

**Media Writing**

JOUR 2121-04, Spring 2012

Tuesday, Thursday/ 5:30 p.m.-7:45 p.m. / Meeman 208

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**COURSE REQUIREMENTS****COURSE DESCRIPTION:**

Basic instruction in journalistic forms and style; use of computer in composition of news reports or articles and in solution of news writing problems; laboratory writing exercises on computer; one lecture, four laboratory hours per week.

**PROFESSIONAL VALUES AND COMPETENCIES:**

- think critically, creatively and independently
- write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve

**PREREQUISITE:** Pass English Proficiency Test

**TEXTBOOKS:*****Required***

- Tom Harrower; *Inside Reporting: A Practical Guide to the Craft of Journalism* 2nd ed. (McGraw-Hill, 2010) ISBN 978-0-07-337891-6
- Lauren Kessler and Duncan McDonald, *When Words Collide: A Media Writer's Guide to Grammar and Style* (Thomson and Wadsworth, 2004) ISBN 0-534-56206-X
- *The Associated Press Stylebook* (Perseus, 2004) ISBN 0-738-2074-03

***Recommended***

- William Strunk Jr. and E.B. White, *The Elements of Style*
- A dictionary

**CLASSROOM FORMAT:**

This is a writing course. Consequently, students will write every week and receive regular feedback and coaching on their work. The class will consist of both lecture and laboratory time to be determined by the instructor.

**COURSE REQUIREMENTS:**

- Writing assignments will be completed both in and outside the classroom. During the semester each student will complete three writing assignments produced outside of class: (1) a news article covering a meeting or an event; (2) a news article based on a single interview; (3) a news article based on multiple interviews. A fourth story written outside of class will be part of the final exam.
- Read *The Commercial Appeal* front section (A) and the local section (B) Monday through Sunday, as well as *the Daily Helmsman*. Be prepared for a quiz on the content of these pages of the newspapers. (You may also read the newspaper on the Web.) We will discuss the structure and content of news stories.
- In addition to the writing assignments, you will be expected to successfully complete

[with a minimum grade of 80] the Comprehensive Grammar Quiz on the ecourseware site for Jour 2121. Log in using your university username and password. The deadline for taking and passing the grammar quiz is **March 15**.

- Media writing requires knowledge of the Associated Press style. All writing assignments for 2121 are expected to be in correct AP style format. During the semester, each student will complete five AP Style quizzes at the ecourse site. The quizzes may be taken at any time but must also be completed by **March 15**.

#### **OTHER ISSUES:**

Media writing is a practical, hands-on course to teach you to think and write like professionals. Consequently, regular attendance is vital. When you miss a lab you cannot make up the work regardless of the reason. Please do not email the instructor to ask what was covered during your absence. Instead, check with a classmate. Remember: The work you do in class is worth 50 percent (that's half!) of your course grade.

Meeting deadlines is essential for media professionals. In other words, story deadlines are firm. Late stories will not be accepted, except for medial emergencies with verification.

Grammar, spelling, punctuation, and AP style are crucial to your success in media writing. We will work in these areas every week, so please bring your textbooks to class.

Coming to class well prepared is equally important. This means reading the assigned chapters in the textbook and staying informed about current events. JOUR 2121 is the linchpin for a professional program; please act accordingly.

#### **GRADING:**

Lab assignments and quizzes (AP style quizzes included)	50 percent
3 outside story assignments	30 percent
Final Exam	10 percent
Online portfolio	10 percent

#### **TENTATIVE TIMETABLE:**

##### **Week 1: Course Introduction**

Thurs., 1/12: What is news?

The story of journalism, how newsrooms work

Read Chapters 1 and 2

##### **Week 2: Newswriting basics, AP Style**

Tue., 1/17: AP Style, Accuracy, the Five W's

Thu., 1/19: Writing basic news leads

Read Chapter 3

Read Chapter 3

##### **Week 3: Newswriting basics continued**

Tue., 1/24: Refining leads, making them better

Thu., 1/26: Writing alternative leads

Read Chapter 3

Read Chapter 3

##### **Week 4: More newswriting basics**

Tue., 1/31: After the lead, the inverted pyramid

Thu., 2/2: Writing the complete story                      Read Chapter 3

**Week 5: Fundamentals of Reporting**

Tue., 2/7: Rewriting, editing, writing style                      Read Chapter 3

Thu., 2/9: Where stories come from                      Read Chapter 4

**Week 6: More Reporting Basics**

Tue., 2/14: Finding and using sources, research                      Read Chapter 4

Thu., 2/16: Thinking and reporting critically                      Read Chapter 4

**Week 7: Quotes, Attribution, Interviewing**

Tue., 2/21: Getting and using good quotes                      Read Chapter 4

Thu., 2/23: Editing stories, plugging holes, making them better

**FIRST OUTSIDE STORY DUE**

**Week 8: Speeches and Meetings**

Tue., 2/28: The fine art of a fine speech story                      Read Chapter 5

Thu., 3/1: Getting news out of a meeting Read Chapter 5

**REWRITE OF STORY DUE**

**Week 9: Spring Break**

**Week 10: Public Affairs Reporting**

Tue., 3/13: Covering a beat effectively                      Read Chapter 5

Thu., 3/15: Covering politics, courts, crime                      Read Chapter 5

**Comprehensive grammar quiz and AP style quizzes must be completed with a satisfactory grade by March 15.**

**Week 11: Features**

Tue., 3/20: How to find feature stories                      Read Chapter 6

Thu., 3/22: Narrative writing                      Read Chapter 6

**Week 12: Online Reporting**

Tue., 3/27                      Read Chapter 8

Thu., 3/29                      Read Chapter 8

**SECOND OUTSIDE STORY DUE**

**Week 13: Creating Online Portfolios**

Tue., 4/3

Thu., 4/5

**STORY REWRITES DUE**

**Week 14: Law, Ethics and Libel**

Tue., 4/10: Understanding Libel                      Read Chapter 7

Thu., 4/12: Ethical Decision Making                      Read Chapter 7

**Week 15: Obituary Writing, Broadcast Reporting**

Tue., 4/17: The importance of obits                      Read Chapter 5

Thu., 4/19: Television news                      Read Chapter 9

**THIRD OUTSIDE STORY DUE**

**Week 16: Course Review**

Tue., 4/24: Review for Final

Thu., 4/26: Study Day

**Week 17: Final Exam To Be Announced****ASSESSMENT****HOW PROFESSIONAL VALUES AND COMPETENCIES WILL BE MET:****Cognitive Objectives To Be Mastered (Ability To Explain, Analyze, Understand, Think Critically):**

- Recognize the characteristics of news and newsworthiness, demonstrated through current events quizzes, lecture, and workbook exercises
- Acquire basic information-gathering techniques, including interviewing and research, through classroom exercises and field experiences
- Be familiar with libel and journalism ethics through classroom discussion and assignments
- Understand the difference between fact and opinion
- Learn the value of original content

**Performance Standards To Be Met (Demonstrable Skills, Abilities, Techniques, Applied Competencies):**

- Write an entry-level news story utilizing at least three sources and direct quotations.
- Write a speech story.
- Utilize the AP Stylebook in applying basic news writing style rules to lab and outside assignments, pass AP quizzes.
- Demonstrate an ability to write on deadline.
- Score 80 percent or above on a grammar proficiency exam
- Write different types of newsworthy leads.
- Take weekly current events quizzes.

**HOW ASSESSMENT OF STUDENT LEARNING WILL BE MET FOR JOUR 2121:**

Basic Media Writing is designed to provide the beginning journalism major with the essential skills that are crucial to careers in journalism, public relations, and advertising. These are the abilities to gather and process information, and, above all, to write effectively. The goal is for each student to have acquired entry-level professional writing skills by the end of the semester.

*Awareness:*

- learn how journalism works in today's media environment

*Understanding:*

- understand the difference between fact and opinion;
- appreciate the value of original journalism, of intellectual integrity;
- recognize the qualities of newsworthiness;
- learn the basics of news gathering;
- study the principles of effective story telling

*Application:*

As the first training step toward a career, JOUR 2121 will require students to do the following:

- read and analyze news stories in order to learn what constitutes news;

- practice correct grammar, punctuation and word usage;
- learn AP news writing style;
- practice lead writing;
- develop information-gathering skills and apply them to assignments;
- keep abreast of local, national, and international news

**PROFESSIONAL VALUES AND COMPETENCIES FOR JOURNALISM PROGRAM:**

The Accrediting Council on Education in Journalism and Mass Communication requires that, irrespective of their particular specialization, all graduates should be aware of certain core values and competencies and be to

- understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances;
- demonstrate an understanding of the history and role of professionals and institutions in shaping communications;
- 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 peoples and cultures and of the significance and impact of mass communications in a global society.
- understand concepts and apply theories in the use and presentation of images and information;
- 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 grammatical correctness;
- apply basic numerical and statistical concepts;
- apply tools and technologies appropriate for the communications professions in which they work.

**ASSESSMENT OF STUDENT LEARNING FOR JOURNALISM PROGRAM:**

The Council seeks to promote student learning and encourages experimentation and innovation.

Assessment is a system of evaluation of student learning at the course or unit level (as opposed to grading at the individual level). Three criteria should guide assessment of student learning:

- Awareness: familiarity with specific information, including facts, concepts, theories, laws and regulations, processes and effects.
- Understanding: assimilation and comprehension of information, concepts, theories and ideas.
- Application: competence in relating and applying skills, information, concepts, theories and ideas to the accomplishment of tasks.

## **DEPARTMENT POLICIES**

### **EMAIL:**

You must have your UM email account activated. If you are using another provider such as Google, you are required to have your UM email forwarded to that account. Go to the <http://iam.memphis.edu> website to implement forwarding of UM email. You are required to check your email daily. You are responsible for complying with any email sent to you by your professor or the University.

### **CELLPHONES:**

You must turn them off during class.

### **ATTENDANCE:**

Class attendance is mandatory in the Department of Journalism. You may be assigned a failing grade for the semester for nonattendance, or habitual late arrival. No late work will be accepted without prior arrangements, which are acceptable to your professor. Students may not be permitted to make up any missing work unless it is for an absence due to 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). This is a professional program for journalists who are expected to understand and comply with deadlines. If you have some problem making it to class on time make arrangements to fix the problem or consider taking another class. You should consider this class your "job" in the educational process and be on time just as you would elsewhere.

### **CHEATING:**

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

"Your written work may be submitted to Turnitin.com, or a similar electronic detection method, for an evaluation of the originality of your ideas and proper use and attribution of sources. As part of this process, you may be required to submit electronic as well as hard copies of your written work, or be given other instructions to follow. By taking this course, you agree that all assignments may undergo this review process and that the assignment may be included as a source document in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents. Any assignment not submitted according to the procedures given by the instructor may be penalized or may not be accepted at all." (Office of Legal Counsel, October 17, 2005)

### **ONLINE SETEs:**

You are urged to complete the SETEs evaluation of this course. Once your instructor has posted your grade, you can immediately see that grade, provided you completed a teacher evaluation for that class. How to access your evaluation forms: Log in using your UUID and email password; click on the gray "Student" tab; complete an evaluation for each course listed and hit the "Submit" button at the bottom of the form. It will only take a few minutes of your time. We take the evaluations very seriously and use them to improve courses and instructional quality. Your feedback is essential and will be appreciated.

### **DISABILITY:**

Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office for Disability Services at (901) 678-2880 in 110 Wilder Tower Hall to coordinate reasonable accommodations for students with documented disabilities.

**EXIT EXAM FOR ALL JOURNALISM MAJORS:**

All Journalism majors are required to take the Journalism Exit Exam their last semester before graduation. Please contact the Journalism office staff anytime during the semester to sign up. You may take the test anytime there are open lab hours during the semester. You will not be certified to graduate until you have completed the test.