



## General Information

**COM 370**

**News Writing**

**MWF 11-11:50 a.m.**

**Lecture Room: Eiben 127 or TBA**

**Computer Room: Tredtin 101 or other facility**

**Instructor: Dr. E. R. Bautista**

**Office: Eiben 129B**

**Office Hours: (posted in Eiben Hall)**

**Office Phone #: 735-4727**

**E-mail: [ebautist@chaminade.edu](mailto:ebautist@chaminade.edu)**

## Catalog Description

**Study and practice of principles in interviewing, news writing and journalistic reporting. Focuses on the careful research and objective writing required for newspapers and news magazines. Offered alternate years. Concurrent enrollment in COM 371 recommended. Prerequisite: COM 200.**

## Textbook Requirements

*Writing for the Mass Media* by James Glen Stovall; Mass.: Allyn and Bacon Publishers (latest edition)

*Associated Press Stylebook and Libel Manual* (any version, latest edition)

## Computer Requirements

**Word processing software, e-mail and Internet search capabilities are required; page design software is highly recommended. Access to computers is available around campus, or use a personal computer for all assignments.**

## Performance Objectives

**By the end of this semester, you should be able:**

- 0 to write basic news and feature articles, including hard/soft news stories, sports and weather reports, obits, op/ed and commentaries, speech/meeting stories, bios, specialty columns and reviews, advertising copies and PR press releases for print or the Web
- 0 to prepare broadcast scripts for radio, television and/or film
- a to improve spelling, grammar, mechanics, word processing (typing and/or computer) and general "life" knowledge skills (drills/tests will be derived from textbook material, class handouts and current events reported from various mass media sources)
- 0 to edit/proofread information for accuracy, clarity, brevity and AP-style
- 0 to improve interviewing and information-gathering skills
- to practice writing headlines and captions for photojournalistic sidebars
- 0 to understand the general process of publishing and freelance writing
- 0 to produce a mini-newsmagazine showcasing your media writing and layout skills
- 0 to meet and beat deadlines

## Policies

- 1) **This course will be simulated as a news magazine office (to train for COM 371-Silversword News Magazine). Therefore, the instructor will act as the publishing adviser and the students will act as editors/reporters of their own mini-newsmagazine.**
- 2) **Tardies and absences will be noted by the instructor. Regardless of the reasons and excuses, students must ask their colleagues and not the instructor to repeat the material that was covered in class and still make up missed assignments and labs. Ten percent of the score earned will be deducted on late assignments. Missed exams may be made up only if written documentation is produced from an authoritative source.**
- 3) **Students must withdraw themselves by the last drop date or receive a grade of "F" for not attending class and being responsible adults.**
- 4) **All assignments must be presented professionally. (with quality, neatness and well thought-out effort) in the correct formats (press release or script) by their specified deadlines. Keep in mind that deadlines are part of the nature of the media business.**
- 5) **Rewrites are optional but highly recommended to improve original scores earned on writing assignments. Students have one week to make revisions. Extra credit opportunities are rare.**
- 6) **Demerits of -5 points each may be given for non-participation in timed writing assignments, weekly current events sponsorship, disruptive classroom behavior, etc.**
- 7) **Do not hesitate to ask the instructor/publishing adviser for any assistance.**
- 8) **Be flexible in your work schedule to accommodate late-breaking media events, resource errands and syllabus date adjustments.**
- 9) **Refer to the general catalog for other grading, academic and college policies.**

## Grading

**Grades for the assignments listed below (your personal record) will be calculated by the following ranges:**

A	90-100%	270-300 points
B	80-89%	240-269 points
C	70-79%	210-239 points
D	60-69%	180-209 points
F	59% and below	179 points and below

## Assignments (Grade Record)

<i>Exams</i>	<i>Points Possible</i>		<i>Points Earned</i>
<b>Drills/Tests</b>	144	(25 points each)	
#1			
#2			
#3			
#4			
<u><i>Writing Assignments</i></u>	<u><i>Points Possible</i></u>	<u><i>Re-write (Optional)</i></u>	<u><i>Average Points</i></u>
Articles	100	(10 points each)	(1" and 2" scores)
# 1 News			
#2 News			
#3 Speech/Meeting			
#4 Sports			
#5 Op/Ed			
#6 ObitBio			
#7 Feature			
#8 Web/PR/Ad			
#9 Radio Script			
#10 TV Script			
<u><i>Project</i></u>	<u><i>Points Possible</i></u>	<u><i>No Make- U s</i></u>	<u><i>Points Earned</i></u>
News Magazine	100		
Total	300		

### Notes

Absences/Tardies

Timed Writing Assignments

Current Events (Sponsored Week)

Other

## Work Schedule

<i>Week</i>	<i>Start Date</i>	<i>Activities/Assi ments</i>
1	January 14	<u>INTRODUCTIONS</u> Basic Formats (copy editing symbols and AP style) Practice: Self Report Textbook Reference: <u>Chapters</u> 1, 2 and 3
2-3	January 21/28	<u>MEDIA WRITING PROCESS</u> News Values Textbook Reference: Chapter 4 <u>STORY ORGANIZATION</u> Leads and Pyramids Textbook Reference: Chapter 5 <u>NEWSGATHERING</u> Finding and Using Sources Interviewing and Doing Background Research Quoting and Attributing Computer-Assisted Reporting <u>LAW AND ETHICS</u> Textbook Reference: <u>Chapter</u> 10
4	February 4	<u>LAYOUT AND TERMINOLOGY</u> Publication Processes Test #1: Media Drill
5	February 11	<u>SPECIALIZED MEDIA WRITING</u>
6	February 18	<u>PUBLIC AFFAIRS REPORTING</u> <u>S eeches</u> and <u>Meetings</u>
7	February 25	<u>SPORTS AND WEATHER</u> <u>OBITS AND BIOS</u>
8	March 4	<u>COMMENTARY, OP/ED AND REVIEWS</u> Test #2: Media Drill
9-10	March 11/18	<u>FEATURES</u> All stories/rewrites are due.
<u>Spring Break</u>	March 25	Classes are not in session this week.
11	April 1	<u>WEB/PR/ADVERTISING WRITING</u> Textbook Reference: Chapters 6, 8 and 9 Test #3: Media Drill
12-13	April 8/15	<u>RADIO/TV BROADCAST WRITING</u> Textbook Reference: <u>Chapter</u> 7
14	Aril 22	<u>Layout and production week</u>
15	April 29	<u>SHOWCASE</u> Project Due: News Magazine
<u>TBA</u>	<u>Final Exam</u>	<u>Test #4: Media Drill</u>