

# **COMMUNICATION 1210 & 2210 NEWSPAPER PRODUCTION 1 & 2**

**Fall 2006, 1-3 credits**

Instructor: Rhiannon Bent

Office: Eccles FAC Room 105

Phone: 652-7816

E-mail: [bent@dixie.edu](mailto:bent@dixie.edu)

Office hours: MWF 1-2 p.m. and Thurs. 10:30-11:30 a.m. or by appointment

Text: Associated Press Stylebook (optional)

Schedule: class MWF 10-10:50 a.m.

North Plaza, Room 125, Aug. 22-Dec. 8

## Course Description

This is a deadline-intensive course for first-year students who are working for the *Dixie Sun* student newspaper to get hands-on experience from a weekly publication and to enhance their knowledge of journalism. The course will expose students to day-to-day operations of a newsroom and all aspects of production, such as writing, editing, layout, design, photography, advertising, and distribution.

## Objectives

Students should leave this course:

- An improved news writer and/or photographer and/or editor
- With a knowledge of news style, particularly AP Style
- Able to meet and manage deadlines
- Refined in most aspects of newspaper production
- With improved interviewing skills

## Requirements

- Attend class and participate in discussions/meetings
- Write 1-3 stories (or take 1-6 photos) weekly, depending on credits
- Propose story ideas and accept assignments
- Meet all deadlines
- Distribute paper to assigned areas
- Write according to proper style and English grammar rules
- Communicate with staff members/editors

## Attendance

Attendance is mandatory for the class on Mondays, Wednesdays and Fridays. Five attendance points will be given each MWF. These are crucial times to be in class because this is where all the planning and preparation for each issue takes place. Students must use time outside class to take photos, write stories, conduct interviews, etc.

Students are expected to be attentive in class and in meetings rather than working on other assignments during class time.

### Production Schedule

Monday: instruction, wrap-up weekly issue, editors' meeting

Tuesday: deadline 6 p.m.

Wednesday: instruction, distribution

Friday: instruction, story/photo deadline, planning meeting for the next issue

\*Instruction will vary due to the needs of the students and will be based on the previous week's assignments. Quizzes will consist of material discussed in class and will be given as needed.

### Publication Calendar Fall 2006 (13 issues)

August 30	October 25
September 6	November 1
September 13	November 8
September 20	November 15
September 27	November 29
October 11	December 6
October 18	

### Publication Calendar Spring 2007 (14 issues)

January 17	March 7
January 24	March 21
January 31	March 28
February 7	April 4
February 14	April 11
February 21	April 18
February 28	April 25

Grading: will be based on your completion of the above requirements. You will be assessed points weekly based on your performance in the following areas:

- Number of stories/photos written/taken per week
- Quality of stories written/photos and content requirements (i.e. number of sources/captions)
- Newspaper distribution
- Deadlines
- Story ideas
- Thoroughness of coverage
- Duties pertaining to specific positions
- Class Attendance

\*Requirements vary according to the credits taken. For example, a 1-credit student would write 1 story a week or take 1-2 photos. A 2-credit student would write 2 stories a week or take 3-4 photos. A 3-credit student would write 3 stories a week, take 5-6 photos, or assume editor responsibilities.

\*Students are expected to read and understand the Dixie Sun Stylebook regarding class procedures, rules, and writing/photo requirements.

\*There is no final exam for this class.

Story Submission: All stories will be submitted via a website by the deadline date. The address is: <http://sun.dixie.edu/admin>. You will need a user name and password. Always double check with editors to make sure your story was received and there are no problems.

Deadlines: Students will be faced with deadline pressure each week. The deadlines for articles and photos are almost always Friday, but may be adjusted in extreme circumstances. Students MUST plan accordingly, making appointments early, to meet their deadlines. Missed deadlines may result in the article/photo not being printed, which will impact the weekly grade. In the case of a missed deadline (or anticipation of a missed deadline) beyond the student's control (difficulty meeting with a source, an extreme emergency, etc.), the student must consult with me AND the appropriate editor.

### Points

Issues (13 issues x 100 points = 1,300 points)

Quizzes (10 points per quiz)

Attendance (40 days x 5 points = 200 points)

Total points = 1,500 (plus quizzes)

A	1410-1500 points
A-	1350-1409
B+	1290-1349
B	1245-1289
B-	1200-1244
C+	1140-1199
C	1095-1139
C-	1050-1094
D+	990-1049
D	945-989
D-	900-944
F	899 and below

Equipment: Cameras are available for photographers to check out for newspaper assignments ONLY. Dixie Sun cameras are not for personal use. Make sure you check them out, rather than just take them. By checking out a camera you are responsible for any damages. If the camera is needed for a weekend assignment, please check it out on Friday as the North Plaza is locked on the weekends. Also, please do not download anything on the computers without my permission.

Disability Notice: If you are a student with a physical or mental impairment and would like to request accommodations, please contact the Disability Resource Center (652-7516) in Room 201 of the Student Services Center. The Disability Resource Center will determine your eligibility for services based upon complete professional documentation. If you are deemed eligible, the Disability Resource Center will further evaluate the effectiveness of your accommodation requests and will authorize reasonable accommodations that are appropriate for your disability.

Weekly Schedule:

1. Aug. 22-25
2. Aug. 28-Sept. 1: issue 1
3. Sept. 4: Labor Day/no class  
Sept. 6-8: issue 2
4. Sept. 11-15: issue 3
5. Sept. 18-22: issue 4
6. Sept. 25-29: issue 5
7. Oct. 2-6: issue 6
8. Oct. 9-13: no issue, Semester Break (12-13)
9. Oct. 16-20: issue 7
10. Oct. 23-27: issue 8
11. Oct. 30-Nov. 3: issue 9
12. Nov. 6-10: issue 10
13. Nov. 13-17: issue 11
14. Nov. 20-24: no issue, Thanksgiving Break (22-24)
15. Nov. 27-Dec. 1: issue 12
16. Dec. 4-8: issue 13
17. Dec. 11-15: no issue, Finals Week

Important Dates:

- Aug. 24: last day to add a class without instructor permission  
Sept. 4: no class/Labor Day  
Sept. 20: last day to add a class with instructor permission  
Sept. 27: last day to drop/audit a class  
Oct. 12-13: no class/Semester Break  
Nov. 14: Career Day  
Nov. 17: last day to withdraw from a class  
Nov. 22-24: no class/Thanksgiving Break