

Precision Language

JRSM 1750-002

MW/ 2:40-4:05 p.m. (Lectures Monday on Zoom/Labs Wednesday MJ 208 & 212)

FORMAT: Hybrid/LLB - All Zoom to begin

Fall 2020

Prof. Otis Sanford

Office Hours: By appointment via Zoom

Email: o.sanford@memphis.edu

COURSE REQUIREMENTS

Catalog description

Introduction to grammar and writing style for use in journalism and mass communication; foundations of research and information gathering, media literacy, and plagiarism.

Prerequisites

None

Textbooks, Software and Required Materials

Required: [Arnold, G.T. \(2019\). *Media Writer's Handbook 6th ed.*](#) New York: McGraw Hill.
ISBN: 978-1087236926

Strongly recommended: [Associated Press Stylebook. 2019 or 2020 Edition.](#)

Note: The latest electronic version of the AP Stylebook is available for a yearly subscription fee, and it comes with your purchase of the print version from the Associated Press store. The iPhone/Android app will serve you well.

Classroom format

This course teaches the basic skills of writing and grammar. Sometimes, this will be a review for you. Other times, this will address new material. The course is delivered in an **asynchronous** format with instructors available for help or meetings during scheduled class times. Lectures for most units also will be presented in an audio format with accompanying PowerPoint presentations or videos. (Transcripts will be provided). Weekly quizzes also coincide with each chapter. Students may take quizzes twice. Their highest score will be recorded.

Assignment instructions and all deadlines are posted on eCourseware at the beginning of the semester. There are no surprises. Students are expected to follow instructions and submit work on time. **Late work will not be accepted.**

Accessing the course website

1. Go to the University of Memphis eLearn home page: <http://elearn.memphis.edu>

2. Log in using your University of Memphis username and password.
3. In the fall 2020 course list, click on the link for JRSM 1750 to enter the course and read the instructions on the welcome page.
4. **Please do not use the internal eCourseware email system on the course web page.** Use your regular University of Memphis email to correspond with me at padenney@memphis.edu.

Course Requirements

- Exercises and writing assignments to be completed via eCourseware
- Participation in Zoom lectures
- Weekly quizzes
- Final news story

Grading

A+ = 96.5-100%; A = 92.5-96.4%; A- = 89.5-92.4%
B+ = 86.5-89.4%; B = 82.5-86.4%; B- = 79.5-82.4%
C+ = 76.5-79.4%; C = 72.5-76.4%; C- = 69.5-72.4%
D+ = 66.5-69.4%; D = 59.5-66.4%
F 0-59.4%

Grade Breakdown

Quizzes: 50%
Writing assignments: 30%
News story and story rewrite (WA5 and 6): 20%

Other issues

This course is essential to your success in the Department of Journalism and Strategic Media. It builds the grammatical skills necessary for clear and effective writing. Although some of these concepts might seem elementary to a university student, a perfected sense of grammar is essential in our profession.

Audio and video lectures coincide with the assigned textbook chapters. You must take the time to read the book and be prepared to study the online content. These assignments, along with instructions and examples of how to successfully complete them, are available in eCourseware on the first day of class.

None of the assignments should be particularly difficult, but waiting until the last minute to attempt them is not advised.

DEADLINES: Deadlines for this course are firm. Late work will not be accepted outside of reasonable circumstances, *if the student notifies the instructor prior to the due date.* Notifying the instructor that work will be late after the deadline has already passed or is imminent is unacceptable. All work must be turned in via eCourseware.

TECHNICAL SUPPORT: Computers and network access can be finicky. However, tech problems are not an acceptable reason for missing deadlines. As a University of Memphis student, you are entitled to help from the IT helpdesk. It is in your best interests to call as soon as you are aware of the problem. There are two ways to access the University of Memphis IT helpdesk: call 901-678-8888, or log in to the website (umhelpdesk.memphis.edu) to open a ticket.

COURSE SCHEDULE

Week 1, Aug. 17 and 19: Nuts and Bolts

Course Intro; Avoiding Plagiarism; 25 Ways to Improve Writing Immediately

Listen to or read audio intro and audio lecture.

Reading: Arnold, Ch. 1

Assignments: Quiz 1

Week 2: Aug. 24 and 26: Crushing It in JRSM (and life!)

News judgment. Elements of Newsworthiness.

Listen to or read audio lecture.

Reading: Arnold, Ch. 2

Assignments: Quiz 2, WA 1 (Newsworthiness)

Week 3, Aug. 31 and, Sept. 2: Media Sources

Where do journalists find information? Observation, expert sources and data sources.

Read lecture/Powerpoint.

Assignment: WA 2 (Finding Sources)

Week 4, Sept. 7 and 9: Seeking Clarity

Sept 7: Labor Day. School holiday.

Precision (in) Language; The Trouble with “Only;” One Potato Two Potatoes

Listen to or read audio lecture.

Reading: Arnold, Ch. 3-6

Assignments: Quiz 3, Quiz 4

Week 5, Sept. 14 and 16: Less Is More

Listen to or read audio lecture.

Reading: Arnold, Ch. 7-8

Assignments: Quiz 5

Week 6, Sept. 21 and 23: Sentence Building Blocks, Part I

Nouns, Pronouns and Agreement

Listen to or read audio lecture.

Reading: Arnold, Ch. 9-11

Assignments: Quiz 6

Week 7, Sept. 28 and 30: Sentence Building Blocks, Part II

Verbs and Verbals. Adjectives and Adverbs.

Listen to or read audio lecture.

Reading: Arnold, Ch. 12-16

Assignments: Quiz 7, Quiz 8

Week 8, Oct. 5 and 7, Part III

Prepositions. Conjunctions. Interjections. Sentences and Syntax.

Listen to or read audio lecture.

Reading: Arnold, Ch. 17-20

Assignments: Quiz 9

Week 9, Oct. 12 and 14: Punctuation and More

Punctuation. Interviewing. Sensitivity in writing.

Listen to or read audio lecture.

Readings: Arnold, Ch. 21-31

Assignments: Quiz 10, Quiz 11.

Week 10, Oct. 19 and 21: News summary leads and story assignment

News summary leads: Direct identification and delayed identification leads

Watch video.

Assignments: WA 3.

Week 11, Oct. 26 and 28: More news summary leads.

Practice makes perfects! Mastering two-paragraph news leads

Watch video.

Assignments: WA 4.

Week 12, Nov. 2 and 4: News story due.

You've done the interviews. Now what?

Read lecture/PowerPoint.

Assignment: WA 5 (News story)

Week 13, Nov. 9 and 11: Story rewrites due.

Editing and rewriting

Read lecture/PowerPoint

Assignment: WA 6 (News story rewrite)

Week 14, Nov. 16: Review story rewrites

Last day of class.

FINALS WEEK: Nov. 18-24 Thanksgiving holiday: Nov. 25-29

ASSESSMENT AND OUTCOMES

Five Pillars in JRSM 1750

- *Critical Thinking:* Students explore options for creating and sourcing media content, addressing diverse publics, and managing audiences.
- *Media Literacy:* Students are exposed to the vocabulary and grammar of media production. Students learn how media is researched, sourced, and prepared through multiple assignments.
- *Multimedia:* Students explore the use of grammar for multimedia application.
- *Professionalism:* Students learn the implications of accuracy in language. They explore styles and grammar used in professional media applications.
- *Writing:* Students develop grammar and writing skills through discussion and exploration of grammar specific to journalism and mass communications.

Professional values and competencies for JRSM 1750

- 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.
- 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.

How professional values and competencies will be met

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

- Develop advanced understanding of grammar as used in mass communication.
- Establish a working knowledge of Associated Press style.
- Understand media language respectful of a diverse audience.
- Critically examine the language used in media as persuasive and communicative.
- Distinguish between fact and opinion.
- Expand knowledge of the resources available for communications professionals.

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

- Examination of grammar skills specific to journalism and mass communication
- Examination of Associated Press writing style
- Examination of understanding of current events
- Examination of research techniques and available resources.

How assessment of student learning will be met

Awareness

- Becoming aware of specific language for journalism and mass communication.

Understanding

- Use of grammar and style to communicate clearly, precisely and succinctly.

Application

- Passage of examinations concerning grammar, style, AP preferences, and basic information-gathering skills.

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>.