

COMPREHENSIVE COURSE GUIDE

COURSE DEPARTMENT AND NUMBER: COMM2235

TITLE: Newswriting and Reporting

CREDIT HOURS: 3

CONTACT HOURS: 3

COURSE DESCRIPTION: COMM 2235 is an introductory course in writing for the mass media, with emphasis on gathering, writing, and reporting for newspapers and broadcast media.

PREREQUISITE: ENGL 1101

FREQUENCY OF OFFERING: On demand

REQUIRED TEXTS: Writing and Reporting News: A Coaching Method, 4th edition

SUPPLEMENTARY READING MATERIAL: As determined

COURSE OBJECTIVES:

- I. Students will understand the information gathering process. Students will be required to use library resources in their research efforts.
- II. Students will improve their ability to organize information into a coherent form to fit the needs of a particular public.
- III. Students will become articulate in communicating facts and ideas in writing for newspapers and electronic media.
- IV. Students will practice applying principles and theories of communication to their own communicative efforts. Written assignments will adhere to rules of Standard English.
- V. Students will discover the importance of the journalistic deadline.
- VI. Students will become acquainted with operational procedures of various media.

MINIMUM PROCEDURAL REQUIREMENTS

- I. Complete all assigned readings.

- II. Complete at least six story assignments, including events coverage, interviews, and speech reports.
- II. Complete a feature story.
- IV. Complete assigned tests.
- V. Complete final exam.

OTHER REQUIRED EVALUATIVE WORK: As assigned

POLICIES

- I. Attendance - irregular attendance reduces students' opportunities for success in the course. Students missing three 50-minute class periods or the equivalent will receive letters warning that their class grades are in jeopardy.

NOTE: Excessive absences are reported to the Admissions Office and to the various agencies administering financial aid. These absences can result in disruption or loss of financial support unless work is completed to the instructor's satisfaction. The instructor may refuse to accept late work.

- II. Late Work and Make-Up Work - Because the story assignments are intended for publication in the campus newspaper, late work may be useless and make-up work may be impossible. When this is the case, the grade for late work will be 0 if an assignment rests with the students, not with the instructor.

- III. Grading

Story assignments	30%
Feature story assignment	20%
Tests	20%
Final examination	30%

- IV. Individual Conferences - Instructors carry many responsibilities that require them to be out of their offices, sometimes even during posted office hours. Students needing assistance or clarification regarding class work should make appointments for conferences with their instructors.
- V. Plagiarism - Presenting someone else's phrasing and/or ideas as one's own will result in a 0 for the assignment and may result in an E for the course.

- VI. Technology – Students are expected to access Web CT to participate in classroom discussions and/or retrieve additional information required by the instructor. Students having difficulty accessing their accounts should consult the instructor or computer help desk personnel.
- VII. Disability - In compliance with the Americans with Disabilities Act (ADA), Darton College will honor requests for reasonable accommodations made by individuals with disabilities. Students must self-disclose their disability to the Office of Disability Services before academic accommodations can be implemented.
- VIII. Electronic Devices – It is the individual student's responsibility to silence the ringer of his or her cell phone, beeper, or any other device before entering a class (including guest lectures and performances/recitals). The production of any audible alert by these devices when a class is in session is considered disruptive classroom behavior. The instructor may take appropriate actions to curb such disruption in accordance with the College's Policies of Disruptive and Obstructive Behavior under Code of Conduct in the Student Handbook.
- IX. Respectful learning atmosphere – Students are expected to professionally compose their demeanor at all times. This means being respectful of their peers and instructor. Disrespectful and disruptive behavior such as making fun of peers and/or instructor, talking when someone else is talking, walking into or out of the classroom during discussions or other class activities, and acting in a rude manner will not be tolerated. Students will be asked to stop their disrespectful behavior, and then may be asked to leave if additional problems persist. The instructor will determine appropriate disciplinary action in accordance with the College's Policies of Disruptive and Obstructive Behavior under the Code of Conduct in the Student Handbook.

The instructor will announce office and telephone numbers. Office hours are posted on the office door. Students are encouraged to seek the assistance of their instructors should they have any questions or concerns about the course.

Congratulations on your completion of reading this comprehensive course guide, which will certainly give you a better chance to succeed in this course. Please log into **MyDC** and send an [email](#) message to your instructor to acknowledge that you have read the complete document and understand the objectives, requirements, and policies of this course.

COMM 2235 NEWSWRITING AND REPORTING
Course Outline

- I. Fundamentals of Newswriting and Reporting
 - A. Define news
 - B. Distinguish between facts and news elements
 - C. Verify information for accuracy
 - D. Analyze information for fairness and objectivity
 - E. Examine media differences in even coverage

- II. News Story Development
 - A. Leads: Summary, feature
 - B. Bridge
 - C. Attribution
 - D. Brevity
 - E. Clarity
 - F. News Angle

- III. Newsroom Routines
 - A. Single-incident story
 - B. Meetings
 - C. Obituaries
 - D. Rewrites

- IV. Legal Concerns of the Press
 - A. Libel
 - B. Invasion of privacy
 - C. Contempt/ Confidentiality
 - D. Obscenity
 - E. Conduct codes
 - F. Reporters' rights

- V. Strengthening Reporting Skills
 - A. Interview
 - B. Speech reporting
 - C. Features
 - D. Enterprise