



## TEXAS HIGH SCHOOL DUAL CREDIT

**Course Name:** Editors I Dual Credit

**College Course Name & Number:** Editing & Layout COMM 2305

**Adjunct Instructor Information:**

Rebecca Potter

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**Proctor:**

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**Textbook:** *The Newspaper Designer's Handbook 7<sup>th</sup> Edition, AP Stylebook*

**Course Description:** Students enrolled in Dual Credit Editors I will develop skills that emphasize copy editing, rewriting, proofreading, headline writing, and layout with an emphasis on accuracy and fairness. Lab work on newspaper and/or yearbook is required.

### Student Learning Outcomes

1. Students will apply layout designs to student publications.
2. Students will practice editing principles to journalistic copy.
3. Students will comprehend and apply software related to publication design.
4. Students will practice the methods of headline writing and apply to publications.

### Publication Labs

All students enrolled in Editing & Layout must attend scheduled work nights in the journalism lab. During this time, students must work on journalism-related activities. At least four hours are required each grading period. Students must sign in and out on the log sheet in the lab in order to receive credit for lab time.

### Course policies

1. Follow all general rules outlined in the student handbook.
2. Only leave class on official publication business.
3. Stay out of the studio unless you are a photographer or working with a photographer.
4. Use computers only for assignments.
5. Follow guidelines in publications staff policies.

### **Student Assessment**

Assessment will be based on editing projects, such as yearbook spreads, newspaper pages and online stories. Students will also be assessed on cooperative learning as they work with other staff members on assignments and the ability to meet deadlines. Students are expected to follow AP Style and local publication style.

### **Projects and Course Schedule**

Design and editing projects will be specific to each publication. Editors will be evaluated on their responsibilities for each issue or deadline. The course schedule will follow the deadlines specific to each publication.

### **Grading Scale**

<b>Grade</b>	
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	79-70
<b>D</b>	60-69
<b>F</b>	59-below

Chapters 1 & 2	AP Stylebook, Design project: Inspiration book
Chapters 3 & 4	AP Stylebook, Design Project: Pages/Spreads
Chapters 5 & 6	AP Stylebook, Design Project: Pages/Spreads
Chapters 7 & 8	AP Stylebook, Design Project: Pages/Spreads
Chapters 9	AP Stylebook, Design Project: Pages/Spreads
	Project work

### **Attendance Policy:**

Students will follow the attendance policy of Texarkana ISD. However, students can be dropped or may not receive credit for Dual Credit classes for excessive absences and still be enrolled in the high school class.

**Make-up Policy:**

Students are required to meet the agreed upon submission deadlines for all video projects. Late assignments will be accepted only for circumstances beyond the control of the student. If a video project fails to materialize, the student is still responsible for producing the weekly video project even if the student is absent for school related activities. In other words, plan ahead and have projects ready to air.

**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>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building 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 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 a decision.

**TC Email:**

Students should check their TC Email account on a regular basis to check for general information sent from campus or instructors. Also, when emailing the instructor, the students should use the TC Email account.

**NOTE:** The above guidelines are subject to amendment by the instructor at any point during the semester.

**COVID Statement – 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.

**NOTE:** The above guidelines are subject to amendment by the instructor at any point during the semester.