

Journalism 2100H: News (Section D)

University of Missouri-Columbia

Fall Semester 2006

Instructor: Kyle Heim (krhhcf@mizzou.edu)

3-3:50 p.m. Monday (Lectures in Keller Auditorium, Geology Building)
2-2:50 p.m. Wednesday and 2-3:30 p.m. Friday (Lab sessions in Gannett 182)

Contacting the Instructor

I do not have an office, but I will stay immediately after class to answer any questions. You may e-mail me at krhhcf@mizzou.edu or call me at 449-9964. Do not hesitate to contact me if you have questions or need help.

Purposes and Goals of the Course

This course is designed to sharpen your news judgment and to improve your skills as a reporter and writer. It will prepare you for future courses in the School of Journalism by giving you a solid foundation in the basics of journalism.

There will be a lecture each Monday, followed by lab sessions on Wednesdays and Fridays. The lectures will expose you to some of the Journalism School's experts in various aspects of the business. The lab sessions will build on the knowledge you gained from the lectures and provide practical experience.

Required Texts

The following materials are required for the course and may be bought at the University Bookstore:

- *News Reporting and Writing*, Bedford/St. Martin's Press, 8th edition. Brooks, Kennedy, Moen and Ranly.
- *Working With Words*, Bedford/St. Martin's Press, 6th edition. Brooks, Pinson and Gaddy Wilson.
- *The Associated Press Stylebook and Libel Manual*, 2006 edition.
- Access to Writer's Workshop Web site (<http://www.wworkout.com/login/>) Buy access at the University Bookstore. This site will help you prepare for the grammar exam.
- *A Comprehensive Guide to Mid-Missouri and the Columbia Missourian* (available at University Bookstore only)

In addition, I expect you to keep up with the news. At a minimum, you are expected to read the Columbia Missourian daily. You also should read other newspapers and news Web sites and watch TV newscasts regularly.

Major Activities of the Course

- **Reporting and Writing** – You will be reporting, writing, editing and revising stories virtually every week of the semester. In addition to in-class exercises, there will be writing assignments that must be completed outside class, about one per week. For some assignments, you will be asked to turn in a first draft, which you will be given an opportunity to revise.
- **Team Projects** – You will work in pairs or teams on three assignments that involve the use of digital cameras and video editing: an interviewing assignment, a TV news story and a multimedia convergence project on a major issue facing the community.
- **Grammar Proficiency Exam** – All J2100 students must pass a computer-administered grammar proficiency exam with a score of 80 percent or better before receiving a grade for this course. The grammar exam will be administered in class on **Friday, Oct. 6**. For those who do not score at least 80 percent, there will be a second exam. Students who fail to achieve a score of 80 percent or better by the end of the semester and whose other work is at least a C- will receive an incomplete grade for the course. Those students will not be able to take any other courses for which J2100 is a prerequisite until they score at least 80 percent of the grammar test. Your initial test score (NOT your score on any retake) also counts as part of your course work and is calculated as part of your grade.
- **Associated Press Style Exam** – This 50-question test will be administered in class on **Friday, Nov. 10**, and will cover the basics of AP style. You will be allowed to use your AP Stylebook for the exam.
- **Quizzes** – There will be nine quizzes during the semester. These quizzes, which will be given at the beginning of Wednesday lab sessions, will cover the Monday lectures, the assigned readings and current events. Some quizzes also may cover grammar or AP style. Current-events questions will be drawn from the Columbia Missourian, so it is critical that you read the newspaper every day. There will be nine quizzes; your seven best quiz scores will count toward your overall course grade. If you miss a quiz, you will receive a score of zero on that quiz, so don't skip class!
- **Visiting the Missourian and KOMU** – You will observe the operations of the Missourian and KOMU-TV newsrooms for one shift each during the semester. **The visit to the Missourian will be from 2:50 to 5 p.m. Tuesday, Oct. 17. The visit to KOMU will be from 5:20 to 7 p.m. Thursday, Oct. 19.**

Attendance and Deadlines

- **Attending class** – You are expected to attend every lecture and every lab session, and you are expected to arrive on time. **If you are unable to attend because you are ill or because of a personal or family emergency, please notify me by e-mail (krhhcf@mizzou.edu) at least an hour before class. If you miss a lab session that includes a graded in-class exercise, you will not be able to make it up. You will receive a grade of C on the missed assignment and the corresponding number of points. If you miss a quiz, you will receive a zero on that quiz and will not be able to make it up.** Because your two lowest quiz scores do not count toward your overall grade, it is possible to miss up to two quizzes without damaging your grade.

- **Deadlines** – Deadlines are firm. Assignments due at the start of lab must be turned in when class starts, not after class. If an assignment is turned in late on the day it is due (for example, after lab instead of at the start of lab), I will deduct 10 percent (a full letter grade) as a penalty. If it is not turned in the day it is due, you will receive a zero. **I will make exceptions in only two cases: a death in your family or a doctor’s note showing that you were too ill to function. In either case, I must be notified in advance of the deadline.** Budget your time to ensure you will meet deadlines. Journalism is a deadline-driven profession. Learning to meet deadlines will prepare you for the “real world.”

Other Responsibilities

- **Keep Copies of Your Assignments and Your Notes** – Keep copies of your work in case an assignment gets lost. Also, save your notes for each story you write. For some assignments, you may be asked to turn in your notes along with your story.
- **Follow Associated Press Style** – Use the AP Stylebook in all writing assignments. Bring the AP Stylebook to each class.
- **Check Your E-mail** – Often, I will use e-mail to provide information about assignments and changes in the schedule. Watch your inbox for such messages.
- **Follow the News** – Get in the habit of reading newspapers and magazines and watching TV newscasts. One of the best ways to learn about writing is by reading the writing of others. One of the best ways to develop ideas for news stories is by staying informed of current events.

Grading

You must earn at least a C- in J2100 before you can take any course for which it is a prerequisite. If you receive a D, you may repeat the course the following semester. If you receive an F, you must wait one semester before re-enrolling.

When grading assignments, I will consider such factors as newsworthiness, accuracy, organization and structure, use of appropriate sources and attribution, clarity, word choice, grammar, spelling, punctuation and adherence to Associated Press style. Above all else, it is critical that your stories be 100 percent accurate. Double-check all facts and the spelling of all names and places before turning in a story. Proofread every story before turning it in to make sure it is free of typos. Sloppiness will not be tolerated.

I will provide comments and suggestions for improvement on every assignment. Pay attention to the feedback you receive from me and from your classmates. Learn from any mistakes and avoid repeating them.

Assignments will be graded on a point scale. Generally, shorter assignments and those toward the beginning of the semester will be worth fewer points than longer assignments toward the end of the semester. **In calculating your score on a writing assignment, I will deduct 10 percent (a full letter grade) for each misspelled proper name or factual inaccuracy.** Errors in common spelling, grammar and punctuation, though less severe, also will lower your grade.

A total of 1,000 points will be possible during the semester, broken down as follows:

	Points Possible	Percentage
In-class and out-of-class assignments	710	71%
Quizzes (20 points per quiz. Your seven highest scores will be counted, the lowest two dropped.)	140	14%
Grammar exam (Your initial score, not your score on any retakes)	100	10%
AP style exam	50	5%

Generally, your course grade will be based on your point total at the end of the semester. **However, I reserve the right to assign a lower grade for poor attendance, persistent tardiness or lack of participation in class.**

Point Total	Grade
930 – 1,000	A
900 – 929	A-
870 – 899	B+
830 – 869	B
800 – 829	B-

Point Total	Grade
770 – 779	C+
730 – 769	C
700 – 729	C-
670 – 699	D+
630 – 669	D

Point Total	Grade
600 – 629	D-
0 – 599	F

Portfolio Graduation Requirement

In the semester before graduation from the School of Journalism, students are required to submit a portfolio of their best work. These portfolios are evaluated by outside professionals to assess the relevance of the school’s instructional program.

You should save copies of your best reporting, ad copy, PR memos, etc., from each course. It is likely that your best work will come from your final courses; however, get in the habit of saving your work.

Academic Honesty

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful.

Academic misconduct includes but is not limited to the following:

- Use of materials from another author without citation or attribution.

- Use of verbatim materials from another author without citation or attribution.
- Extensive use of materials from past assignments without permission of your instructor.
- Extensive use of materials from assignments in other classes without permission of your instructor.
- Fabricating information in news stories.
- Fabricating sources in news stories.
- Fabricating quotes in news stories.
- Lack of full disclosure or permission from editors when controversial reportorial techniques, such as going undercover to get news, are used.

When in doubt about plagiarism, paraphrasing, quoting or collaboration, consult with your instructor. For closed-book exams and exercises, academic misconduct includes conferring with other class members, copying or reading someone else's test and using notes and materials without prior permission of the instructor. For open-book exams and exercises, academic misconduct includes copying or reading someone else's work.

Classroom Misconduct

Classroom misconduct includes forgery of class attendance, obstruction or disruption of teaching, failure to turn off cellular telephones leading to disruption of teaching, playing games or surfing the Internet on laptop computers unless instructed to do so, physical abuse or safety threats, theft, property damage, disruptive, lewd or obscene conduct, abuse of computer time, repeated failure to attend class when attendance is required and repeated failure to participate or respond in class when class participation is required.

Under MU policy, your instructor has the right to ask for your removal from the course for misconduct or excessive absences. The instructor then has the right to issue a grade of withdraw, withdraw failing or F. The instructor alone is responsible for assigning the grade in such circumstances.

Dishonesty and Misconduct Reporting Procedures

MU faculty are required to report all instances of academic or classroom misconduct to the appropriate campus officials. Allegations of classroom misconduct will be forwarded immediately to MU's Vice Chancellor for Student Services. Allegations of academic misconduct will be forwarded immediately to MU's Office of the Provost. In cases of academic misconduct, the student will receive at least a zero for the assignment in question.

Professional Standards and Ethics

The School of Journalism is committed to the highest standards of academic and professional ethics and expects its students to adhere to those standards. Students should be familiar with the Code of Ethics of the Society of Professional Journalists and adhere to its restrictions. Students are expected to observe strict honesty in academic programs and as representatives of school-related media. Should any student be guilty of plagiarism, falsification, misrepresentation or other forms of dishonesty in any assigned work,

that student may be subject to a failing grade from the instructor and such disciplinary action as may be necessary under University regulations.

University of Missouri-Columbia Notice of Nondiscrimination

The University of Missouri System is an Equal Opportunity/Affirmative Action institution and is nondiscriminatory relative to race, religion, color, national origin, sex, sexual orientation, age, disability or status as a Vietnam-era veteran. Any person having inquiries concerning the University of Missouri-Columbia's compliance with implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, or other civil rights laws should contact the Assistant Vice Chancellor, Human Resource Services, University of Missouri-Columbia, 130 Heinkel Building, Columbia, Mo. 65211, (573) 882-4256, or the Assistant Secretary for Civil Rights, U.S. Department of Education.

Accommodations

If you have special needs as addressed by the Americans with Disabilities Act and need assistance, please notify me immediately. The school will make reasonable efforts to accommodate your special needs.

ADA Compliance

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Disability Services, A038 Brady Commons, 882-4696, or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

Religious Holidays

Students are automatically excused for recognized religious holidays. Let me know in advance if you have a conflict.

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Course Schedule

Below are the lecture topics, assignments and lab activities for each week, as well as some other important dates. **The schedule is subject to change.** Dates may change, and assignments may be added, deleted or revised. Any changes will be announced in class or via e-mail. Lectures will be at 3 p.m. Mondays in Keller Auditorium in the Geology Building. **Reading assignments are to be completed BEFORE the Wednesday lab sessions.**

Week 1 (Aug. 21-25)

READING: *News Reporting and Writing*, Chapters 1 (The Nature of News) and 2 (The Changing News Business)

MONDAY LECTURE (Aug. 21): What News Is, the Changing News Business (Brian Brooks)

WEDNESDAY LAB (Aug. 23)

- Introductions, explanation of course objectives
- Begin discussing video interview assignment

FRIDAY LAB (Aug. 25)

- E-mail (to krhhcf@mizzou.edu) with personal information and course goals is due by noon.
- In-class exercise on news judgment, news values

Week 2 (Aug. 28-Sept. 1)

READING: Chapters 3 (Interviewing) and 5 (Gathering Information)

MONDAY LECTURE (Aug. 28): Finding Information: How to Gather the Facts (Sue Schuermann and Cindy Cottner)

WEDNESDAY LAB (Aug. 30)

- Come to lab prepared to tell the class whom you will be interviewing for the video interview assignment.
- In-class exercise: Internet searching

THURSDAY (Aug. 31)

- **Journalism 2100 Assembly at 7 p.m. in Fisher Auditorium, Gannett Hall. Learn what you need to know to apply for admission to upper-class status this semester.**

FRIDAY LAB (Sept. 1)

- Internet search exercise due by start of lab
- In-class exercise: Interviewing strangers (person on the street)
- Receive AP style assignment

Week 3 (Sept. 4-8)

READING: Chapters 4 (In Their Own Words) and 7 (The Inverted Pyramid)

NO MONDAY LECTURE (Labor Day holiday)

WEDNESDAY LAB (Sept. 6)

- AP style assignment due at start of lab
- Quiz No. 1
- In-class discussion and exercises in lead writing
- Receive lead writing assignment

FRIDAY LAB (Sept. 8)

- Lead writing assignment due by e-mail (to krhhcf@mizzou.edu) before 2 p.m.
- Check out video cameras and receive instruction on using cameras and iMovie for video interview assignment
- Receive handout on quotations

Week 4 (Sept. 11-15)

READING: Chapters 8 (Writing to Be Read) and 12 (Speeches, News Conferences and Meetings), plus handout on quotations

MONDAY (Sept. 11): Return cameras for video interview assignment in the Neff Student Lounge at 2 p.m.

MONDAY LECTURE (Sept. 11): Interviewing (Pat Smith)

WEDNESDAY LAB (Sept. 13)

- Video interview assignment must be submitted before the start of lab
- Watch and review video interviews
- Receive inverted pyramid assignment

FRIDAY LAB (Sept. 15)

- Inverted pyramid assignment due at start of lab
- Quiz No. 2
- In-class discussion and exercises on inverted pyramid, attribution, using quotes
- Receive speech story assignment and handout on note taking

Week 5 (Sept. 18-22)

READING: Chapters 11 (News Releases) and 14 (Covering a Beat), plus handout on note taking

MONDAY LECTURE (Sept. 18): Civics for Journalists (Liz Brixey and Scott Swafford)

WEDNESDAY LAB (Sept. 20)

- Speech story due at start of lab (first draft)
- Quiz No. 3
- In-class exercise: Listening and note taking

WEDNESDAY (Sept. 20)

- **Grammar review and instruction offered by Professor Jennifer Moeller, 6 to 7 p.m., Fisher Auditorium (87 Gannett Hall). The grammar review sessions are designed to help prepare you for the grammar exam. Each of the three sessions covers different material. You should try to attend as many of the sessions as you can.**

THURSDAY (Sept. 21)

- **Grammar review (Jennifer Moeller), 6 to 7 p.m., Fisher Auditorium**

FRIDAY LAB (Sept. 22)

- In-class exercise: News release assignment
- Discuss feature writing, receive Live Event Story No. 1 Assignment

Week 6 (Sept. 25-29)

READING: Chapter 19 (Writing News for Radio and Television)

MONDAY LECTURE (Sept. 25): Basic sourcing, public records and databases (John Schneller)

WEDNESDAY LAB (Sept. 27)

- Live Event Story No. 1 due at start of lab
- Quiz No. 4
- Review speech stories
- Receive assignment: Ideas for TV news story

WEDNESDAY (Sept. 27)

- **Grammar review (Jennifer Moeller), 6 to 7 p.m., Fisher Auditorium.**

FRIDAY LAB (Sept. 29)

- In-class instruction in advanced editing with iMovie
- Discuss TV news reporting; divide into groups to begin work on TV news story

Week 7 (Oct. 2-6)

READING: Chapter 23 (Ethics)

MONDAY LECTURE (Oct. 2): Introduction to journalistic ethics (Kent Collins and Jackie Bell)

MONDAY (Oct. 2): Check out cameras for TV news story in the Neff Student Lounge immediately after the Monday lecture.

WEDNESDAY LAB (Oct. 4)

- Speech story (second draft) due at start of lab
- Quiz No. 5
- Prepare for grammar exam

FRIDAY LAB (Oct. 6)

- **Grammar exam in class**
- Receive handouts to read for next week

Week 8 (Oct. 9-13)

READING: Handouts

MONDAY (Oct. 9): Return cameras for TV news story at 2 p.m. in the Neff Lounge.

MONDAY LECTURE (Oct. 9): Introduction to visual thinking (Rita Reed and Greeley Kyle).

WEDNESDAY LAB (Oct. 11)

- TV news story must be submitted before the start of lab
- Quiz No. 6
- In-class discussion of ethics (bring handouts)

FRIDAY LAB (Oct. 13)

- Watch and review TV news stories
- In-class exercise – subject to be determined later
- Receive instructions, assignment related to visiting KOMU and the Missourian next week

Week 9 (Oct. 16-20)

READING: Read Chapter 13 (Other Types of Basic Stories), Review Chapter 12 (Speeches, News Conferences and Meetings)

MONDAY LECTURE (Oct. 16): Event coverage (Ben Poston)

TUESDAY (Oct. 17): Visit the Columbia Missourian from 2:50 to 5 p.m. Meet in rotunda of Lee Hills Hall at 2:50 p.m. sharp.

WEDNESDAY (Oct. 18): NO LAB

THURSDAY (Oct. 19): Visit KOMU-TV from 5:20 to 7 p.m. Meet at KOMU at 5:20 p.m. sharp.

FRIDAY LAB (Oct. 20)

- In-class assignment: Court story
- Receive handouts to read for next week

Week 10 (Oct. 23-27)

READING: Chapter 9 (Beyond the Inverted Pyramid), plus handouts

MONDAY LECTURE (Oct. 23): Advanced interviewing and sourcing (Jacqui Banaszynski)

WEDNESDAY LAB (Oct. 25)

- KOMU/Missourian assignment due at start of lab
- Quiz No. 7
- Discuss feature and narrative writing
- Receive profile story assignment, begin discussing convergence project

FRIDAY LAB (Oct. 27)

- In-class exercise: Planning a feature story

Week 11 (Oct. 30-Nov. 3)

READING: Chapter 20 (Writing for Online Media)

MONDAY LECTURE (Oct. 30): Visual reporting (David Rees)

WEDNESDAY LAB (Nov. 1)

- Come to lab with topic ideas for the convergence project
- Discuss convergence and multimedia; divide into teams to begin planning convergence project

FRIDAY LAB (Nov. 3)

- In-class instruction in using iWeb

Week 12 (Nov. 6-10)

READING: Chapter 6 (Reporting With Numbers); Review Chapter 9 (Beyond the Inverted Pyramid)

MONDAY LECTURE (Nov. 6): Advanced Story Structure: Beyond the Inverted Pyramid (Tom Warhover)

MONDAY (Nov. 6): Check out cameras for the convergence project in Neff Lounge immediately after Monday's lecture.

WEDNESDAY LAB (Nov. 8)

- Profile story due at start of lab (bring two copies)
- Quiz No. 8
- Review profile stories

FRIDAY LAB (Nov. 10)

- **AP style exam in class (It is open book, so be sure to bring your AP Stylebook.)**
- Receive handouts to read for next week

Week 13 (Nov. 13-17)

READING: Read Chapter 22 (Media Law), plus handouts

MONDAY (Nov. 13): E-mail progress report for convergence projects due before 3 p.m.

MONDAY (Nov. 13): Return cameras for the convergence project at 2 p.m. in Neff Lounge.

MONDAY LECTURE (Nov. 13): Reporting the Big Story (Sharon Santus)

WEDNESDAY LAB (Nov. 15)

- Quiz No. 9
- Discuss libel law. Bring handouts to class.

FRIDAY (Nov. 17): NO LAB

Week 14 (Nov. 20-24)

No classes. Thanksgiving break.

Week 15 (Nov. 27-Dec. 1)

NO READING

MONDAY LECTURE (Nov. 27): Telling the Big Story (Jacqui Banaszynski)

WEDNESDAY LAB (Nov. 29)

- Receive live event story No. 2 assignment (?) – Subject to change (Exact date and due date to be determined later)
- Work on convergence projects
- Rough drafts of convergence stories due by e-mail by the end of lab.

FRIDAY LAB (Dec. 1)

- In-class exercise: Breaking news
- Receive handouts to read for next week.

Week 16 (Dec. 4-8)

READING: Handouts

MONDAY LECTURE (Dec. 4): Wrapping up and evaluations (Brian Brooks)

WEDNESDAY LAB (Dec. 6)

- Discuss résumés, career opportunities in journalism, etc.

FRIDAY LAB (Dec. 8)

- Convergence projects due; class presentations on convergence projects
- Course evaluations and wrap-up