Syllabus

Course Name: Editing and Layout
Course Number: COMM 2305
Semester & Year: Spring 2018

Instructor Information
Name: Laronda M. Bailey
Office: HUM 211
Telephone: 903-823-3368 (office)
E-mail: laronda.bailey@texarkanacollege.edu
Office Hours: Monday, 7:30-8 am; 11-12:30 am; Tuesday, 8:30-9:30 am; Wednesday, 7:30-8 am; 11-12:30 am; Thursday, 8:30-9:30 am; 12:30 pm – 2 pm; Friday, 8-9:30 am.; 12:30-2:30 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.

Required Texts:
Bowles/Borden. Creative Editing. 6th edition. (required)
The Newspaper Designer’s Handbook, 6th edition (instructor will provide material)

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 and layout processes with emphasis on accuracy and fairness, including the principles and techniques of design. Includes AP newspaper style, headline writing, proofreading, page makeup, electronic editing and page design. Students will contribute to the online components of The TC News.

Course Objectives:
By the end of the course, students will demonstrate proficiency in editing and layout; fact checking; writing headlines; handling photographs and informational graphics; and understanding legal and ethical matters. Students will also demonstrate the ability to edit material for the The TC News online edition and post material to the website.

Course Requirements:
Grading: A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59
Student Assessment:

<table>
<thead>
<tr>
<th>Assignments and Assessments</th>
<th>Percentage of overall grade</th>
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</thead>
<tbody>
<tr>
<td>• Edit COMM 2315 contributions to Facebook/Web site (rotation schedule)</td>
<td>50%</td>
</tr>
<tr>
<td>• Edit and Layout Design Project</td>
<td></td>
</tr>
<tr>
<td>Chapter Tests/Grammar Exam/AP Stylebook Tests</td>
<td>30%</td>
</tr>
<tr>
<td>Daily Assignments (Must be given to instructor on the due dates/week)</td>
<td>20%</td>
</tr>
</tbody>
</table>

Course Evaluation:
1. **Edit COMM 2315 contributions to Facebook/Web site**
   Each student will be responsible for using AP Stylebook rules to edit COMM 2315 stories before submitting to the instructor. **Stories may not be submitted after 5 pm unless the student is covering an afternoon event.**
2. **Edit and Layout Design Project**
   Using the stories, photos, and accompanying material from COMM 2315, students will create a newspaper as their final project. **The centerpiece stories for the project will be the investigative, features, and profile stories from COMM 2315, which means the student is responsible for creating 3 pages.** Students will be able to use online contributions from Facebook/Web site to fill the space on their pages. A grading rubric will be provided for the EDL Project.
3. **Chapter Tests/Grammar Exam/AP Stylebook Tests** – All exams will be taken on scantron.
CLASS SCHEDULE

Week 1 – Jan. 22-26
Review course requirements

Week 2 – Jan. 29-Feb. 2
• Grammar Exam (In-class)

Week 3 – Feb. 5-9
• Overview of The Associated Press Stylebook
• Introduction to InDesign

Week 4 – Feb. 12-16
• Read Chapters 1 and 2 in CE (Creative Editing). Handouts on Chapters 1 and 2
• Assignment No. 1: Interview a copy editor at your local newspaper and ask about his or her role and responsibilities in the newsroom. From your discussion, develop your own list of virtues of a good copy editor.
• Due 2/20 (Emailed no later than noon)

Week 5 – Feb. 19-23
• AP Stylebook Quiz: A-C (Chapter 3)
• Chapters 1 and 2
• Chapter 1 Design

Week 6 – Feb. 26-March 2
• Assignment No. 2: Consistent Style and Correct Words Worksheet
• AP Stylebook Quiz: D-F (Chapter 3)
• Chapter 3
• Chapter 2 Design

Week 7 – March 5-9
• Assignment No. 3: Checking Facts
• AP Stylebook Quiz: G-J (Chapter 3)
• Chapter 4
• Chapter 3 Design

Week 8 – March 12-16 (Spring Break)

Week 9 – March 19-23
• Assignment No. 4: Editing Stories
• AP Stylebook Quiz: K-M (Chapter 3)
• Chapter 5
• Chapter 4 Design

Week 10- March 26-30
• AP Stylebook Quiz: N-P (Chapter 3)
• Chapter 6, 7
• Chapter 5 Design

Week 11 – April 2-6
• AP Stylebook Quiz: S-T (Chapter 3)
• Chapter 8
• Chapter 6 Design

Week 12 – April 9-13 (Drop Date Friday, April 13)
• Assignment No. 5: Writing Headlines
• AP Stylebook Quiz: U-V (Chapter 3)
• Chapter 9
• Chapter 7 Design

Week 13 – April 16-20
• AP Stylebook Quiz: W (Chapter 3)
• Chapter 10
• Chapter 8 Design

Week 14 – April 23-27
Work on Design Project

Week 15 – April 30-May 4
Work on Design Project

Week 16- May 7-11
Final Exam: Edit and Layout Design Project Due

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>
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<tr>
<td>Once a week (Night classes or Friday classes)</td>
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<tr>
<td>Twice a week (MW or TR classes)</td>
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<td>Three times a week (MWF or TRF classes)</td>
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<td>Four times a week (MTWR classes)</td>
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<tr>
<td>An instructor may withdraw a student from a course if absences exceed:</td>
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<td>6</td>
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<td>8</td>
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Three tardies count as one absence

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.

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, Director of Retention and Disabilities Services, 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.

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 13, 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.

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

Last Revised: 1/22/2018