

TEXARKANA COLLEGE

COURSE SYLLABUS

Course Information

Course Title:	Media Writing
Course Prefix & Number:	COMM 2311 OOS
Semester & Year:	Fall 2020

Instructor Information

Instructor's Name:	Laronda McMillan Bailey
Office Location and #:	Humanities 211
Office Phone:	903-823-3368

Email: 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.

Contact Hours (in Teams or Face-to-Face Appointment): 12:30-2 pm Monday and Wednesday; 8:30-11 a.m. Tuesday and Thursday; 8:30-10:30 a.m. Friday

Textbook & Course Materials

- *Writing and Reporting News: A Coaching Method*, 8th Edition, Carole Rich MindTap
- Connect to <https://www.cengage.com/dashboard/#/course-confirmation/MTPPNMNQN37S/initial-course-confirmation>. Follow the prompts to register your MindTap course.
- *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

Students enrolled in Media Writing will learn the formula for a basic news story, how to collect information, develop sources, interview techniques, and the art of storytelling. Students will produce stories for online and create a portfolio while learning the importance of meeting deadlines.

Student Learning Outcomes for the Course:

Upon successful completion of this course, students will:

1. Demonstrate proper media writing and editing styles.
2. Modify writing styles to fit various media platforms.
3. Demonstrate effective information gathering skills and techniques.
4. Demonstrate understanding of laws, ethics, and responsibilities of media writing.

Communication between Instructor and Student

All communication in the course will be conducted through email, telephone, or in Teams. 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 call during office hours or video call in Teams. Email is the preferred method of communication.

Grading

This course is 16 weeks. While various instructional delivery options may be available, students are expected to adhere to regular and specific deadlines for assignments and “windows” for discussions. This means you must complete assignments before due dates. 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	15%	Varies	20 %
Chapter Reading Response	15%	3	20 %
Style Quizzes	20%	9	
Online Story Final Drafts: Student must submit source contact information and notes for all stories	40%	4	50 %
Final Exam Chapter Tests	10%		10%
Total Points/Percentage Possible			100 %

FALL 2020 ASSIGNMENT SCHEDULE

Date	Monday	Wednesday
Week 1	Introduction, course information; Sign Code of Conduct	
Week 2	Pre-Test Grammar AP Style Chapter 1	Discussion Forum
Week 3	Chapter 2 Discuss campus story ideas	Response Paper Style Quiz A-B (Cengage)
Week 4	Chapter 3	Online Story Style Quiz C-D (Cengage)
Week 5	Chapter 4	Chapter 2-4 Exam
Week 6	Chapter 5	Discussion Forum Style Quiz E-G (Cengage)
Week 7	Chapter 5	Response Paper Style Quiz H-K (Cengage)
Week 8	Chapter 6	Online Story Style Quiz L-N (Cengage)
Week 9	Chapter 7	Discussion Forum Style Quiz O-Q (Cengage)
Week 10	Chapter 7	Response Paper Style Quiz R-S (Cengage)
Week 11	Chapter 8	Online Story

		Style Quiz T-Z (Cengage)
Week 12	Chapter 8	Chapter 5-8 Exam
Week 13	Chapter 9	Discussion Forum Style Quiz Numbers (Cengage)
Week 14	Chapter 10	Online Story
Week 15	Chapter 10	Review for Final Exam
Week 16	Comprehensive Final Exam	

Activities/Assignments

- **Forum Posts (10 points each)** – These posts take the place of classroom discussion and are expected to be well written. They allow students an opportunity to engage in dialogue in an online forum. These count as 15% of your grade. **FORUM POSTS CANNOT BE SUBMITTED FOR A LATE GRADE. PLEASE FOLLOW THE INSTRUCTIONS TO RECEIVE FULL CREDIT (YOU MUST REPLY TO TWO PEERS' POSTS AND SUBMIT YOUR OWN FOR 10 POINTS.)**
- **Response Paragraphs (100 points each)** – 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 15% of the final grade. **RESPONSE PAPERS CANNOT BE SUBMITTED FOR A LATE GRADE.**
- **Grammar and Usage (100 points each)** – Throughout the semester, you will be quizzed on The Associated Press Stylebook. There are style quizzes from A-Z, and on Numbers. The quizzes are worth 20% of the final grade. **STYLE QUIZZES CANNOT BE SUBMITTED FOR A LATE GRADE.**

Grading Rubric for 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.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. **Please contact Tonja Blasé, Director of Retention and Disabilities Services, at 903.823.3349**, or go by the office located in the Palmer Memorial Library on the first floor for personal assistance.

If a student has an accommodation letter from the Recruitment, Advisement, and Retention Department indicating that he or she has a disability that requires academic accommodations, the student should present the letter to the instructor so accommodations can be made. *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.

Needs Statement: Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in this course or ability to remain in school, is urged to contact **Tonja Blasé, Director of Student Retention, at 903.823.3349**, for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.

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

Attendance 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 a 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, it is the student's responsibility to make arrangements to complete the assignments within one week. **However, forums and activity grades cannot be made up unless arrangements are made with the instructor via email.**

Academic Dishonesty Policy/Academic Integrity Statement:

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 Student Handbook at <https://texarkanacollege.edu>.

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 a decision.

Drop Date:

The official drop date for the course is **Friday, October 2, 2020**. 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. 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: 903-798-3330.

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

Thanksgiving Break

Following Thanksgiving break, all classes at the college will be taught through virtual and/or online course delivery (including final exams) for the remainder of the fall semester, November 30-December 14. No face to face classes will be held on campus during this time.

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) 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.

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.*

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