

Journalism 317 – News Editing, Spring 2008

Section 01 Tuesday/Thursday 11:45 a.m. – 1 p.m.
 Milton Hall 154A

Instructor: Pam Porter

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Office Hours: Room MH 161
 Mondays/Wednesdays 10 – 11 a.m.
 Tuesdays/Thursdays 3 – 4 p.m.
 or by appointment

Important Dates!

First Day of Classes:	Jan. 16, 2008
Martin Luther King Day holiday	Jan. 21
Registration/course addition deadline	Jan. 28
Last day to drop with “W”	March 10
Spring holiday/break	March 21-28
Last day to withdraw from NMSU	April 18
Final exam	Tuesday, May 6, 10:30 a.m. – 12:30 p.m.

Required texts

Modern News Editing by Mark Ludwig & Gene Gilmore
Associated Press Stylebook

Newspaper subscriptions:

Students in this course are required to subscribe to the Albuquerque Journal for the spring semester 2008. The subscriptions cost \$15 for the semester, payable to the Department of Journalism and Mass Communications by Jan. 31, 2008. Students who have a private subscription to the Albuquerque Journal or who are subscribed through another course in the department are excused from this requirement upon presentation of documented evidence of the other subscription.

Purpose of this course:

This course teaches the skills, processes and decision making needed to successfully edit a variety of print media and public relations publications. We will also discuss legal and ethical issues, copy improvement, headline and cutline writing and basic page layout.

Prerequisite:

Journalism 210. Students not meeting this requirement will be dropped from the course.

Attendance is required. Students must contact the professor and provide a university- approved excuse in order to miss a class without receiving a zero for the day, whether an assignment is due or not. A student’s average will quickly drop with unexcused absences. Students who are

habitually late to the class will be warned, then start receiving a zero for every two times they are tardy and disrupt the class in progress.

Grading : Advanced journalism students are expected to have a decent grasp of written English and Associated Press style; in addition, their growing awareness of world events will help them avoid factual errors. Some of the point deductions for errors are listed below:

Grammar, spelling, punctuation errors	-5
Associated Press style errors	-5
Misspelled proper names	-20
Libel	-25
Factual errors	-30
Missing information from lead or story	-10
Label Headlines (no verb in headline)	-10
Words misspelled in headlines	-20
Failure to follow senior editor's instructions	-10
Failure to address ethical/taste issues	-20

Assignments and quizzes: Unless otherwise noted, in-class assignments carry a “regular” weight, meaning that they are to be averaged together for a cumulative overall assignment average.

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

Class schedule, which is subject to change and meant to be a general guide, is listed below:

<u>Activity</u>	<u>Week</u>	<u>Book Chap.</u>	<u>% of final grade</u>
Editor and Publisher reports	TBA		10%**
Introduction to editing	Jan.22-24	Chap. 1	
Deciding What's News	Jan. 29-Jan.13	Chap. 2	
Word Watching	Feb. 5-7	Chap. 6	
Language Skills examination:	Feb. 12		10%
Editor in the Newsroom:	Feb. 12-14	Chap. 3	
Editors as Managers	Feb.19-21	Chap. 4	
Working with Stories	Feb. 26-28	Chap. 5	
Copy editing examination	March 4		10%
Editing News Service	March 4-6	Chap. 10	
Imagination in Editing	March 11-13	Chap. 11	
When News Breaks	March 18-20	Chap. 12	
Spring Break	March 21-28, 2008		
Writing Headlines	April 1-3	Chap. 7	
Photos and Graphics	April 8-10	Chap. 9	
Headlines/cutlines examination	April 15		10%
Editing and Law	April 15-17	Chap. 13	
Editing, Ethics and Policy	April 22-24	Chap. 14-15	
Editors and Design	April 29-May1	Chapter 8	
Final Examination:	10:30-12:30	Tuesday, May 6	10%
Average of all daily assignments			50%

Editor and Publisher reports: Each student will be assigned an issue of Editor and Publisher or Quill to review. Students will be given a report date and will make an oral, five-minute presentation to the class of the significant articles appearing in the journal for that particular issue, as well as a review of jobs available from the classified section. A written summary of the report will be submitted to the instructor for grading. The Editor and Publisher reports will not earn a percentage grade, but will be considered as 100 percent if acceptable as submitted.

Error Patrol: Careful newspaper reading leads to an awareness of errors in need of correction. Time will be allowed in most classes to discuss errors discovered in daily editions.

Cheating is not tolerated. Any student who turns in non-original work will receive an “F” for the course and dropped from the class.

Late assignments are not accepted unless students contact the instructor before they are due and provide a university-approved excuse. Journalists meet deadlines!

Grades at midterm: 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.

S/U option: An “S” will be assigned if the grade earned in the course is a “C” or higher.

Incomplete, or an “I” grade will be given for documented reasons only. Students must be passing the course at the time they can no longer attend class, and they must complete the course before a letter grade will be assigned.

Students with Disabilities

New Mexico State 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. Students with disabilities are asked to confer with the instructor at the beginning of the course concerning any special arrangements that may be necessary to assist them in achieving course goals. Students who consider themselves to have disabilities must also obtain documentation from the Services for Students with Disabilities in Garcia Annex 120 (646-6840; TTY 646-1918) for accommodation. It is important for you to notify your professor and the office if you have a condition that may affect your ability to exit safely in an emergency or cause an emergency during class.

In 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.

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