Journalism Syllabus

Fall 2012

**Instructor Information**

Mrs. Ashley Hutchinson

Office: 312C Room: 320 and Journalism lab

E-mail: Hutchia@pitt..k12.nc.us

Class Websites: hutchclass.weebly.com

**Course Information**

The journalism class at Rose High School provides students an opportunity to learn a wide variety of skills related to journalism as they collaborate on the production of *Rampant Lines*, the school’s newspaper. From the selling of ads to the delivery of each issue, students do all of the work in the publication of this self-funded publication.

First year journalism students will begin with intense direct instruction on all aspects of newspaper production, and they will be assigned articles, but those articles will not necessarily appear in Rampant Lines until the student is “promoted” to staff writer by showing that they are dependable, can produce high quality articles, and are amenable to constructive criticism via editing.

Students will work within a single department—news, sports, entertainment, opinion, or features—throughout the semester. Each student will also apply for and fulfill a staff position, ranging from editor in chief to lab manager.

While the instructor will teach lessons and test students on their knowledge early in the semester, the majority of the work and evaluation will relate directly to publication of Rampant Lines. Meeting several times with each student each grading period, the adviser’s role will be that of a guide and coach; however, the most successful learning will occur when students share with each other what they have learned and when they strive to contribute quality work to the newspaper.

**What you will learn:**

* Interviewing
* Editing
* Ad sales
* InDesign
* Editing and publication processes
* Parts of a newspaper
* Writing
* Layout and design
* Teamwork
* Photoshop
* Journalism ethics
* Photography

**Absences:**

If you are absent, you may make up any work that you missed, as long as you do so within the prescribed time frame. Also, be mindful of the school policy that you may only miss seven days in a course.

**Academic Integrity:**

The penalty for plagiarism is a zero for the assignment. Copying part or the whole of anyone’s work is plagiarism. Understand that plagiarism is an offense that will not be tolerated under any circumstances Please maintain academic integrity at all times, both in and out of class.

**Materials:**

* Composition book to be used for reflective journals, drafting, and interviewing
* 3-ring binder for storing materials for a portfolio you will turn in each marking period
* Pencils, paper—the obvious
* Pens, colored pencils, markers, crayons, or highlighters of at least **three** different colors for editing.
* Optional recorder for interviews

**Rules:**

1. Be respectful of your peers and the Rose faculty.
2. Be responsible for your work and your behavior.
3. Follow all rules in the school handbook, including rules regarding dress code and electronic devices, which will be confiscated if visible in the classroom.
4. Be mindful of your surroundings.
5. Be a good ambassador for Rampant Lines

**Classroom Management Policy:**

1. Classroom or school violations are recorded on a discipline referral.
2. Parents are called if the infraction is repeated or of a serious nature.
3. When a student receives 3 violations, he or she is sent to the Choice room.
4. Some violations require immediate administrative attention and are handled accordingly.

**Sign out procedure:**

Students must frequently leave the classroom to take photographs, interview students, and gather information. They even leave the school on occasion to sell ads or to pick up the paper at the Daily Reflector. It is absolutely essential that students follow the prescribed sign out procedure every time they leave the classroom. Failure to follow this procedure will result in loss of privilege to leave the classroom. These procedures are not required if you are going to the journalism laboratory.

1. Decide whether or not departing from the classroom is absolutely necessary.
2. Request the teacher’s permission.
3. Write your name, destination, and time of departure on the sign out sheet.
4. **Take a journalism pass** and go to your requested destination. A media center pass is required to use the media center.
	1. Do not stop anywhere else, other than the restroom or water fountain along the way.
	2. Go alone. You may not travel the halls with your friends.
	3. Be quiet in the halls, and show teachers respect if you have to interrupt their classes.
	4. If you wish to remove a student from a class to take a photograph or conduct an interview, you must fill out an interview request form and place it in the appropriate teacher’s mailbox AT LEAST twenty-four hours in advance.
5. Return to class and cross your name out on the sign out sheet.

**Guidelines for each Issue**

Editors are expected to turn in a list of article assignments for their sections on the assigned dates, then writers are expected to begin working on articles as soon as possible. This includes researching, writing interview questions, scheduling interviews, making pages etc. For each issue, we will have a list of students being featured or interviewed. Each time you decide to use a student in an article, you will need to record the name so that we don’t overlap, and we can make sure we are representing the diverse population of Rose High. Consult the calendar regularly for due dates. Make sure to fill out the appropriate Google Document for interviews and featured students, ad sales, story assignments, etc.

**Grading Rules and Assignments**

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| **Assignment** | **Points** | **Explanation** |
| Ad sales | 15 | $50 should be sold each marking period, and this can be done in advance. If you sell $150 in the 1st marking period, you will receive full credit in subsequent marking periods. 3 points per $10 and 3 points per attempt at selling. You must bring proof of attempts. A signed sales form would be considered proof. |
| Rough drafts  | 15 | On time, complete, appropriate and diverse interviews, appropriate angle. Three points will be deducted per day late. Points will also be deducted for repeatedly ignoring journalism and grammar rules.  |
| Revisions | 10 | Instructions from editors are followed.  |
| Final drafts | 15 | On time, ready to be published in the paper if you have been promoted to staff writer or editor. (-3 per day late) |
| Assigned duties | 10 | All students will be responsible for uploading stories to the website. Each student in journalism 2-4 will have a duty, such as section editor, photographer, lab manager, graphics editor, etc. Duties are to be completed in full and on time and details will be given to individuals as they are assigned. Journalism 1 students will not have these extra duties, but they will need to upload to the website.  |
| Promotion to staff writer or editor | 10 | By the end of the marking period, your writing skills should demonstrate that you should be promoted to staff writer. If you should need to be removed from the staff, you will not receive the points for this category. Removal is at teacher’s discretion, and reasons for removal include unpublishable articles, incomplete articles, and misuse of journalism privileges.  |
| Writing, Photoshop, Google Docs, Website and InDesign activities | 15 | Some students will be building pages for the newspaper and others will be doing work from our textbook or other practice assignments such as InDesign, Photoshop, Google Doc, or dropbox tutorials. Pages, tutorials, and textbook assignments will both be graded for timeliness and accuracy. Any additional activity not listed will also fall under this category.  |
| Reviews | 10 | Each time an issue comes out, students will be expected to complete some type of evaluation of themselves and their peers.  |

**Signature Form**

I have read and I understand the expectations and procedures of this Journalism class.

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Parent E-Mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Parent or Guardian:

Your child’s success in Journalism is my priority for this class. Please know that I will do everything I can to ensure that each student is learning and maximizing his or her potential. Each student will be treated fairly and equitably, and I hope that you will share with me any suggestions or comments that you may have about this class or your student. I am committed to effective communication with parents and students throughout the course, so please feel free to contact me at any time.

Sincerely,

Ashley Hutchinson

Questions/Comments/Suggestions:

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\*Students, please return this form to Mrs. Hutchinson