

Zama High School

Journalism

2012–2013 Course Syllabus/Policies & Procedures

Course Description

This course is designed to provide opportunities for students to engage in an in-depth examination of journalism, mass media and the news-writing process. Students will learn the responsibility for the planning, design and publication of the school newspaper. This production process will involve feature writing, page/graphic design, photography, typesetting and business management. Participation in after school hours work sessions will constitute a major portion of the production. Good writing skills and a working knowledge of grammar are required for success in this course.

Course Textbook

The primary textbook for this class is *Journalism Matters*. We will also draw materials and lessons from other media sources including the official military newspaper *Stars & Stripes*. You will be responsible for any and all assignments.

Course Objectives

1. Students will define their potential roles as newspaper staff members.
2. Students will understand, practice, and learn skills necessary to apply ethical and legal considerations to the planning and production of the school newspaper.
3. Students will understand, practice, and learn skills necessary to generate ideas.
4. Students will understand, practice, and learn skills necessary in planning and placing content in the school newspaper.
5. Students will understand, practice, and learn the skills necessary to write stories, headlines, and captions.
6. Students will understand, practice, and learn the skills necessary improve writing.
7. Students will understand, practice, and learn the skills necessary to shoot and coordinate photographs.
8. Students will understand, practice, and learn the basic skills necessary to design a newspaper spread.
9. Students will understand, practice, and learn the skills necessary to effectively choose reader-friendly typography and graphics as content enhancement.
10. Students will understand, practice, and learn the skills necessary to prepare the newspaper.
11. Students will understand, practice, and learn skills necessary to successfully design and sell advertising.
12. Students will understand, practice, and learn marketing skills necessary for a successful sales campaign.

Policies and Procedures

General Expectations:

- All school rules will be strictly enforced. All cellphones and electronic devices must be turned off and stowed **before** you enter the classroom. The use of such devices in the classroom is strictly prohibited. You will be warned about this policy on the first day of school.
- Be ready for class to begin at the end of the tardy bell. Tardiness is not tolerated.
- Note the daily agenda and daily objectives posted on the whiteboard. This lets you know what we'll be working on and what's due that day.
- Please let me know about your Internet access at home. You may have to visit the Media Center to complete assignments and download course materials.
- Do your work and behave properly in class at all times. It is important for teachers to correspond with parents and guardians, and I enjoy contacting parents and guardians to share praise for your good work. I will also contact parents and guardians to report lack of progress and/or misbehavior.

Assignments:

- All assignments are due on the due date. If you are absent, ask a friend to bring the assignment to me. Keep me informed of upcoming planned absences.
- Assignments turned in one day late result in a 20 percent penalty; two days late results in a 30 percent penalty; three days late results in a 50 percent penalty. Anything turned in more than three days late will earn no more than 25 percent of the assigned points. You will always receive partial credit for late work. Note that an excuse note does not excuse late work.
- Be sure to write your name and period number on every assignment you submit. Any work submitted without a name will not be graded.
- It is your responsibility to get make-up work. The day you return from an absence, you must present a written signed excuse to receive your missed assignment(s). You may also check the calendar upon returning to class for missed assignments.
- Time for tutoring is each morning from 7:00-7:15 **by appointment only**.
- You are urged to save **all** graded work until grades are posted for each quarter. All graded written work must be saved in chronological order in a portfolio kept in the classroom.

Grading System:

Grades will be based on an accumulation of all graded work in the following categories:

Category	Weight	Grading Scale
Embedded Assessments	20%	
Homework/Classwork	15%	A 90-100%
Tests/Quizzes	20%	B 80-89%
Written Assignments	25%	C 70-79%
Group Assignments	10%	D 60-69%
Final Exams (semester exams only)	10%	F 59% and below

Occasionally, you may be offered a chance to earn extra credit. You are strongly encouraged to take advantage of these opportunities to improve your grade.

Plagiarism:

Academic honesty and integrity are paramount values. All forms of plagiarism receive a zero. In the case of inappropriate collaboration, both students receive a zero for that assignment. Forms of plagiarism include (but are not limited to):

- Any assignment in which answers copied from another student.
- Journal assignments in which sections copied or paraphrased from another student's work
- Recycling your own writing from past teachers
- Using someone else's words or ideas without giving credit

Required Supplies and Materials:

- A three-ring binder for class notes
- Loose-leaf college-ruled note paper
- 3x5 or 4x6 note cards
- Blue or black pens and several pencils, markers and post-it notes
- A flash drive is optional but strongly suggested

Manuscript Requirements:

- Type size and type face is 12-pt Times New Roman only
- MLA format only (*you will learn how to use this format*)
- Your name in the upper-right corner of each page
- Titles centered at top margin of first page
- Single staple in upper left corner.
- Do not submit papers in binders.
- Double space all written work except your journal
- Be sure to keep an electronic version of all submitted papers for your protection

Class Participation

You are expected to participate properly in class. **Proper participation** includes taking part in class discussions, showing respect for your teacher and peers, displaying leadership qualities, reading aloud and waiting your turn to talk.

Improper participation includes sleeping in class, refusing to take part in classroom activities, excessive tardies, unexcused absences, cellphone and music device violations, and showing disrespect toward teachers and/or classmates.

Request for Homework

Feel free to schedule a parent/teacher conference through the guidance department. Requests in advance for homework may only be made by a parent/guardian and only when

the student will be absent for five consecutive days due to an acceptable, excused absence. Parents are asked to call the school between 8 a.m. and 2 p.m. to arrange this accommodation.

Contacting Your Instructor

I make every attempt to be available to our students. On most days, I arrive early and stay late. If you need help in this class, I will

arrange time before school, after school, during lunch or during our planning period to meet with you.