



# TEXARKANA COLLEGE

## Syllabus

**Course Name:** Introduction to Mass Communication

**Course Number:** COMM 2315 01 OOS

**Semester & Year:** Spring 2021

### Instructor Information:

Name: Laronda M. Bailey, Associate Professor of English/Journalism

Office: HUM 211

Telephone: 903-823-3368 (office)

E-mail: [laronda.bailey@texarkanacollege.edu](mailto:laronda.bailey@texarkanacollege.edu)

**Emailing the Instructor:** Email the instructor from **your TC email address** with any questions or concerns. Please list your name and course in the “Subject” line. Response to emails typically occurs within 24 hours.

**Office Hours:** Monday, 2-3 pm; Tuesday, 9:30-11 am; Wednesday, 2-3 pm; Thursday, 9:30-11 am; Friday, 8 am-12:30 pm

### Textbook Information:

- *Writing and Reporting News: A Coaching Method*, 8th Edition, Carole Rich

### Materials needed:

- *Computer and wifi; access to Internet is required for online classes*
- *Black or blue pen; pencil, highlighters; notebook paper* (for personal planning and organization of materials)

**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. Prerequisite: COMM 2311.

### 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.

## Computer Requirements

You will need to have access to a computer.

### 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.

## 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

### Grading Scale:

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

**Student Assessment:**

<b>Assignments and Assessments</b>	<b>Percentage of overall grade</b>	<b># of Activities</b>	<b>Total Percentage of Final Grade</b>
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%
<b>Total Points/Percentage Possible</b>			<b>100 %</b>

### SPRING 2021 ASSIGNMENT SCHEDULE

<b>Date</b>	<b>Monday</b>	<b>Wednesday (All assignments due at 11:59 p.m. Wednesday)</b>
<b>Week 1 – Jan. 18-22</b>	Introduction, course information	
<b>Week 2 – Jan. 25-29</b>	Pre-Test Grammar AP Style Sign Code of Conduct Chapter 11	Discussion Forum
<b>Week 3 – Feb. 1-5</b>	Chapter 12 Tour campus for story ideas	Response Paper
<b>Week 4 – Feb. 8-12</b>	Chapter 13	Online Story
<b>Week 5 – Feb. 15-19</b>	Chapter 14	Chapter 11-14 Exam
<b>Week 6 – Feb. 22-26</b>	Chapter 15	Discussion Forum
<b>Week 7 – March 1-5</b>	Chapter 15	Response Paper
<b>Week 8 – March 8-12</b>	Chapter 16	Online Story
<b>Spring Break</b>		
<b>Week 9- March 22-26</b>	Chapter 17	Discussion Forum
<b>Week 10 March 29-April 2</b>	Chapter 17	Response Paper
<b>Week 11 April 5-9</b>	Chapter 18	Online Story
<b>Week 12 April 12-16 (Last Day to drop is 4/16)</b>	Chapter 19	Chapter 15-19
<b>Week 13 April 19-23</b>	Chapter 20	Online Story
<b>Week 14 April 26-30</b>	Chapter 21	Response Paper
<b>Week 15 May 3-7</b>	Chapter 22	Online Story
<b>Week 16 May 10-14</b>	Comprehensive Final Exam	

## 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 SUBMITTED 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.**

## 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

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. Attendance is determined based on the online student's participation in the weekly assignments and writings. Failure to log-in and access weekly material and/or meet due dates and deadlines constitutes ABSENCES.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

**Faculty members are not obligated to provide opportunities for students to make-up missed**

**assignments and tests as a result of a student's absence(s).**

**Experience demonstrates that regular participation in coursework enhances academic success. As such, students are expected to meet the requirements of their registered courses.**

A student should not stop performing in an online class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops performing in the 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 activity for students receiving a grade of "F" or "W".

**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.

#### **Excused Absences:**

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

If a student is excused for a Texarkana College extracurricular activity, religious holiday, or military service, the student must receive prior approval from the Dean of Students and the instructor. Assignments must be completed prior to the excused absence.

**Responsibility for work missed for any absence is placed on the student.** Instructors are required to allow students to make up work missed if the absence is due to an excused absence when students follow the correct notification procedures. **Instructors are not required to allow students to make up work for absences due to other reasons.**

#### **Maximum Allowable Absences:**

After official registration, **4 unexcused absences or failure to log-in and access online material for two weeks will be the maximum allowable** before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

#### **Make-up Policy:**

If the student misses assigned work that is posted in Moodle, it is the student's responsibility to make arrangements to complete the assignments within one week. **However, forums, response paragraphs, and other daily grades cannot be made up unless arrangements are made with the instructor via email.**

### **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.

#### **Drop Date:**

The official drop date for the course is **Friday, April 16, 2021**. This is the last date for the student to drop this course with a **W**.

#### **Viewing Grades:**

Grades are available for viewing throughout the semester under the student's MyTC portal.

#### **TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors.

#### **Student Support, Computer Access, Tutoring:**

- **Library Hours**

M-Th 7:30 a.m. – 9 p.m.      F 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.      F 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.      F 8:30 a.m. – 3:30 p.m.      Sunday 2-6 p.m.

- **Help Desk – TC Login Problems**

**903-823-3030**      M-Th 8 a.m. – 5 p.m.      F 8 a.m.-4 p.m.

#### **Class Policies:**

- Go online frequently and read the week's posts and assignments for the course.
- If you have ANY TECHNOLOGY issues, contact Texarkana College IT as soon as possible. The instructor cannot help you with any issues related to your ability to access wifi, your email, or this course.
- Submit assignments before the submission portal closes.

- Post in all FORUMS as they are used to check your attendance and participation.
- Follow online etiquette guidelines.
- Check your TC email at least twice weekly for instructions and clarifications.
- Communicate! If you have any questions, concerns, problems, etc., email me through my TC email: [Laronda.bailey@texarkanacollege.edu](mailto:Laronda.bailey@texarkanacollege.edu). I cannot help you if I do not know about your issues.
- Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Catalog/Handbook.

**Please add the number for Campus Police to your cell phone: 903-823-3330.**

**When on campus, all emergency calls should go to TC Campus Police, then 911 if needed.**

***Final note~***

Everything we do in this course is designed to help you have a successful college career. If something is going on in your personal life that interferes with your success in this class, I cannot help you if you do not communicate with me. I am looking forward to working with each one of you this semester!

**NOTE:** *The above guidelines are subject to amendment by the instructor at any point during the semester. Students will be notified if any changes occur.*

**Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**COVID-19 Online/Virtual Environment Instructional Commitment**

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

*TC does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities. The Human Resources Director is designated to handle inquiries regarding the nondiscrimination policies: 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)35656*