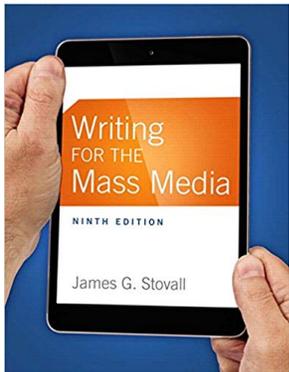
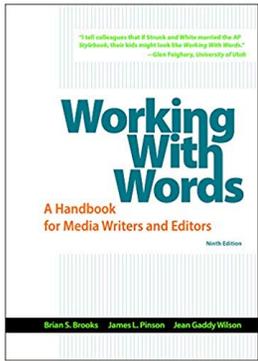


**COM 112: Media Writing**  
**Shippensburg University, Spring 2020**  
Sec. 1: Mondays and Wednesdays, 2 – 3:15 p.m., Rowland 202  
Sec. 2: Mondays and Wednesdays, 3:30 – 4:45 p.m., Rowland 202

<p><b>Professor:</b> Kyle Heim, Ph.D. <b>Office:</b> Rowland Hall 123 <b>Office hours:</b> Mon. &amp; Wed., 12 – 1:30 p.m.; Tue., 5 – 6 p.m.; Fri., 12 – 1 p.m.; or by appointment</p>	<p><b>Professor's email:</b> <a href="mailto:krheim@ship.edu">krheim@ship.edu</a> <b>Office phone:</b> (717) 477-1152 <b>Course website:</b> <a href="http://d2l.ship.edu">http://d2l.ship.edu</a></p>
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**Course description**

COM 112 is designed to teach you the building blocks of effective writing. The course will focus on the fundamentals: grammar, mechanics and spelling. COM 112 also provides an introduction to writing techniques used by the mass media, including techniques for newspapers, radio and television, public relations and the Web. **NOTE:** Students must score at least 70 percent on the proficiency exam **AND** earn a grade of C or better in COM 112 in order to move forward in the Comm/Journalism major or minor.

	<p><b><u>REQUIRED textbooks</u></b> Make sure to purchase the latest (9th) edition of both books.</p> <p><i>Writing for the Mass Media</i> (9th edition, 2016). James G. Stovall. ISBN: 978-0133863277.</p> <p><i>Working With Words: A Handbook for Media Writers and Editors</i> (9th edition, 2017). Brian S. Brooks, James L. Pinson &amp; Jean Gaddy Wilson. ISBN: 978-1319011741.</p>	
<p><b><u>Recommended text</u></b> ➤ <i>The Associated Press Stylebook</i> (2019 or 2020 edition)</p>		

**Course objectives**

The student who successfully completes this course will:

- Develop an understanding of the Communication/Journalism Department's professional emphases and how these emphases relate to the fields of print, online and broadcast journalism and public relations.
- Understand news audiences and learn how to assess the newsworthiness of information.
- Learn principles of journalism ethics as related to accuracy, interviewing sources, attribution, evaluation of source and research material, and proper word usage, and apply these in their own writing.
- Learn how to gather, analyze and synthesize information from various sources for presentation in news stories and news releases.

- Learn how to work independently to create content for various mass media outlets (print, online, radio, TV and public relations).
- Develop grammar, spelling and general writing skills, and learn to write actively and more concisely.
- Learn basic copy-editing and revision techniques.

### **Professional values and competencies for C/J majors and minors**

The Communication/Journalism Department faculty sets the goal of developing within each student several core professional values and competencies as defined by the Accrediting Council for Education in Journalism and Mass Communication (ACEJMC). This course addresses the following competencies:

- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity.
- Think critically, creatively and independently.
- 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.

### **Attendance and missed/late work policy**

- **Attendance in COM 112 is mandatory**, and students are required to arrive for class on time. An attendance sheet will be circulated at the start of each class. It is your responsibility to sign the sheet. The attendance sheets will serve as the official record of attendance. If you come to class late, after the attendance sheet has circulated, you may be marked absent. I will use the attendance sheets to calculate attendance at the end of the semester.
- **If you are absent, you are still responsible for material covered in class that day.** Consult a classmate and the D2L site to obtain notes and any assignments or handouts you missed. If you have additional questions, you may email me or stop by during office hours. I do not provide copies of class notes or PowerPoints.
- **Students are encouraged to keep track of their attendance.** An attendance sheet is included at the end of this syllabus to help you record your attendance during the semester. The official record of attendance, however, will be the signed sheets distributed during class.
- **Students are permitted no more than three unexcused absences during the semester.** More than three unexcused absences will result in the lowering of your final course grade as follows:
  - **4 or 5 unexcused absences** = final grade lowered by a **half-grade** — for example, from an A- to a B+ or from a C+ to a C. NOTE: Ship does not use C- or D+ grades, so a C would be lowered to a D.
  - **6 or 7 unexcused absences** = final grade lowered by a **full letter grade** — for example, from a B to a C.
  - **8 or more unexcused absences** = student automatically **fails the course (grade of F)**, regardless of his or her performance on exams, quizzes and assignments.
- **An absence will be excused ONLY** if you (1) notify the instructor of the absence via email **before** class, **AND** (2) provide official written documentation of the reason for the absence (e.g., an official signed, dated note from a doctor, coach, lawyer, other instructor, etc.) **on the day you return to class**. If you know you will miss more than one class due to illness or a family emergency, it is recommended that you notify the Dean's Office, which will notify all of your instructors of your absences (NOTE: Notifying the Dean's Office does not automatically excuse an absence. You still must provide the appropriate documentation when you return to class.)
- **Class will start on time.** Make every effort to be on time so as not to miss anything or disrupt the class. If you arrive late, after the attendance sheet has circulated, you may be marked absent. **If you miss a quiz or other assignment because you are late to class, it cannot be made up.**
- If you're going to miss class for an unexcused reason, it is your responsibility to submit or email any

homework that is due **before** the start of class. **Any quizzes or exams missed because of an unexcused absence will earn a 0 and cannot be made up.** Late work will not be accepted.

- If your absence is excused, you are permitted to make up an assignment **if you contact the instructor in advance to confirm the excused absence and any assignments you must complete,** but the work is due **by the next class** you are able to attend. Quizzes or exams missed because of an excused absence will be made up during office hours at a time that suits the student and instructor.

### **Email and D2L**

- Please check your Ship email account and the D2L site regularly, including before class. I frequently use your Ship email address and D2L to communicate important class information, including any class cancellations due to illness, inclement weather or other unforeseen circumstances.
- When corresponding with me by email, please **use your Ship email account, include a subject line and mention that the email is regarding COM 112 (Media Writing).** Do not email me at the last minute or late at night and expect an immediate response. I respond to emails as quickly as I can, but please allow 24 hours for a response or up to 48 hours on a weekend. I am always happy to answer a question, but please check the syllabus and course schedule to see if it can be answered there first.

### **Classroom etiquette**

- Inappropriate, rude or disrespectful language or behavior of any kind will not be tolerated. This may include (but is not limited to): talking or not paying attention during a lecture; using inappropriate language; being disrespectful to your instructor or fellow classmates; texting, emailing, listening to music or other use of electronic devices during class; sleeping; and tardiness.
- **Unless instructed otherwise, the use of cell phones, headphones or earbuds, laptop or tablet computers and other electronic gadgets in the classroom is not permitted.** Cell phones are to be turned off or set to vibrate and put away during class.
- **No food or drink is permitted in the computer labs.**

### **Proficiency pretest and tutoring sessions**

**Pretest:** During our second class meeting (Monday, Jan. 27), you will take a pretest in class on D2L to evaluate your proficiency in grammar, punctuation and spelling. The pretest is designed to identify any deficiencies in language skills so you can get one-on-one tutoring tailored to your specific areas of weakness. The pretest score will NOT count toward your course grade, but it will determine how many tutoring sessions must be completed at the Writing Studio during the semester:

- Students who score **69 percent or lower** on the pretest must complete a minimum of **eight** tutoring sessions during the semester.
- Students who score **70 percent to 79 percent** on the pretest must complete a minimum of **four** tutoring sessions during the semester.
- Students who score **80 percent or better** are **not required** to attend tutoring sessions.

**Tutoring sessions - first half of semester:** You must complete more than half of your required tutoring sessions by the middle of the semester, or you will be penalized participation points:

- Students requiring eight sessions must complete **at least five of them by Wednesday, March 4,** or receive a **15-point deduction** (out of 60 points possible) in their participation grade for the semester.
- Students requiring four sessions must complete **at least three of them by Wednesday, March 4,** or receive a **15-point deduction** (out of 60 points possible) in their participation grade.

**Tutoring sessions - second half of semester:** If you score **below 70 percent** on the midterm proficiency exam, you must **complete all of your remaining tutoring sessions before Friday, May 1,** or you will be penalized participation points:

- Students who score below 70 percent on the midterm proficiency exam must complete **all of their required tutoring sessions by Friday, May 1**, or receive a **30-point deduction** (out of 60 points possible) in their participation grade for the semester.
- Students who score 70 percent or better on the midterm proficiency exam will **NOT** be required to complete any remaining tutoring sessions.

**Scheduling of tutoring sessions:** Students are responsible for scheduling their own tutoring sessions. It is best to schedule sessions as early as possible in the semester. Avoid waiting until the last few weeks of classes to schedule your tutoring sessions as the Writing Studio gets very busy during this time.

**Keeping a record of sessions:** Tutoring sessions must be **at least 30 minutes in length** and must be formally documented by the tutor in order to count. Sessions will be formally documented by a feedback form completed by the tutor at the end of each session. **It is your responsibility to request that the form be emailed to you for record-keeping purposes. SAVE ALL OF THE FEEDBACK FORMS (EMAILS) UNTIL THE END OF THE SEMESTER.** You may be asked to produce the forms at the midterm point and again at the end of the semester to document that you completed the required tutoring.

### **Proficiency exam**

The Communication/Journalism Department requires that students pass a proficiency examination **AND** achieve a grade of C or better in COM 112 in order to proceed in the major or minor. The proficiency exam covers spelling, grammar, punctuation, active and concise writing, and mechanics. **You must pass the proficiency exam with a score of 70 percent or better in order to pass COM 112 (but passing the proficiency exam does not guarantee that you will pass the course). The proficiency exam score counts as 50 percent of the final grade in COM 112.**

Students have two opportunities to take and pass the exam: at midterm (Wednesday, March 4), and during final-exam week. There is no additional final exam for this course. If you take the proficiency exam both times, the higher of the two scores will count toward your course grade. **IMPORTANT: Even if you earn a passing grade in the coursework, if you do not pass the proficiency exam, you will earn a D for the course and must repeat it if you intend to be a Comm/Journalism major or minor.**

### **Assignment guidelines**

- All assignments must be turned in on time to receive credit. Deadlines are critical in any media profession, and missed or late work is unacceptable in this course. **Assignments must be completed BEFORE the start of class. Do not wait until class to print or staple your assignment. Do not use the classroom printer to print your assignment.**
- Students who are going to miss class should upload their homework to D2L and/or email it to the instructor **before** the start of class to receive credit. Attach the work in Microsoft Word format (**\*.doc or \*.docx file**) **if possible or place it in the box outside the instructor's office.** Please note that if you miss class for an unexcused reason, you **CANNOT** make up any in-class assignments or quizzes.
- All writing assignments must follow the instructions for submission and formatting given in class and on D2L. You may be asked to upload assignments to D2L as Microsoft Word files and/or type, print out and staple them to turn in as a hard copy. **Handwritten assignments will not be accepted.**
- Although you may find it helpful to study and review notes with a classmate or friend, all work for this class must be original and your own, not a collaboration with anyone else.

### **Participation**

You are expected to be an active participant in the class and make thoughtful contributions to class discussions. You will be graded on the quantity and quality of your participation in three areas: contributions to the classroom discussion, engagement and punctuality. **NOTE: You will not**

**automatically receive the full participation points simply for showing up to class.** Failure to complete required tutoring sessions will lead to deductions in your participation grade (See “Proficiency pretest and tutoring sessions” above). A participation grading rubric is provided at the end of this syllabus.

**Coursework and grading**

COM 112 coursework will include grammar and spelling quizzes taken in class during the first half of the semester; several homework assignments to help you practice basic grammar and media writing skills; several writing assignments related to print journalism, broadcast journalism and public relations; and several quizzes covering the assigned reading. **Always proofread your work before submitting it.** Although some grammar homework assignments may be graded for completion (meaning you will earn the full point value for satisfactorily completing the assignment), all writing assignments will be graded in detail, with points deducted for any errors, according to the following description of scores:

<b>Description of scores (for writing assignments):</b>		
<b>A</b>	= Superior work that is publishable or usable as is. <i>It has very few, if any, spelling, grammar, punctuation or style errors.</i> It shows a superior command of facts, news judgment, organization and writing. News judgment includes an engaging, effective lead and selection of newsworthy facts and quotes. Organization includes items such as order of information, transitions, readability and following the proper format, such as inverted pyramid.	
<b>B</b>	= Could be published with some revision. Reflects good news judgment, organization and writing but contains some minor errors.	
<b>C</b>	= Average work. Not something that someone would stop and read unless he or she had to. Basic organizational, news judgment and/or writing problems. May omit an important fact or story element.	
<b>D</b>	= Poor work. Lacks fundamental news judgment and/or writing skills. May contain a fact error or major spelling or grammatical errors. Omits two or more important facts or story elements. Contains major problems in organization or language usage. Fails to meet basic writing and/or journalistic standards. Needs substantial editing, rewriting and/or reorganization.	
<b>F</b>	= Unacceptable work. This includes work that misses a deadline; is incomplete; is inaccurate; contains fabricated/plagiarized elements; does not follow directions; contains a major fact error, such as a misspelled name, misquote, or unattributed material or quotes. May also include work that has so many errors of grammar, spelling, punctuation or style, it is difficult to read and understand.	

The breakdown of coursework and corresponding point values for the semester is as follows:

<b>Proficiency Exam</b>	<b>300 points</b>	<b>50% of grade</b>
<b>Grammar/Spelling Quizzes (3 quizzes worth 20 points each)</b>	<b>60 points</b>	<b>10% of grade</b>
<b>Homework (6 assignments worth 5 points each)</b>	<b>30 points</b>	<b>5% of grade</b>
<b>Reading Quizzes (3 quizzes worth 10 points each)</b>	<b>30 points</b>	<b>5% of grade</b>
<b>Writing Assignments</b>	<b>120 points</b>	<b>20% of grade</b>
1. News Analysis (15 points)		
2. Print News Story (25 points)		
3. In-Class Editing (15 points)		
4. Radio News Story (20 points)		
5. TV News Story (25 points)		
6. News Release (20 points)		
<b>Participation</b>	<b>60 points</b>	<b>10% of grade</b>
<b>TOTAL</b>	<b>600 points</b>	

Point totals at the end of the semester will be converted to letter grades using the following scale:

Point Total	Grade	Point Total	Grade	Point Total	Grade
558 – 600 (93%)	A	480 – 497.5 (80%)	B-	0 – 359.5	F
540 – 557.5 (90%)	A-	450 – 479.5 (75%)	C+		
522 – 539.5 (87%)	B+	420 – 449.5 (70%)	C		
498 – 521.5 (83%)	B	360 – 419.5 (60%)	D		

**Reminder: Students with more than three unexcused absences will have their final grade lowered (see “Attendance and missed/late work policy” above). Students with eight or more unexcused absences will receive an F grade.**

**NO incompletes will be issued for this course, except in emergency situations as defined by the University catalog.**

Grades will be recorded on the D2L site. It is your responsibility to monitor your grades. Questions regarding grades should be raised when an assignment or exam is returned, not at the end of the semester.

### **Keeping copies of assignments and emails**

Keep an electronic copy of all assignments and course-related email messages. Do not throw out or delete course assignments or course-related emails until you receive your final grade at the end of the semester. If there are questions about assignments, you may be asked to produce the original emails and files.

### **Plagiarism and academic dishonesty**

Students are expected to complete individual and original work for this class. Plagiarism, cheating and other forms of academic dishonesty will not be tolerated and will be handled according to the university’s Academic Dishonesty Policy contained in the Shippensburg University Undergraduate Catalog (<http://www.ship.edu/catalog>). All instances of academic dishonesty will be reported to the department, Dean’s Office and Office of Student Affairs. Penalties for violation of the Academic Dishonesty Policy include grade reduction, assignment of a failing grade for the course, suspension and expulsion from the University.

### **Learning Center and Advising Center resources**

**The Learning Center:** If you feel you need extra help to improve your academic performance in this course or in any of your other courses, please consider making an appointment with a tutor or learning specialist in the Learning Center. The Learning Center is located in Mowrey Hall and can be reached at (717) 477-1420. More information is available at <https://www.ship.edu/learning/>.

**The College of Arts & Sciences Advising Center (CASA):** Located in DHC 216, CASA is a walk-in office that offers several types of academic support, from advice and help on time management, test anxiety and study skills to discussions about what major might be right for you. You may also email ([casa@ship.edu](mailto:casa@ship.edu)) or call (717) 477-1150 to set up a time to meet with a success coach or faculty adviser.

### **Accessibility and accommodations**

Shippensburg University welcomes students with disabilities into all of the university’s educational programs and strives to make all learning experiences as accessible as possible. Any student who feels s/he may need an accommodation based on the impact of a disability should contact the Office of Accessibility Resources (OAR) to discuss your specific needs. OAR is located in Horton Hall 324 and can be reached by phone at (717) 477-1364. The office’s website is <http://www.ship.edu/oar>.

In order to receive consideration for reasonable accommodations, you must provide documentation and participate in an intake interview. If the documentation supports your request for reasonable accommodations, the Office of Accessibility Resources will provide you with an Accommodation Notification Form. OAR encourages you to share your notification form with your instructors and discuss your accommodations with them as early in your courses as possible. You must submit a request for a new notification form each semester that you request accommodations.

### **Commitment to a safe learning environment**

Shippensburg University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University's Title IX Coordinator.

The only exceptions to faculty member's reporting obligations are when incidents of sexual violence are communicated by students during classroom discussions, in writing assignments for class, or as part of University-approved research projects.

Faculty members are obligated to report allegations of sexual violence or any other abuse of a student who was, or is, a child (a person under 18 years of age) when the abuse allegedly occurred. Such reporting must be made to the Shippensburg University Police at (717) 477-1444, the Department of Human Services (DHS) at 800-932-0313, and the University's Office of the Vice President of Enrollment Management, Student Affairs and Student Success at (717) 477-1235.

#### **Shippensburg University Title IX Coordinator**

Dr. Daniel Velez, Title IX Coordinator and Chief Equity, Inclusion, and Compliance Officer  
Shippensburg University  
1871 Old Main Drive  
Shippensburg, PA 17257-2299  
(717) 477-1161  
[titleixcoordinator@ship.edu](mailto:titleixcoordinator@ship.edu)

#### **Department of Education**

Website: [Office for Civil Rights, Department of Education](#)  
Email: [ocr@ed.gov](mailto:ocr@ed.gov)  
Address: 400 Maryland Ave SW, Washington, DC 20202-1100  
Phone Number: (202) 245-6700  
Toll-Free: (800) 421-3481  
TTY: (800) 877-8339

Additional information regarding domestic violence, sexual assault, dating violence and stalking directed toward students may be found at Ship Says No More, which is located at: [http://www.ship.edu/No\\_More/](http://www.ship.edu/No_More/). The information includes interim measures available, processes, rights, options and resources.

## Tentative Course Schedule

The timeline for this course may need to be adjusted for severe weather events or other unforeseen circumstances. Changes will be announced in class and via email or D2L. All reading and homework must be completed by the date on which it is listed.

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**Wed. 1/22 – Introduction to the course**

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**Mon. 1/27 – PROFICIENCY PRETEST IN CLASS**

**Read:** Working With Words, Introduction for Students and Chapter 1 (The Basics of Writing for Journalism); Stovall, Chapters 1 (Sit Down and Write) and 2 (Basic Tools of Writing) — NOTE: If you have not yet been able to purchase the textbooks, these readings are available as pdf files on the course D2L site.

**Take pretest on D2L in class**

**Course contracts due in class (print and sign and bring to class)**

**Wed. 1/29 – Review pretest and tutoring requirement; writing and grammar basics; parts of speech**

**Read:** Working With Words, Chapters 6 (Grammar Basics) and 7 (Phrases, Clauses and Sentences)

Spelling A-D Review (Spelling lists are posted in D2L under Content > Spelling.)

**DUE: Homework #1**

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**Mon. 2/3 – Sentences and clauses; sentence errors**

**Read:** Working With Words, Chapter 8 (Subjects and Objects)

**DUE: Homework #2**

**Wed. 2/5 – Subjects and objects**

**GRAMMAR/SPELLING QUIZ #1 IN CLASS** (covering parts of speech, sentence errors, phrases and clauses, spelling words A-D)

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**Mon. 2/10 – Personal and relative pronouns; pronoun-antecedent and subject-verb agreement**

**Read:** Working With Words, Chapter 10 (Making the Parts Agree)

Spelling E-H review

**DUE: Homework #3**

**Wed. 2/12 – Pronoun-antecedent and subject-verb agreement (cont.); commas**

**Read:** Working With Words, Chapter 15 (Punctuation)

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**Mon. 2/17 – Punctuation: Commas and quotation marks**

Spelling I-M review

**DUE: Homework #4**

**Wed. 2/19 – Punctuation: Hyphens, dashes, colons and semicolons**

**GRAMMAR/SPELLING QUIZ #2 IN CLASS** (covering subjects and objects, pronouns, agreement, commas, quotation marks, spelling words E-H and I-M)

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**Mon. 2/24 – Active and passive sentences, word usage**

**Read:** Working With Words, pages 177-180 (Active voice versus passive voice)  
Spelling N-Q and R-Z review

**DUE: Homework #5**

**Wed. 2/26 – Writing concisely**

**Read:** Working With Words, Chapter 2 (Tight Writing: Less Is More)

**GRAMMAR/SPELLING QUIZ #3 IN CLASS** (covering colons, semicolons and hyphens; active and passive sentences; word usage; spelling words N-Q and R-Z)

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**NOTE: Midterm tutoring requirement (completion of at least 5 sessions for those who are required to attend 8 sessions during the semester, or at least 3 sessions for those who are required to attend 4 sessions during the semester) must be fulfilled by Wednesday, March 4. Failure to complete this midterm requirement will lead to a 15-point deduction in your semester participation grade.**

**Mon. 3/2 – Review for Midterm Proficiency Exam**

**Wed. 3/4 – MIDTERM PROFICIENCY EXAM IN CLASS**

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**Mon. 3/9 and Wed. 3/11 – NO CLASS (Spring break)**

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**Mon. 3/16 – Review proficiency exam; writing for print and Web journalism**

**Read:** Stovall, Chapter 4 (Writing in the Media Environment)

**Wed. 3/18 – Writing for print and Web journalism (cont.)**

**DUE: Writing Assignment #1 - News analysis**

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**Mon. 3/23 – Writing for print and Web journalism (cont.)**

**Read:** Stovall, Chapters 5 (Basic News Writing) and 6 (Writing for Print Journalism)

**READING QUIZ #1 IN CLASS**

**Wed. 3/25 – Writing for print and Web journalism (cont.)**

**Read:** Stovall, Chapter 7 (Writing for the Web)

**DUE: Homework #6**

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**Mon. 3/30 – Copy editing and AP style**

**DUE: Writing Assignment #2 – Print news story**

**IN-CLASS: Writing Assignment #3 - Editing**

**Wed. 4/1 – Writing for broadcast journalism**

**Read:** Stovall, Chapter 8 (Writing for Broadcast Journalism)

**READING QUIZ #2 IN CLASS**

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**Mon. 4/6 – Writing for broadcast journalism (cont.)**

**Read:** Working With Words, Chapter 4 (Writing News for Radio and Television)

**Wed. 4/8 – Writing for broadcast journalism (cont.)**

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**Mon. 4/13 – Radio recording**

Record radio stories in Adobe Audition; meet in our regular classroom (Rowland 202)

**DUE: Writing Assignment #4 – Radio news story**

**Wed. 4/15 – TV scripts**

Write and revise TV scripts in Inception; meet in our regular classroom (Rowland 202)

**DUE: Writing Assignment #5 – TV news story**

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**Mon. 4/20 – TV recording**

Meet at TV studio in Grove Hall (date tentative)

**Wed. 4/22 – Writing for public relations**

**Read:** Stovall, Chapter 11 (Writing for Public Relations)

**READING QUIZ #3 in class**

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**NOTE: All tutoring sessions must be completed by Friday, May 1. Failure to complete the tutoring requirement will lead to a 30-point deduction in your semester participation grade.**

**Mon. 4/27 – Writing for public relations (cont.)**

**Wed. 4/29 – Course wrap-up; Review for proficiency exam**

**DUE: Writing Assignment #6 – News release**

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**Week of 5/4-5/8 – FINAL PROFICIENCY EXAM (Date and time to be announced)**

The final proficiency exam will be administered during our final-exam period for those who did not pass the first proficiency exam and for those who would like to take it again to try to improve their scores. For those students who take both the midterm proficiency exam and the final proficiency exam, the higher of the two scores is the one that will count toward the course grade.

## COM 112: Media Writing Participation Grade

Participation in this course requires more than being physically present. Come to class on time. Be prepared to discuss the assigned reading and share any questions or thoughts related to the day's discussion. Always give your classmates and the professor your undivided attention. **Participation makes up 10 percent of your overall course grade.**

	<b>Excellent</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Unacceptable</b>
<b>Contributions to classroom discussion</b>	Regularly makes substantive contributions to the classroom discussion without prompting. <b>30 points</b>	Occasionally makes substantive contributions to the classroom discussion without prompting. <b>25 points</b>	Makes substantive contributions to the classroom discussion, but only when prompted. <b>20 points</b>	Does not make substantive contributions to the classroom discussion, even when prompted. <b>15 points</b>
<b>Engagement</b>	Always attentive and fully engaged in class activities. <b>15 points</b>	Sometimes appears distracted or engages in talking, texting, or computer use unrelated to course activities. <b>12 points</b>	Frequently appears distracted or engages in talking, texting, or computer use unrelated to course activities. <b>9 points</b>	Pays little or no attention to class activities. <b>6 points</b>
<b>Punctuality</b>	Always arrives to class on time and leaves on time. <b>15 points</b>	Occasionally arrives to class late or leaves class early. <b>12 points</b>	Frequently arrives to class late or leaves class early. <b>9 points</b>	Rarely arrives to class on time or rarely stays until the end of class. <b>6 points</b>
<b>Midterm tutoring requirement</b>	Failure to complete more than half of the required tutoring sessions (3 out of 4 sessions, or 5 out of 8 sessions) by Wednesday, March 4. <b>15-point penalty</b>			
<b>End-of-semester tutoring requirement</b>	Failure to complete all required tutoring sessions by Friday, May 1. <b>30-point penalty</b>			

**TOTAL:** \_\_\_\_\_ / 60

**GRADE:** \_\_\_\_\_

56-60 = A

50-52 = B

42-44 = C

54-55 = A-

48-49 = B-

36-41 = D

53 = B+

45-47 = C+

0-35 = F

## COM 112: Media Writing Attendance

Attendance in COM 112 is mandatory. Students are permitted up to three unexcused absences. Four or five unexcused absences will result in the final semester grade being lowered by half a grade. Six or seven unexcused absences will result in the final semester grade being lowered by a full letter grade. Eight or more unexcused absences will result in an automatic failing (F) grade, regardless of the student's performance on exams, quizzes and assignments. (See the "Attendance and missed/late work policy" section of the syllabus for full details.) Attendance sheets will be distributed at the start of each class and will serve as the official record of attendance. It is the student's responsibility to sign the sheet. Arriving late, after the attendance sheet has circulated, may result in the student being marked absent.

**Although the list of dates below is designed to help you keep track of your attendance during the semester, the signed attendance sheets distributed during class will serve as the official record.**

<u>Week</u>	<u>Monday</u>	<u>Wednesday</u>
Week 1	Jan. 20 – <b>MLK DAY</b>	Jan. 22 _____
Week 2	Jan. 27 _____ ( <b>PRETEST</b> )	Jan. 29 _____
Week 3	Feb. 3 _____	Feb. 5 _____
Week 4	Feb. 10 _____	Feb. 12 _____
Week 5	Feb. 17 _____	Feb. 19 _____
Week 6	Feb. 24 _____	Feb. 26 _____
Week 7	March 2 _____	March 4 _____ ( <b>PROFICIENCY EXAM 1</b> )
Week 8	March 9 – <b>SPRING BREAK</b>	March 11 – <b>SPRING BREAK</b>
Week 9	March 16 _____	March 18 _____
Week 10	March 23 _____	March 25 _____
Week 11	March 30 _____	April 1 _____
Week 12	April 6 _____	April 8 _____
Week 13	April 13 _____	April 15 _____
Week 14	April 20 _____	April 22 _____
Week 15	April 27 _____	April 29 _____
<b>FINALS WEEK (Date and time to be announced) – PROFICIENCY EXAM 2</b>		