

Newspaper subscription – Students in this course are required to subscribe to the Las Cruces Sun-News for the semester. The subscriptions cost \$15, payable to the Department of Journalism and Mass Communications no later than Jan. 31, 2008. Students who have a private subscription to the Sun-News or who are subscribed through another course in the department are excused from this requirement only upon presentation of documented evidence of the subscription. The newspaper will be delivered to racks outside the department office daily.

What is the Attendance Policy?

Instructors reserve the right to act in the student's interest when consecutive unexcused absences make it unlikely that the student will be able to progress in, or pass JOUR 210. Students who miss two consecutive classes prior to the mid-semester drop date, without notifying the instructor or the university, are subject to being dropped from the course without notice. This provision is also applicable at the beginning of the semester for students who do not attend the first two consecutive classes. As stated in the course booklet, students who do not attend the first two classes will be dropped without notice. There are no unexcused absences allowed in Journalism 210. Students must contact the professor and provide a university-approved reason for the absence.

How Will My Grade be Determined?

In-class daily writing assignments 90 percent
Final examination: Writing exercise 10 percent

It will be a simple matter for students to keep up with daily progress as each assignment is averaged in equal weight. After four assignments, recorded as 90, 80, 85 and 0 (absent on that day), the average would be 63.7. At the end of the term, the lowest of the 25-30 recorded scores will be dropped (see absence section for further details). Scores of "0" earned as a result of unexcused absences will not be dropped from the scores list. No other adjustments or "curving" will be employed in computing the daily average. The remaining 10 percent of the grade will be the score on the final examination story. No adjustments or rounding off to the next highest percent will be employed in computing the final average.

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
Below 60 F

Automatic deductions for all sections of J210 include:

- 5 points for mechanical language errors/missing information: punctuation, misspelling, and failure to follow Associated Press Stylebook guidelines or professor's instruction
- 10 to -25 for misquotes, depending on the severity of the error
- 20 for misspelled proper names
- 30 for factual errors

Is there a midterm exam or project?

No. We will continue to work on daily stories. Students with midterm grades of "D" or "F" are encouraged to talk with the professor. If it appears they will not be able to pass the course, they should drop the course by March 10 in order to receive a "W" on their transcripts.

What is the Rule for Grades of "I" or Incomplete?

Grades of incomplete (I) are seldom authorized. A student must have satisfactorily completed the first half of the course with a grade of C- or better and be prevented from completing the course as a result of a documented illness or other critical situation made known to the instructor prior to the end of the semester. In the rare case of an "I" award, the student must attend appropriate newswriting sessions in a succeeding semester to clear the "I" grade.

What if I Have a Diagnosed Disability?

The university, and this department, will do everything possible to assist disabled students achieve success in the course, providing access and referral to special assistance where necessary. If you have, or think you have, a disability that interferes with your performance as a student in this class, you are encouraged for academic reasons to discuss this on a confidential basis with your instructor and the Services for Students with Disabilities office (SSD) located in Garcia Annex (646-6840). If you have a condition that may affect your ability to exit from the premises in case of an emergency, you are urged, for safety reasons, to notify SSD and your professor.

What Should I Do in the Case of a Dispute?

It may occur that a difference of opinion could arise between a student and an instructor over something that happens within a course, such as the grading of a particular assignment, a test, or the calculation of the final grade. If a disagreement with a faculty member occurs, it is the responsibility of the student to make an appointment with that faculty member to resolve the problem. Only if the dispute cannot be resolved at the faculty level, should both the instructor and the student prepare a written statement to be taken to the department head for discussion and resolution.

Additionally, while academic misconduct is an unlikely occurrence, such activities as cheating on examinations, copying the work of others, etc., will not be tolerated. Any student who turns in non-original work will receive an "F" for the course and be dropped from the class.

###