**Syllabus**

**Course Name:** Copy Editing  
**Course Number:** COMM 2309  
**Semester & Year:** Spring 2015  

**Instructor Information**
Name: Laronda M. Bailey  
Office: AIKIN 165  
Telephone: 903-823-3368 (office)  
E-mail: laronda.bailey@texarkanacollege.edu  
*(When sending an email, please be sure to include your first and last name, as well as your class and section number in the heading.)*  
Office Hours: Monday, 7:30-8 a.m., 2-3:30 p.m.; Tuesday, 7:30-9:30 a.m.; Wednesday, 7:30-8 a.m., 2-3:30 p.m.; Thursday, 7:30-9:30 a.m.; Friday, 7:30-9:30  
*(Please call or email for an appointment.)*

**Required Texts:**
Associated Press stylebook.  
*Recommended:* A collegiate dictionary and thesaurus (such as American Heritage and Roget’s, respectively).

**Other Materials:**
Spiral notebook  
3-ring binder with paper  
Blue or black pens

**Course Description:**
Editing copy for errors of fact and interpretation. Includes AP newspaper style, headline writing, proofreading, page makeup, electronic editing and page design. Students will serve as members of the TC News. **Students enrolled in this course must also be enrolled in Newspaper Publications Lab II, III or IV, COMM 1130, 2129 or 2130.**

**Course Objectives:**
By the end of the course, students will demonstrate the ability to edit stories in AP style incorporating the skills of using correct grammar, punctuation, style and vocabulary; fact checking; writing headlines; handling photographs and informational graphics; using typography; understanding legal and ethical matters; and designing and laying out pages. Students will also demonstrate the ability to edit material for the *TC News* online edition and post material to the website. Additionally, students will analyze and respond to assigned readings and discussion topics.

**Course Requirements:**
**Grading:** A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59  
Grading for this course will be 50 percent from your classwork, including your final exam, and 50 percent from the work you do on the *TC News*. In the classroom, you will be assigned periodical homework and tests. This work comprises half of your grade along with the final exam. Tests count 20 percent, daily work and homework count 10 percent, and your final exam counts 20 percent toward your overall grade. In addition, each student will contribute to each edition of the *TC News*. This comprises the other half of your grade. This half will be computed according to a
formula that takes into consideration both the quality and quantity of your work on the student newspaper. However, if you fail to turn in anything for as many as two editions of the TC News, you will not pass the course.

Deadline for TC News stories is the Thursday before the paper comes out the following Thursday. If a story is late, the student responsible for it will be counted off 20 points for each day it is late. If a story is not in by 8 a.m. the Monday following deadline, it will not be accepted, and the reporter to whom it was assigned will receive a zero for that assignment. If the story is on a topic that must be covered in that issue of the TC News, it will be reassigned on Monday morning for extra credit for the reporter who does it at that late date.

On the Monday and Tuesday following deadline days, computer design labs are in operation from early morning until into the evening. It is in this lab that the pages of the TC News are paginated and readied for printing. Lab days will be announced. Everyone must check in with the lab by 10 a.m. each of these days to see if he or she is needed. Failure to do so will result in lowered grades.

The paper is to be completely built on the Tuesday before publication. The pages are taken to the printer at 3 p.m. on Tuesday. (The Texarkana Gazette prints for us.) The printed paper is returned to us by Thursday morning and copies are distributed campus-wide by members of the Reporting I class. If any changes in this syllabus are forthcoming during the semester, they will be announced in class.

**Student Assessment:**

<table>
<thead>
<tr>
<th>Assignments and Assessments</th>
<th>Percentage of overall grade</th>
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</thead>
<tbody>
<tr>
<td>Copy Editing Campus Newspaper <em>(Refer to Course Objectives on syllabus for duties of each student)</em></td>
<td>50%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
</tr>
<tr>
<td>Chapter Tests/AP Stylebook Tests</td>
<td>20%</td>
</tr>
<tr>
<td>Daily work and homework assignments</td>
<td>10%</td>
</tr>
</tbody>
</table>

**ATTENDANCE POLICY**

Texarkana College’s attendance policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she may be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.

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 from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.
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”. 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. 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 military duty* or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor’s syllabus.
*Students interested in Health Occupations should check with the division chair prior to entering the program.

MAXIMUM ALLOWABLE ABSENCES
After official registration, the following number of unexcused absences 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.

### Academic Classes

<table>
<thead>
<tr>
<th>A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER</th>
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<tbody>
<tr>
<td>Class or Lab Meets:</td>
</tr>
<tr>
<td>Once a week (Night classes or Friday classes)</td>
</tr>
<tr>
<td>Twice a week (MW or TR classes)</td>
</tr>
<tr>
<td>Three times a week (MWF or TRF classes)</td>
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<tr>
<td>Four times a week (MTWR classes)</td>
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**Make-up Policy:**
If the student is absent, it is the student’s responsibility to make arrangements to complete the assignments within one week of the absence; however, if a student misses on a presentation day, the student will not be allowed to do the presentation unless arrangements are made with the instructor. If the student is allowed to give the presentation late, ten points will be deducted. If a student misses on test day, the test will be placed in the testing center, and the students will have one week to complete the test. If a student is excused for a Texarkana College extra-curricular 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.
**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](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 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 a decision.

**Drop Date:**
The official drop date for the course is **Friday, April 17**, which is the last date for the student to drop this course with a W. However, an instructor may drop you before or after this date.

**Class Policies:**
Always be prepared for class! Students should be prepared to turn in work, listen, and complete assignments.

There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes any vulgar language or rude behavior toward the instructor or other students in the class. Also, students should not talk while the instructor is teaching.

If a problem occurs, students may receive a warning or may be asked to leave the classroom and will receive an absence. Students can be dropped from the course for inappropriate classroom behavior. Students in this course are held accountable to all policies and procedures outlined in the Texarkana College Student Handbook.

**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.

Revised 01/19/2015