INTRODUCTION

A. News Gathering and Writing II is a continuation of News Gathering and Writing I. The purpose of the course is to improve the writing skills developed in the first course.

B. The course will utilize editing as the primary tool for learning. The skills and tools of editing will be taught and the process of editing will be used to sharpen the student's ability to recognize and compose well-constructed copy.

C. Grammar and style will be reviewed as elements of proper writing. Writing assignments will be included so that the student can practice in his or her own writing the writing improvements that derive from the editing assignments.

D. An integral part of the class is participation in the publication of the CTC Newspaper. Each student will serve as a staff member of the newspaper and will research and write articles as directed.

LEARNING OUTCOMES

Upon successful completion of this course, News Gathering and Writing II, the student will be able to:

A. describe the purpose and process of copy editing in modern newspapers and broadcast facilities.

B. use standard copy editing symbols to mark-up copy to achieve readability, simplicity and correctness.

C. edit copy for proper grammar.

D. demonstrate ability to write and edit news copy.

E. demonstrate ability layout and design several types publications

INSTRUCTIONAL MATERIALS

Text:

The instructional materials identified for this course are viewable through www.ctcd.edu/books
IV. COURSE REQUIREMENTS

A. Lesson requirements are to be completed according to the indicated schedule. Late completion will result in grade deduction.

B. Each student will serve as a staff member of the newspaper and will research and write articles as directed. Stories submitted to the newspaper will be submitted to the instructor and will be graded, marked and returned to the student. If the student submits the story to the instructor with sufficient lead-time, the student will be able to use the instructor's comments to refine the article prior to submission to the newspaper. Each student will turn in at least three newspaper articles during the course of the semester. If the student is not assigned three articles, the student will be responsible for submitting articles for consideration by the newspaper. Publication in the newspaper is not a requirement for grading.

C. All assignments must be completed to receive a grade for the course.

D. No assignment may involve illegal, obscene or indecorous material.

V. EXAMINATIONS AND ASSIGNMENTS

A. There will be four examinations during the course of the semester according to the schedule provided in the course outline.

B. Assignments are required for each lesson. These assignments must be completed according to the schedule given.

C. Students will serve as staff for the College newspaper. At least three stories will be completed and submitted to both the newspaper and the instructor.

VI. SEMESTER GRADE COMPUTATIONS

A. Point Values

1. Four Examinations - 75 points each - total 300 points
2. Assignments - total 400 points
3. Newspaper stories and staffing - 300 points

Total points = 1000

B. Point to Grade Ratios

900 - 1,000 = A
800 - 899 = B
700 - 799 = C
600 - 699 = D
0 - 599 = F

VII. NOTES AND ADDITIONAL INSTRUCTIONS FROM COURSE
A. **Withdrawal From Course:** It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, withdraw from a course after the first scheduled class meeting must file a CTC Application for Withdrawal (CTC form 59) at the Records Office. The withdrawal form must be signed by the student. In order for the withdrawal to be official it must be filed, by the student in writing, with Records Office.

CTC form 59 will be accepted at any time prior to Friday of the 12th week of classes during the 16-week fall and spring semesters. The deadline for sessions of other length is:

- 10-week session: Friday of the 8th week
- 8-week session: Friday of the 6th week
- 5-week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin.

A student who officially withdraws will be awarded the grade of “W” provided the student’s attendance and academic performance are satisfactory at the time of official withdrawal. Students must file a withdrawal application with the College before they may be considered for withdrawal.

A student may not withdraw from a class for which the instructor has previously issued the student a grade of “F” or “FN” for nonattendance.

B. **An Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC form 59 for submission to the registrar.

C. **An Incomplete Grade:** The College catalog states, “An incomplete grade may be given in those cases where the student has completed the majority of the course work but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete all the requirements for a course.....” Prior approval from the instructor is required before the grade of “I” for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an “F” for the course. Notice of absence with supporting documentation may be required by the instructors in advance of absence whenever possible. The instructor makes the final decision concerning the
granting of the Incomplete Grade.

D. **Student Waiver of Liability and Indemnity:** In consideration and as a condition of acceptance of myself as a student in this course, myself and anyone claiming under me, hereby understand and agree that the Central Texas College District and all of their service agents or operating units shall be absolved from all liability for any loss, damage, or personal injury occasioned to me as a result of or arising out of my participation in the required class activities for this course. However, so ever such loss, damage, or injury may be caused and whether foreseeable or otherwise, I hereby agree to indemnify and hold harmless the service agents, employees and operating units from all liability, claims or demands for any loss, damage, injury, or cost they may incur due to my said participation.

E. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

F. **American’s With Disabilities Act (ADA):** Disability Support Services provide services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at [www.ctcd.edu/disability-support](http://www.ctcd.edu/disability-support) for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

G. **Instructor Discretion:** The instructor reserves the right of final decision in course requirements.

H. **Civility:** Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

I. **Immutability of Assignments:** Unless exempted by the instructor, students are responsible for completion of all assignments. In cases where students fail to complete assignments in a timely manner, credit will be progressively deducted until the assignment is complete. Even if the student loses all credit for an assignment, the assignment must still be completed and submitted, or the student will receive an "F" in the course.
VIII. COURSE OUTLINE
A. Unit I - Introduction to Writing and Editing

1. Lesson 1.1 - Introduction to the Class and Introduction to the Editing Process
   a. Lesson Objectives: Upon successful completion of this lesson the student will
      i. Know the plan and purpose of the course.
      ii. Know the requirements for the course.
      iii. Understand the schedule for the course.
      iv. Know the grading criteria for the course.
      v. Be able to discuss the nature of the modern media.
      vi. Be able to discuss the role of the editor in modern media.

   b. Lesson Activities: The student will
      i. Read the syllabus and introductory material and complete the student verification sheet.
      ii. Read Textbook Chapter 1. Complete page 5 in the Workbook - Use your best writing style.

2. Lesson 1.2 - Writing for Audiences
   a. Lesson Objectives: Upon successful completion of this lesson the student will
      i. Be able to discuss the nature of modern media audiences.
      ii. Be able to discuss the mix of media and its implication for those who produce the media.
      iii. Be familiar with the measures of readability and be able to apply them.

   b. Lesson Requirements: The student will
      i. Read Textbook Chapter 2
      ii. Complete pages 7 & 8 in the Workbook - Use your best writing style.

B. Unit II - The Fundamentals of Editing

1. Lesson 2.1 - The Editing Process
a. Lesson Objectives: Upon successful completion of this lesson the
student will

i. Be able to describe the role of the editor.
ii. Be able to list the responsibilities of the copy editor.
iii. Be familiar with and able to use the copy editor's markings.
iv. Have experience editing copy.
v. Recognize different writing styles and understand how editors respond to different styles.

b. Lesson Requirements: The student will

i. Read Textbook Chapter 3
ii. Visit a newspaper and compare its organization to the one shown in Figure 3-1 in the Textbook
iii. Complete pages 13 & 14 in the Workbook
iv. Use numbers to identify the copy editor's changes to the document shown in Figure 3-3. On a separate page, provide an explanation by each number of what the editor was trying to achieve.
v. Review at least 2 of the WEB sites listed at the end of the chapter in the Textbook and provide a brief report of your analysis.

2. Lesson 2.2 - The four C's

a. Lesson Objectives: Upon successful completion of this lesson the student will

i. Be able to list and explain the 4C's.
ii. Be able to use the measures of correctness, conciseness, consistency and completeness in editing copy.

b. Lesson Requirements: The student will

i. Write a 2 page news story about a current event. It can be college related or not. Choose a topic that requires you to employ the skills of news gathering and Writing.
ii. Read Textbook Chapter 4
iii. Evaluate the above story according to the 4 C's.
iv. Apply the questions on pages 15 and 16 of the Workbook to your story and give an analysis of how well you accomplished the objectives of each of the 4 C's.

3. Lesson 2.3 - Editing for Precision in Language
a. Lesson Objectives: Upon successful completion of this lesson the student will
   i. Be able to recognize proper grammar.
   ii. Be able to use proper grammar in writing and editing.

b. Lesson Requirements: The student will
   i. Read Textbook Chapter 5
   ii. Study Chapter 5 closely. Read through each list of words and phrases to familiarize yourself with the items that are often misspelled or misused. Pay special attention to items in the shaded sections. Be prepared to answer grammar questions on exams.
   iii. Complete question 3 for Chapter 5 in the Workbook. Submit your marked copy of the front page of the newspaper.
   iv. Complete pages 33-40 in the Workbook.
   v. Review the WEB sites listed at the end of the chapter. Report on how each might be helpful to you as a journalist.

Exam 1 - Chapters 1-4 and Chapter 5

4. Lesson 2.4 - Editing for Style

a. Lesson Objectives: Upon successful completion of this lesson the student will
   i. Be able to discuss the importance of style in writing.
   ii. Be able to describe the style differences between several types of writing.
   iii. Be able to use the AP Style Book as a guide for editing copy.

b. Lesson Requirements: The student will
   i. Read Textbook Chapter 6
   ii. Complete questions 2, 3, and 4 in the Workbook
   iii. Carefully work your way through the style section of the AP Style Book. Submit a report indicating any style requirements you found in the Style Book that you had not known about before. Be prepared to write and edit the
remaining class assignments according to the AP Style Book guidelines.

iv. Review the WEB sites listed at the end of the chapter. Submit a report on how the copy editor sites might help you as a writer/editor. Be specific. Consider the training opportunities listed on the other two sites. Do any of these opportunities sound interesting to you?

v. Complete Workbook pages 41 - 50

5. Lesson 2.5 - Editing for Libel, Taste, and Fairness

a. Lesson Objectives: Upon successful completion of this lesson the student will

   i. Be able to cite the legal responsibilities of journalists.
   ii. Discuss libel and privacy as they apply to the work of journalists.
   iii. Be able to edit for proper taste in writing.
   iv. Be able to assess and edit copy to promote fairness.

b. Lesson Requirements: The student will

   i. Read Textbook Chapter 7.
   ii. Complete Workbook pages 21 and 22.
   iii. Select an editorial from the newspaper and evaluate it, as if it were a news story, for libel, taste and fairness. Submit a copy of the editorial with your evaluation.

Exam 2 - Chapters 6 & 7 and Chapter 5

C. Unit 3 - Editing for the Media

1. Lesson 3.1 - Writing the Headline

a. Lesson Objectives: Upon successful completion of this lesson the student will

   i. Be able to explain the function of the headline.
   ii. Be able to count the headline.
   iii. Be able to write effective headlines.
   iv. Be able to state the rules for headlines.

b. Lesson Requirements: The student will
2. Lesson 3.2 - Editing Wire News for Publication

a. Lesson Objectives: Upon successful completion of this lesson the student will

i. Be able to describe the operation of wire services.
ii. Be able to edit wire copy.

b. Lesson Requirements: The student will

i. Read Textbook Chapter 9.
ii. Complete Workbook pages 143 - 144, 159, 161, 163 - 165.
iii. Edit and write a headline for the stories on Workbook pages 183 - 192.

3. Lesson 3.3 - Photos and Graphics

a. Lesson Objectives: Upon successful completion of this lesson the student will

i. Be able to explain the importance of graphic elements in news copy.
ii. Be able to exercise proper editing decision making with regard to graphic and picture elements.
iii. Be able to explain and demonstrate "taste" in the selection, cropping and use of pictures.
iv. Be able to lay-out a magazine page with text and graphics combined.

b. Lesson Requirements: the student will

i. Read Textbook Chapter 11.
ii. Complete Workbook pages 149 - 150.
iii. Prepare a Showcase Page similar to that shown as Figure 11-8. Use a digital camera or scanner to import the pictures. Use PhotoShop to edit the pictures and use Microsoft Publisher to layout the page.
iv. Review the WEB sites listed at the end of the chapter. Provide a brief analysis of the sites. Which picture of the year do you think is best?

4. Lesson 3.4 - Using Type

a. Lesson Objectives: Upon successful completion of this lesson the student will

i. Be able to recognize popular typefaces.
ii. Be able to discuss readability considerations of typefaces.
iii. Understand and be able to demonstrate type measurement.

b. Lesson Requirements: The student will

i. Read Textbook Chapter 12.
ii. Complete Workbook pages 151 -152.
iii. Pick out 6 typefaces and describe the characteristics and personalities of each. Indicate for what kinds of stories you would use each typeface.

Exam 3 - Chapters 8, 9, 11 and 12

5. Lesson 3.5 - Layout and Design

a. Lesson Objectives: Upon successful completion of this lesson the student will

i. Be able to discuss editing of magazines and newsletters.
ii. Be able to layout newspapers.
iii. Be able to design and layout newsletters and magazines.

b. Lesson Requirements: The student will

i. Read Textbook Chapters 10, 13 and 14.
ii. Complete Workbook pages 147, 153 - 154 and 155 - 156.
iv. Layout a draft of the college newspaper. Design the newspaper using a layout sheet.
as shown on Workbook pages 219 - 238. After mark-up, import the story text and pictures into the layout program used by the newspaper. Provide the completed project on disk.

v. Create a magazine page using the layout suggestions provided in the textbook. See Figure 14-6 for an example. Provide the completed page to the instructor.

vi. Group Project: Coordinate with the other students in the class and plan, report, write, layout and publish a 4 page newsletter (8 1/2" x 14" folded) for the Communications and Radio/TV Broadcasting Departments. Use Microsoft Publisher to layout the newsletter. Use other programs as needed to provide for word processing and picture preparation.

6. Lesson 3.6 Editing for the Broadcast Media

   a. Lesson Objectives: Upon successful completion of this lesson the student will

      i. Be able to list sources of broadcast copy.
      ii. Be able to explain the differences between newspaper and broadcast copy styles.
      iii. Be able to edit copy for use in broadcast settings.

   b. Lesson Requirements: The student will

      i. Read Textbook Chapter 15.
      ii. Edit and rewrite the story on page 251 for a 15-second news piece. Provide a teaser for the story.
      iii. Edit and rewrite the story on page 253 for a 20-second news piece. Provide a teaser for the story.
      iv. Edit and rewrite the story on page 255 for a 20-second standup. Provide anchor intro and outro.

7. Lesson 3.7 Editing for Online Media

   a. Lesson Objectives: Upon successful completion of this lesson the student will
i. Be familiar with online news sites.
ii. Be able to discuss credibility issues with on-line news.
iii. Be able to function as an on-line editor.

b. Lesson Requirements: The student will

i. Read Textbook Chapter 16.
ii. Complete Workbook pages 245 - 246.
iii. Create a front page for a WEB site for the college newspaper. Review the WEB pages shown in the Chapter as examples. Provide an outline for the college newspaper WEB site showing links and paths from headlines to stories and from stories to other sites. The front page of the WEB site can be drawn or you can use Microsoft FrontPage or other WEB creation tool to create it on the computer. If Created on the computer, submit to the instructor on disk.

Exam 4 - Chapters 10, 13, 14, 15 and 16

COMM 2315 , News Gathering & Writing II
Semester: _______
Year: _______  STUDENT STATEMENT

I.______________, hereby certify the instructor (please print) has fully explained the requirements and objectives of this course. I understand my responsibilities regarding class attendance and assignments.

__________________________________________
Student Signature