

Feature Writing

JOUR 3130-001

Spring 2021

Class Meeting: Thursdays 2:40-4:05 p.m.; Tuesdays are lab writing days where you work on your own and ask professor questions through email. No Zoom on Tuesdays

Prof. Candace Justice

Email: cjustic@memphis.edu (This is the best way to reach me both day and night.) Do not try to contact me through eCourseware.

Cell number: 901-500-7491 (This should NOT be your first attempt at reaching me. If you do not hear from me by email, you may try to call me.)

COURSE REQUIREMENTS

Catalog description

Advanced practice in reporting, writing and editing feature stories for magazines, newspapers and the Web; finding and developing publishable ideas; freelance techniques; advanced reporting skills; writing techniques with emphasis on of work, editing and revision.

Prerequisites

JRSM 2121

JRSM 3526 or PBRL 3421

Course requirements

- There is no required textbook.
- You are responsible for coming up with your own story ideas with these two exceptions: Your first feature story will come from a list of topics to be emailed to you by the professor. When it comes time for the second feature story, either come up with your own idea or choose another topic from the list. From that point on, you must come up with your own feature story ideas. No more stories from the list.
- No feature stories will be accepted late
- Not being able to reach sources is NOT an acceptable excuse for turning a story in late. Before you even start work on your feature story, you should have a list of sources you would like to reach, but you should also have an alternative list of desirable sources you can fall back on if the first group of sources cannot be reached immediately. It is your responsibility as the writer to call sources more than once or leave multiple messages for them. You can always hope that sources will get back to you, but it is not their responsibility to get in touch with you — it is your job to call, email, text — until you reach them.

Class format

- This class will focus on developing students' reporting and writing skills. The classroom will be run like a newsroom with the instructor acting as editor and the students as reporters. Professional reporting and writing standards and deadlines will be set and must be met.
- On Thursdays, class will meet from 2:40-4:05 p.m. on Zoom (<https://memphis.zoom.us/j/85775924958?pwd=M3BxRVlVUk4zZjU5L2NlcDZnOHFEQT09>). The following Tuesday each week will be your opportunity to do lab assignments or work on feature story assignments, working on your own. The professor will be available by email to answer questions during the lab time and other times as well.
- All assignments must be filed in a Word document that is double spaced with indented paragraphs. Do not put extra space between paragraphs. Feature writing requires knowledge of Associated Press style. Therefore, all writing assignments for JOUR 3130 will be written in correct AP style.

Grading

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 0 to 59%

Grade Distribution:

- Feature stories 85%
- Lab work and other assignments 15%

COURSE SCHEDULE

Week 1, Thursday, Jan 21: Understanding the feature story.

- What is a feature story? How is it alike and different from a news story?

Week 2, Thursday, Jan. 28: Story ideas

- Go over professor's list of feature story ideas to choose from for first feature story.

Week 3, Thursday, Feb. 4: Feature Leads

- Lecture/discussion on feature leads
- Lab assignment for Tuesday, Feb. 9: Write feature leads from professor's hand-out. The lab assignment must be turned in by email no later than 6 p.m. Tuesday, Feb. 9. Also by 6 p.m. Feb. 9, you must email the professor and let her know which story on the list you chose to do for your first feature story.

Week 4, Thursday, Feb. 11: Sources

- Lecture/discussion on appropriate sources
- Attribution
- Quotes

Week 5, Thursday, Feb. 18: Interview techniques and story structure

Week 6, Thursday, Feb. 25: First feature story due at the beginning of class.

- *Story will not be accepted late.*
- *Email your story directly to Professor Justice. Do not use drop box on eCourseware*
- *Lecture/discussion on hobby and job features*

Week 7, Thursday, March 4: Other types of features

- *Critique of first features, graded features returned.*
- *Lecture/discussion on history features*
- *Email professor your idea for your second feature on Wednesday, March 3*

Week 8, Thursday, March 11: Second feature due at beginning of class

- *Email feature story #2 directly to Professor Justice, not to drop box*
- *Story will not be accepted late.*
- *Lecture/Discussion on seasonal features*
- *Email idea for third feature story for professor's approval no later than Wednesday, March 10*

Week 9, Thursday, March 18 : Third feature story due at beginning of class.

- *Email directly to Professor Justice; do not use drop box*
- *Story will not be accepted late*
- *Discussion/Approval of story ideas for fourth feature*

Week 10, March 25:

- *Personality Profiles*
- *Description*

Week 11, April 1: Fourth feature story due at beginning of class

- *Will not be accepted late*
- *Email directly to professor; don't use drop box*
- *Lecture on magazine writing*

Week 12, April 8: Wellness Break. No class

Week 13, April 15: Magazine Features: Bring story ideas to class

- *Discussion/Approval of ideas for magazine feature ideas*

Week 14, April 22: First draft of magazine feature due at beginning of class.

- *Critique first draft with each student individually*

Week 15, April 29 —Final draft of magazine story due

ASSESSMENT AND OUTCOMES

Five Pillars in JOUR 3130

- *Critical Thinking:* Students must demonstrate an understanding of the audience for which their work is intended. As part of this process, students will be required to review such reference works as *Writers Market* prior to writing.
- *Media Literacy:* Students understand the increasingly changing media environment in terms of

technological, economic, and societal trends.

- *Multimedia*: Students understand through lecture and demonstration how feature writing applies to print, electronic media and the web.
- *Professionalism*: Students learn the professional standards and practices of feature writing by discussing the composition and merits of award-winning features. Students learn to practice the highest standards of professionalism in research and writing of stories.
- *Writing*: Students are required to research topics and write and rewrite multiple short and long form articles and analyze their strengths and weaknesses.

Professional Values and Competencies in JOUR 3130

- Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications
- Demonstrate an understanding of the diversity of people and cultures and of the significance and impact of mass communication in a global society
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity
- Think critically, creatively and independently
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatically correctness
- Apply current tools and technologies appropriate for the communications professions in which they work, and to understand the digital world.

How professional values and competencies will be met

Cognitive objectives to be mastered (ability to explain, analyze, understand, think critically)

- Acquire the technical knowledge necessary to write feature stories.
- Use interviewing skills to develop information needed to write feature stories.
- Practice higher order critical thinking skills by analyzing feature stories for style, structure and focus.
- Enhance retention and transfer of information from class discussions to the real world by researching and writing feature stories.
- Be familiar with AP style and appropriate magazine styles.

Performance standards to be met (demonstrable skills, abilities, techniques, applied competencies)

- Students will write at least four newspaper features and one magazine feature. Story length will vary based on the assignment.
- Students are responsible for developing the story idea and researching and writing the story within the stated deadline.
- Students will analyze award-winning features for class discussion.
- Students will use the AP Stylebook in writing newspaper features.
- Magazine articles will be extensively researched with multiple and multi-cultural sources.

How assessment of student learning will be met

Awareness

- Aware of importance of diverse sources..

Understanding

- Analyze targeted publication and write query letter, then produce multiple-sourced article appropriate to publication market.

Application

- Require a list of sources with contact information so professor can do spot-checks for accuracy.
- Required to gather and analyze secondary data.
- Required to write at least five newspaper and/or magazine stories, including one article for a specific publication.

JOURNALISM AND STRATEGIC MEDIA POLICIES

Portfolio requirement

All students in the Department of Journalism and Strategic Media are required to develop and maintain an active portfolio of their work. Undergraduate students are to begin the portfolio in JRSM 3900 and graduate students are to begin in JRSM 7002. Students are to contribute to it in every skills course thereafter. The portfolio should contain samples of the student's work from courses and/or professional experiences and should develop as the student builds skills. Portfolios will undergo a final, external review while students are enrolled in their capstone courses.

Students may use any type of web hosting for their portfolios, but it must have an independent and professional URL. Students may use any content management system, but students are encouraged to use WordPress, Wix or SquareSpace. Students are encouraged to consider purchasing a URL and hosting if they plan to use the portfolio for a long term, but they must keep the portfolio active for six months following graduation from the University of Memphis.

Students should have a professional email address they plan to use throughout their professional lives, via a common email service, such as Gmail.

All portfolios must contain the following items:

- Samples of work from courses and/or professional activities. (Example: Broadcasting students must include a video reel)
- A current résumé
- A personal profile
- Contact information/means of contact
- Social media links

Students might wish to include a blog, video reels, photograph galleries, SoundSlides presentations, design PDFs, audio files and writing pieces as examples of professional work. The professional work should ultimately be tailored to the career the student seeks after graduation. Thus, each student's portfolio should show a unique blend of work.

Email

Students must have their UofM email accounts activated. Students using another provider, such as Google, are required to have all UofM email forwarded to that account. Students should go to the <http://iam.memphis.edu> website to implement forwarding of UofM email. Students are required to check their email daily. They are responsible for complying with any email sent to by professors or others in the University.

Electronic devices

Some classes require a tablet, laptop or a smartphone. Others do not. Instructors will set the policy for their specific classes.

Attendance

Class attendance is mandatory in Journalism and Strategic Media. Students may be assigned a failing grade for the semester for nonattendance or habitual late arrival. No late work will be accepted without prior arrangements with the class professor. Students may not be permitted to make up any missing work unless it is for an absence because of illness or other catastrophic emergency, such as a death in the family that can be documented (e.g. with a doctor's note or a copy of the newspaper obituary). Journalism and Strategic Media is a professional program, and students are expected to understand and comply with deadlines. Students who have some problem making it to class on time should make arrangements to correct the problem or consider taking another class. Students should consider this class as a "job" in the educational process and be on time just as they would elsewhere.

Course repetition

Majors and minors who fail to earn the minimum passing grade ("C-") in a class required by their program of study in Journalism and Strategic Media more than three times will be dropped from the program.

Students may not use or submit work from a previous course, even if it is the same course being repeated, to fulfill requirements for assignments in another course. If students wish to substantially rework the original submission, or to work with the same general idea, that may be permissible upon discussion with and written approval from the professor of the current course. All written work will be checked for policy adherence via TurnItIn.com. All creative work will be checked for policy adherence by the professor, and judged against previous submissions. The only exception to this policy is the student's online portfolio and its attendant pieces (for example, the résumé and logo).

Academic integrity

In addition to University-wide policies stated in the Code of Student Rights and Responsibilities, the Department of Journalism and Strategic Media considers making up quotes from sources, turning in substantially the same assignment for credit in two different courses or students receiving any assistance from others for work assigned to be done on their own, as acts of cheating punishable to the degree determined appropriate by the course instructor and department chair. Punishment may include grade reductions or seeking dismissal of the student from the University.

Further, as this is a journalism and strategic media class, students are expected to comply with copyright law and must have sufficient permission to use any copyrighted materials used in creative projects, unless otherwise informed in cases of exercises or reproduction.

Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for rating

originality of your ideas. Also to evaluate proper use and assignment of sources. As part of this process, you may require to submit electronic as well as hard copies of your work. Other instructions to follow may also be given. By taking this course, you agree that all assignments may undergo this review process. The assignment may be included as a source document in Turnitin.com's restricted access database. It is solely for the purpose of detecting plagiarism in such documents. Assignments not submitted according to the instructor's procedures may be penalized or may not be accepted at all. (*Office of Legal Counsel, October 11, 2018*)

Online SETEs

Students are urged to complete the SETEs evaluation of this course. Once the instructor has posted grades, student can immediately see that grade, provided they have completed a the SETE for that class. To access evaluation forms, students should log in to MyMemphis using their UUIDs and email passwords; click on the gray "Student" tab; complete an evaluation for each course listed and hit the "Submit" button at the bottom of the form. Completing the SETE will only take a few minutes. Faculty take the evaluations very seriously and use them to improve courses and instructional quality. Student feedback is essential and is appreciated.

Deadlines

All deadlines are firm. This is journalism and strategic media. Students needing an extension on an assignment must receive approval from the instructor. Exceptions will be made for reasonable circumstances if the student notifies the instructor prior to the due date.

AP Style and grammar

All written work in this class must follow the AP Stylebook and accepted rules of grammar and punctuation. Students are responsible for learning these rules and checking their work for errors.

Disability and accommodations

Students who need an accommodation based on the impact of a disability should contact the Office for Disability Resources for Students at 901-678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations for students with documented disabilities.

Diversity and inclusivity

Students are required to respect the differences of others and treat all persons with respect. Discriminatory, derogatory and threatening language or behavior will not be tolerated. Further, students are expected to consider their work through a diverse mind. Media reach a mass audience, and students should be aware of how those messages are received by a diverse audience.

Weather policy

Always check with local media and the University of Memphis website regarding inclement weather. If the University is closed or classes are canceled, this course will not meet. However, students will still be responsible for that day's work.

Student support

Student who are experiencing personal or academic challenges including, but not limited to food or housing issues, family needs, or other stressors, should visit the Office of Student Accountability, Outreach & Support page to learn about resources that can

help: <https://www.memphis.edu/saos/sos/crisis-resources.php>. Any student who faces personal challenges including, but not limited to securing their food or housing and believes this may affect their performance in the course is urged to contact the Office of Student Accountability, Outreach & Support (901-678-2187) located in the University Center, Suite 359 for assistance. Students may also talk with course instructors about the challenges they are experiencing. Instructors may be able to assist in connecting with campus or community support.

COVID-19 protocols for this course

COVID-19 Health and Safety Policy - Masks and Social Distancing

All students, faculty and staff will wear masks in all public spaces, including our classroom (lab) per the COVID-19 policy. The first time a student enters a classroom without wearing a face covering, the student will be asked to leave the class until they return a covering. Further violations will be referred to the Office of Student Accountability. Students who repeatedly or flagrantly violate these community expectations may be referred for discipline under the Student Code and, if appropriate, immediately removed from campus by the Dean of Students.

Student Health

Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should inform me by email so they can be excused from class and should stay home. Students should contact their health care provider or the Student Health Center at <https://www.memphis.edu/health/>.

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

Student Accommodations

If and when we return to class, students seeking to remain remote for health or other serious reasons should discuss their options with me. Students with accessibility issues or with other learning accommodation needs due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (<https://www.memphis.edu/drs/index.php>)

Student Resources

Students who need additional resources can contact the Dean of Students Office at <https://www.memphis.edu/deanofstudents/crisis/index.php>.

Guidelines for classes, labs and equipment in Meeman Journalism Building in Spring 2021

- Anyone feeling sick should stay home and join class virtually.

- Social distance from all others at least 6 feet.
- Wear a mask at all times when in University buildings and on campus.
- Wash hands or use hand sanitizer regularly.
- No more than one person in the elevator at a time.
- Disinfect your workstation before and after use, including desks, keyboards, mice and screens. Wash your hands after cleaning.
- Have phone or Zoom meetings with professors and classmates. Do not meet face to face, if possible.