

WHO?

Silversword Staff Fall '01

WHERE?

Tredtin Hall Room 101

WHEN?

TR 8:00-9:30 a.m.

COM 371



PUBLICATION WORKSHOP SYLLABUS

Skills,

We'll produce the Silversword!

SKILLS:

Typing ability and basic English composition

COURSES:

Introduction to Mass Media (COM 200)

News Writing (COM 370)

CONCURRENT

ENROLLMENT:

COM 37 IL Publication

CATALOG DESCRIPTION-Practical experience in newspaper and magazine production. Open to students working on Chaminade's student newspaper, *Silversword Newsmagazine*. May be repeated for a maximum of eight semester hours. Four semester hours only may be used to fulfill major requirements in Communication; twelve semester hours only in any combination of workshops and internships may be used to fulfill the total number needed for graduation.

- ❑ Tardies and attendance will be noted by the adviser. For every three (3) unexcused absence and six (6) unexcused tardies, a letter grade will be lowered.
- 0 All assignments must be presented professionally in the correct formats by the specified deadlines. Because this class is simulated as an actual newsroom, much more academic and character maturity is expected. No late work will be graded but the story will be accepted only if it is

ENDED

PREREQUISITE

Graphic & Publication Design (COM 378)

Text & manual

TEXTBOOK:

The Associated Press Stylebook and Briefing on Media Law (latest edition)

COURSE HANDOUTS:

The Silversword Manual (under development)

Editorial Adviser

Dr. E. R. Bautista

Office:

Eiben Hall 129'

Office Phone Number:

(808),735:4727,

E-mail:

ebautista@chaminade.edu

Office Hours:

Posted on office door

LAB CATALOG DESCRIPTION-One, three hour period per week to accompany COM 371. Laboratory time will be spent learning the technical aspects of newspaper production (see additional syllabus).

PERFORMANCE OBJECTIVES-By the end of this semester, you should be able to demonstrate the following:

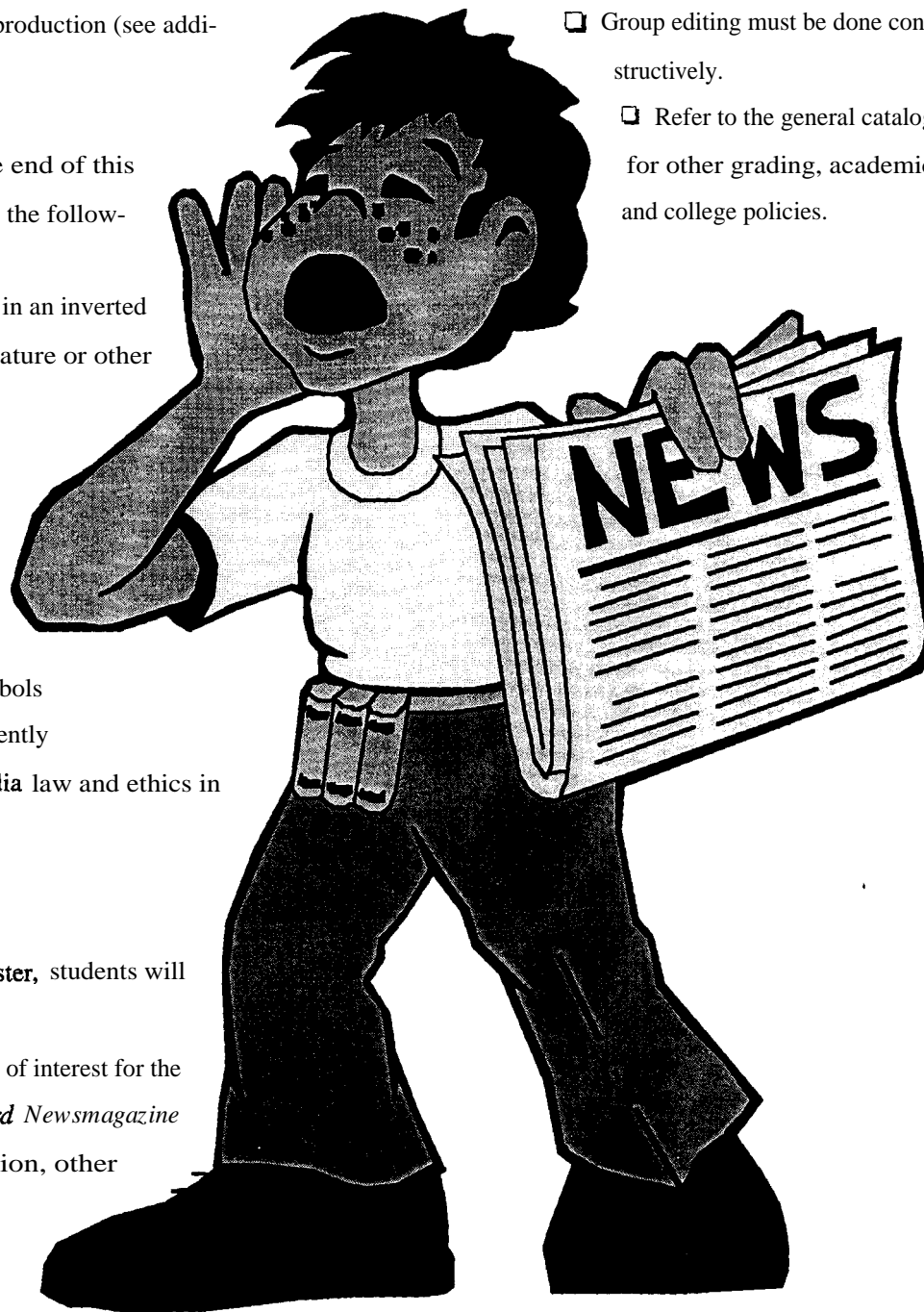
- ☐ Write a basic news story (with leads in an inverted or modified pyramid structure), feature or other media-style article
- ☐ Cover beats regularly
- ☐ Identify and utilize effectively information-gathering sources (interviews, archival research, Internet, etc.)
- ☐ Edit concisely with copyreading symbols
- ☐ Use AP style proficiently and consistently
- ☐ Understand the implication of media law and ethics in reporting
- ☐ Observe and honor deadlines

POLICIES-For the duration of the semester, students will abide by the following policies:

- ☐ All students will write relevant stories of interest for the readership / audience of *Silversword Newsmagazine* and, if reprinted by our permission, other Chaminade publications.

at the last minute.

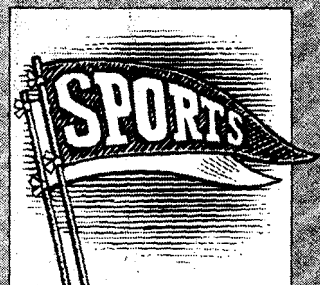
- ☐ Interviews must be conducted ethically and courteously.
- ☐ Group editing must be done constructively.
- ☐ Refer to the general catalog for other grading, academic and college policies.



Beats



Editorial, Opinion



Sword Sports



Events, Activities

IF

90-100 POINTS

80-89 POINTS

70-79 POINTS

60-69 POINTS

<59 POINTS

J

you'll earn your

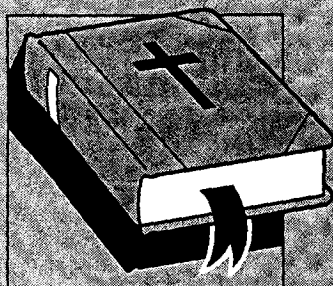
ASSIGNMENT	POINTS POSSIBLE	POINTS EARNED
AP Quizzes	(40)	
1. September	10	
2. October	10	
3. November	10	
4. December	10	
Articles	(60)	
October A	10	
October B	10	
November A	10	
November B	10	
December A	10	
December B	10	
Deductions (Attendance)		
Total Points	100	

MEMO:

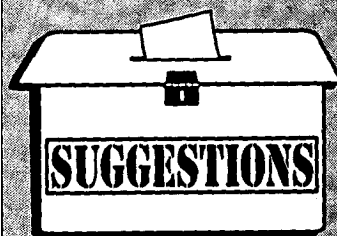
Academic News



People



Religion



Other

☒ write one article or secure new ad

☒ write one main article

☒ edit staff articles and pages

j write secondary article or secure new ad

Semester Schedule

WEEK	DATE	ACTIVITIES
1	8/28	Introductions; review journalistic writing basics
2	9/4	Discussion of editing, AP Style, media law / ethics, newsworthiness, story types, etc.; assignments for October issue; AP Quiz #1
3	9/11	Draft Deadline
4	9/18	Editing
5	9/25	Layout
6	10/2	October issue published; assignments for November issue
7	10/9	AP Quiz #2
8	10/16	Draft Deadline
9	10/23	Editing
10	10/30	Layout
11	11/6	November issue published; assignments for December issue
12	11/13	AP Quiz #3
13	11/20	Draft Deadline
14	11/27	Editing
15	12/4	Layout
16	12/11	AP Quiz #4

Production Timeline

☐ Get story / page assignments.

☐ Gather information and photos / graphics / ads.

☐ Write story / design ads.

☐ Submit articles to the editors for editing.

Revise story.

☐ Submit story to the editorial adviser for grading.

☐ 'Begin' initial layout.

☐ Edit layout according to the suggestions of the layout editor / adviser.

☐ Proof the pages.

☐ Send the final layouts to the printers.

☐ Distribute copies of *Silversword Newsmagazine*

Evaluate the issue for improvement on the next one.