4 – Feb. 10-14** | Chapter 13 | Online Story |
| **Week 5 – Feb. 17-21** | Chapter 14 | Chapter 11-14 Exam in Testing Center |
| **Week 6 – Feb. 24-28** | Chapter 15 | Discussion Forum |
| **Week 7 – March 2-6** | Chapter 15 | Response Paper |
| **Week 8 – March 9-13** | Chapter 16 | Online Story |
| **Spring Break** | | |
| **Week 9- March 23-27** | Chapter 17 | Discussion Forum |
| **Week 10 March 30-April 3** | Chapter 17 | Response Paper |
| **Week 11 April 6-10** | Chapter 18 | Online Story |
| **Week 12 April 13-17 (Last Day to drop is 4/17)** | Chapter 19 | Chapter 15-19 |
| **Week 13 April 20-24** | Chapter 20 | Online Story |
| **Week 14 April 27- May 1** | Chapter 21 | Response Paper |
| **Week 15 May 4-8** | Chapter 22 | Online Story |
| **Week 16 May 11-15** | Comprehensive Final Exam (T5) | |

## Activities/Assignments

- ■ **Forum Posts (10 points each) –** Responses take the place of classroom discussion and are expected to be well written and substantive. These count as 20% of your grade. **FORUM POSTS CANNOT BE SUBMITTED FOR A LATE GRADE.**
- ■ **Response Paragraphs (100 points each)** – Five times throughout the semester, you will respond to a writing prompt related to the assigned reading. These should be more substantive than the discussion question responses and will be worth 20% of the final grade. **RESPONSE PAPERS CANNOT BE SUBMITED FOR A LATE GRADE.**

**Online Stories:**
Newspaper articles for *The TC News* will be graded as below (Total points: 100)

- Lede:   10 points
- Impact/Nutgraf: 10 points
- Accuracy of names, titles, numbers, facts, spelling:  20 points (Each error is 2 pts)
- Accuracy of quotes: 20 points (Story must contain at least two sources)
- Background information : 10 points
- AP style usage: 10
- Organization of information:  10 points
- Ending: 10 points

### What Should Students Do First?
Upon entering the course, students should first sign the Code of Conduct for Journalism Students, which is the enrollment verification activity, and they should also complete the Syllabus Acknowledgement. These two assignments should be completed within the first two weeks.

## Proctored Exams

If you live outside a 50- mile radius of Texarkana College, and do not desire to drive to the college to take exams that must be taken at the Texarkana College Testing Center, you may choose to have your exam proctored at another location. For information on having an exam proctored, go to https://www.texarkanacollege.edu/online/proctored-exams/. It is the responsibility of the student to arrange for proctoring. I MUST RECEIVE THIS PROCTOR REQUEST INFORMATION AT LEAST ONE WEEK BEFORE THE EXAM'S DUE DATE.

Note: At this time, I do not require the final exam to be proctored.

## Class Expectations

Students are expected to login within the first 3 days of class and begin working on their assignments immediately. You are expected to log in at least 2-3 times each week.

## Class Schedule

See Class Schedule in Syllabus.

## Absentee Policy

**For this hybrid course, 15 classroom meetings are scheduled. These classroom meetings are scheduled to provide clarification on assignments and to give students the opportunity to ask questions. However, official attendance is determined by your active participation and communication in the course**.

In accordance with attendance requirements for online classes published in the Online Course Handbook for Students on the Texarkana College website, hybrid/online students may be dropped for failing to complete weekly activities as assigned by the instructor.

**Failure to submit at least one assignment each week will result in an absence for that week. Students are allowed only two absences. Students who do not submit at least one assignment over two consecutive weeks without contacting the professor will automatically be dropped from the course.**

Make sure that you log in frequently, participate in your course activities and discussions, and check your TC email regularly. **Students who succeed in online classes keep a schedule just as they would if they were attending class on campus, and they communicate with one another and their instructor frequently.** Attendance is vital to your success. Check TC email and Moodle at least three times per week.

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. **All hybrid/online students must complete an Enrollment Verification activity within the first week of class; otherwise the professor may drop the student for not having attended.**

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W."

**The last day to drop for the Spring 2020 semester is April 17, 2020.**

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

Link to TC Absentee Policy Fall 2019 Catalog:

https://www.texarkanacollege.edu/catalog/article/absentee-policy/

### Make-up Policy / Late Work

Assignments are due as posted. **Forum Posts and Response Paragraphs will not be accepted as late assignments.**

## Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the TC Catalog/Student Handbook at https://texarkanacollege.edu.

## Disability Act Statement

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3349, or go by her office located in the Palmer Memorial Library.

If you have an accommodation letter from her office indicating that you have a disability requiring academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

## Financial Aid

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making the decision to drop a course. The last day to drop this course is **Friday, April 20**.

## Complaint Process

The complaint process can be found at https://www.texarkanacollege.edu/wp-content/uploads/2014/11/online-classes-complaint-procedure.pdf.

## Netiquette

"Netiquette" is the term used to describe rules of courtesy in using electronic communication. These rules are intended to help use the medium effectively and considerately. The ideas below are intended to help with electronic class discussion.

When communicating in an online course, you are addressing a group of people. The following guidelines will help you to communicate effectively.

- Don't say things that you wouldn't say in a face-to-face environment, or in any public place.
- Don't share confidential information.
- Use the subject line to identify the content of the message.
- Stay up-to-date on forum postings by reading them regularly.
- Always comply with copyright by citing your references when posting online content.
- Use individual e-mail for messages to individuals rather than tying up the group list.
- Do not forward emails or discussion forum postings without asking permission to from the original author.
- Electronic communication does not provide visual cues, such as smiles or frowns that face-to-face communication allows. Therefore, humor and/or sarcasm in written text might be misunderstood and interpreted as rude or inflammatory in the online environment. Choose your words carefully to avoid hurting or angering anyone. Should emotions become inflamed, do not promote the anger. Take a cooling down period, perhaps overnight, before you engage in the online activity again.
- Avoid using all capital letters in your text. This is considered "shouting" in the online classroom.
- Aim for clarity and readability in your text.

- Use proper English and remember to spell check.
- If you do not understand the assignment's directions or the posts of your classmates, don't be afraid to ask for clarification.
- The online classroom is a community of learners. Participate actively in the community and reach out to your classmates with a helping hand.

## Technical Assistance

Texarkana College offers students several ways to access technical assistance for IT issues as well as their Online classrooms.

**General IT issues**
Help Desk Link from TC's main webpage: https://www.texarkanacollege.edu/helpdesk
Phone: 903-823-3030
Email: helpdesk@texarkanacollege.edu

**Moodle Issues**
TC Online Web Page: https://www.texarkanacollege.edu/online

Rusty Hatchett:
  Email: harold.hatchett@texarkanacollege.edu
  Phone: 903-823-3053

➢ **Student Support, Computer Access, Tutoring:**
Students may meet with class specific tutors in the Student Success Center located in the TC library.
**Students in this course are strongly encouraged to work with English tutors to improve the quality of their work, especially those who struggle with grammar and mechanics.**

Student Support:

Library Hours

M-Th 7:30 a.m. - 9 p.m.        Friday 7:30 a.m. - 4 p.m.        Sunday 2-9 p.m.

 Student Support Services (Tutoring) in Library second floor

M-Th 8 a.m.-7 p.m.                Friday 8 a.m. - 4 p.m.            Sunday 2-9 p.m.

 Testing Center (Library first floor)

M-Th 8:30 a.m. – 6 p.m.        Friday 8:30 a.m. – 3:30 p.m. Sunday 2-6 p.m.

➢ *Concerns:*

Please know that you are welcome and encouraged to come to me in my office or call me with any concerns or problems you have with this class.

**I am here to help you succeed!**

Everything we do in this class is designed to help you have a successful college career. If something is going on in your life that interferes with your success in this class, I cannot help you if you do not communicate with me.

> ➢ **NOTE:** *The above guidelines are subject to amendment at any point during the semester. Changes to this syllabus will be posted in Moodle. Students are responsible for any changes that are announced in Moodle.*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017,* [*human.resources@texarkanacollege.edu*](mailto:human.resources@texarkanacollege.edu)