

Multimedia Editing *Syllabus* JOUR 419 (Fall 2012)

Lecture: Materials on Blackboard

Lab: Mondays and Wednesdays. Check your schedule.

Instructors

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Office Hours
By appointment

Lisa
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Office Hours
In Bremner Editing
Center most days

And by
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Office Hours
Tues: 11 to 12:30
Wed: 10 to noon
And by
appointment

What editing is all about

This is a class in **critical thinking**. Everything editors do, from clarifying sentences to checking facts to choosing words for headlines to packaging stories and images, involves a high level of **scrutiny**. Good editors **see beneath the surface** of issues, always trying to make journalism more useful for **audiences**.

At the heart of good editing is an **understanding of language**, and editors must have a strong grounding in grammar, punctuation, style and usage. Through that lens, editors focus on issues big and small: Proper grammar and usage, credible facts and correct punctuation create **clarity** and **trust**, but they also save news organizations from accusations of insensitivity, bias and libel.

Goals for the course

You don't have to aspire to be an editor yourself to benefit from this class. In fact, we assume that most of you *won't* become editors, at least not right away. That's OK. The **skills you develop in editing will be useful in nearly any job** you hold for the rest of your life. (Feel free to be skeptical. Remember, that's what editing is all about. But we think it's true.)

What we will work on during the semester:

Learn to **edit** copy for correct **grammar, usage, style, spelling** and **punctuation**, as well as for **accuracy, fairness and bias**.

Learn to **recognize lapses in logic and judgment**, and to **ask appropriate questions** about missing information.

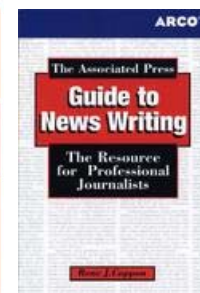
Learn to **organize stories sensibly** and to better **understand how words, numbers and images work together** to form a coherent package.

Learn to **distinguish between the approaches** used in **print, online and broadcast** media.

Learn to be more **critical consumers of news and information**.

Required books:

- Associated Press Stylebook and Libel Manual (a spiral-bound version is best).
- *Grammar Girl's Quick and Dirty Tips for Better Writing*, by Mignon Fogarty.
- *The Associated Press Guide to News Writing*, by Rene J. Cappon.
- American Heritage Dictionary, 4th ed., or www.dictionary.com.



Required materials:

- Videos, essays, readings and assignments as indicated on Blackboard.
- Access to the Kansan Style Guide and the broadcast style guide on Blackboard.
- The Lawrence Journal-World (<http://www.ljworld.com/>), The University Daily Kansan (www.kansan.com), and The New York Times (www.nytimes.com). We recommend that you read the print editions. We

- don't expect you to read each paper in-depth each day, but we do expect you to keep up with important news stories.
- ☒ An e-mail account and access to the Internet.
 - ☒ A folder or notebook to keep handouts, quizzes and exercises.

Important: Bring your stylebooks and other relevant materials to lab each day. During labs, you will be checking facts, usage, spelling, grammar and style. You will need to refer to the books and other resources in virtually every lab. If you don't have the reference materials, your grade will suffer.

Readings and assignments

The readings for this course will be listed under "Readings: (date)" on Blackboard. Some may be assigned in class or lecture. In addition, **you need to follow the news and keep up on current events**, internationally, nationally and locally.



Quizzes

An important goal of this course is to help you acquire the broad range of knowledge that editors must have. Toward that end, you will have weekly quizzes that will cover such things as current events, grammar and usage, vocabulary, spelling and general knowledge. The quizzes will be timed and open book.

The week-by-week sections of Blackboard indicate the reading material you will be expected to know for each week's quiz. Quizzes may vary by lab section, though, so be sure to check with your lab instructor.

Important note: This class requires students to take responsibility for their own learning. We'll provide the direction, but you must take the initiative in reading, studying and thinking. Quizzes and editing exercises will reveal weaknesses of one sort or another. Don't ignore those weak areas. We suggest that you keep all handouts, quizzes and exercises in a single folder so that you can consult them as needed. Keep a list of frequent mistakes and problem areas. Reread the material and consult additional sources to get up to speed on those problem areas. See your instructor if you need help.

Your success in this course will depend on how much outside-of-class time and effort you invest in mastering the assigned material. This is not the type of course in which you can succeed by skimming and cramming. Steady progress is the most – perhaps the only – effective strategy.

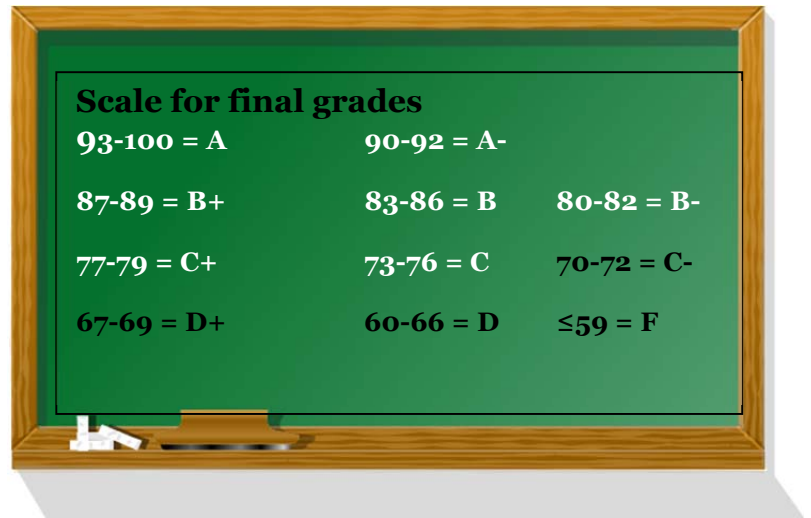
Grading

Your final grade will be determined as follows:

70% Editing exercises and other in-lab or take-home assignments

20% Quizzes

10% Participation, improvement, instructor evaluation



Scale for final grades		
93-100 = A	90-92 = A-	
87-89 = B+	83-86 = B	80-82 = B-
77-79 = C+	73-76 = C	70-72 = C-
67-69 = D+	60-66 = D	≤59 = F

IMPORTANT NOTE: News and Information majors must have a C or better in this class before they can move on to upper-level skills courses. **A grade of C- or lower means you must retake the course.**



Participation

Engaged participation in this course is crucial to success. You should complete all class exercises on time, read the assigned material and participate thoughtfully in class discussions. Ask questions and handle yourself professionally.

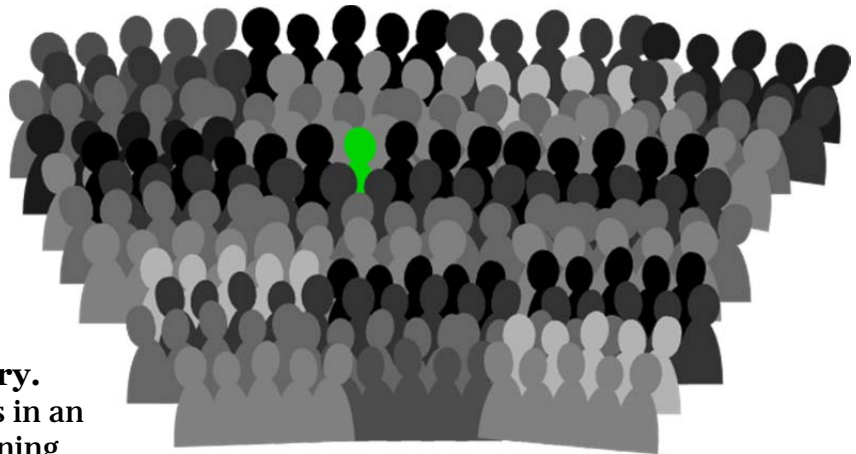
Attendance

In the workplace, people who fail to show up without notice are soon fired. You will approach this course as you would your chosen profession.

Attendance is mandatory.

The time you spend in class is an important part of your learning.

Come to class prepared to participate and discuss. You are responsible for budgeting your time and meeting deadlines for assignments.



If you are sick and cannot attend class, or if you are going to be late, contact your instructor, preferably **before** class. If you do so, you may be excused from that day's assignment. If you do not contact your instructor, **you may receive a zero.** If you receive **three or more zeroes**, you may not be able to pass the class and may be asked to drop.

Missed assignments because of **excused** absences must be made up as soon as possible. The responsibility for making arrangements for make-up assignments rests solely with you. Otherwise, missed work will receive a grade of zero.

Students who miss three or more consecutive days because of illness or injury can request a *Documentation of Illness/Injury* statement from Student Health Services or another medical provider. Students who have illnesses or injuries of shorter duration and who schedule appointments at Student

University assistance

If an emergency or crisis causes you to miss three or more days of class, the **Academic Achievement and Access Center** can help contact your professors.

Office: 22 Strong
Phone: 785-864-4064.
Fax: 785-864-2817.

Health Services can obtain a copy of their medical records containing information about their visit by submitting an Authorization for Use/Disclosure form to the Student Health Services Records and Registration Department.

Academic Misconduct

In this class, and in all journalism classes, honesty and integrity are critical. Any work you do must be original and reflect your own ideas, thoughts, and research. In a work setting, if you choose to violate professional standards, you will be fired. In this class, if you choose to violate the standards for academic integrity, you'll fail the course, and you may be expelled from or denied admission to the School of Journalism.

We strictly follow the code of Academic Misconduct detailed in the Code of Student Rights and Responsibilities. University policies covering academic misconduct are spelled out in the current Student Handbook, which is available free in Room 213 of Strong Hall.

Here's some clarification:

If you use or attempt to use any unauthorized materials during a test, or if you give any unauthorized

Policy on Plagiarism and Fabrication or Falsification

The School of Journalism **does not** tolerate plagiarism, fabrication of evidence or falsification of evidence.

Penalties for engaging in such behavior can include a failing grade for this course and expulsion from the school.

If you have questions about what constitutes plagiarism, fabrication or falsification, please consult the instructors.

The following definitions are from Article II, Section 6, of the University Senate Rules and Regulations, revised FY98.

Plagiarism

Knowingly presenting the work of another as one's own (i.e., without proper acknowledgement of the source). The sole exception to the requirement of acknowledging sources is when the information or ideas are common knowledge.

Fabrication and Falsification

Unauthorized alteration or invention of any information or citation in an academic exercise.

materials to someone else during a test, this is cheating. Unauthorized materials include written materials, such as notes on paper or on electronic devices. Unauthorized materials include any forms of nonverbal communication (one cough, the answer is A; two coughs, the answer is B, etc.). Copying an answer from someone else's work is also cheating.

Plagiarism is stealing. You take someone else's ideas, thoughts, or words, and you present them as your own original work. This includes taking ideas from written sources, such as books, as well as materials on the Internet. Cutting and pasting materials from the Internet and presenting that work as if it was your own is plagiarism. There may be times when you want to incorporate another person's ideas, opinions and words into the papers you write, to make a point or to provide background. If you do, it is essential that you attribute that information—that you explain where the information came from and give credit where credit is due.

Fabrication and falsification mean that you made it up. This can include making up an entire interview or embellishing a fact, quote, or statistic to make it sound better. Don't do it.

Inclement weather

In the event of inclement weather, the decision to cancel classes is made by KU officials. To determine whether snow or icy conditions have canceled classes, call 864-7669 (864-SNOW).

Special needs

The Office of Disability Resources, 22 Strong Hall, 785-864-2620, coordinates accommodations and services for KU students with disabilities. If you have a disability for which you may request accommodation in KU classes and have not contacted the Office of Disability Resources, please do so as soon as possible. Please also contact your instructors privately about your work in this course.

Watch for changes

The requirements for this course are very likely to change to accommodate unscheduled events, visitors or unanticipated developments, or to provide an opportunity to re-emphasize certain skills. Check the schedule often.

Copying or Recording

Course materials prepared by the instructors, together with the content of all lectures and review sessions presented by the instructors are the property of the instructors. Video and audio recording of lectures and review sessions without the consent of the instructors is prohibited. On request, the instructors will usually grant permission for students to audio tape lectures, on the condition that

these audio tapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructors, recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

Adding and Dropping

Here is School of Journalism policy, by which you must abide:

“No student may add a journalism class after the 20th day of a semester.

“Students must attend their classes and laboratory periods. Instructors may take attendance into account in assessing a student's performance and may require a certain level of attendance for passing a course. Instructors may choose to drop students from a course, based on attendance, without consent.

“The School of Journalism reserves the right to cancel the enrollment of students who fail to attend the first class or laboratory meeting.

“The KU Office of Student Financial Aid is required by federal law to determine whether students who receive aid are attending each class in which they are enrolled. Instructors are required to report to that office absences of students who have stopped attending and names of those who have enrolled but never have attended. Students who do not attend classes may be required to repay federal and/or state financial aid.

“Students who receive any form of financial aid should learn all requirements including minimum hours of enrollment and grades to qualify for and retain that aid.”