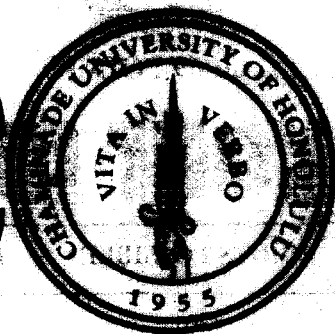


# COM 371



## PUBLICATION WORKSHOP SYLLABUS

# We'll produce the Silversword!

CATALOG DESCRIPTION-Practical experience in newspaper and magazine production. Open to students working on Chaminade's student newspaper, *Silversword News Magazine*. May be repeated for a maximum of eight semester hours. Four semester hours only may be used to fulfill major requirements in Communication; 12 semester hours only in any combination of workshops and internships may be used to fulfill the total number needed for graduation.

absence and six (6) unexcused tardies, a letter grade will be lowered.

- ☐ 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 late-breaking and **absolutely** must be included in the **issue of the last minute**

**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 News Magazine* and, if reprinted by our permission, other Chaminade publications.
- Tardies and attendance will be noted by the adviser. For every three (3) unexcused

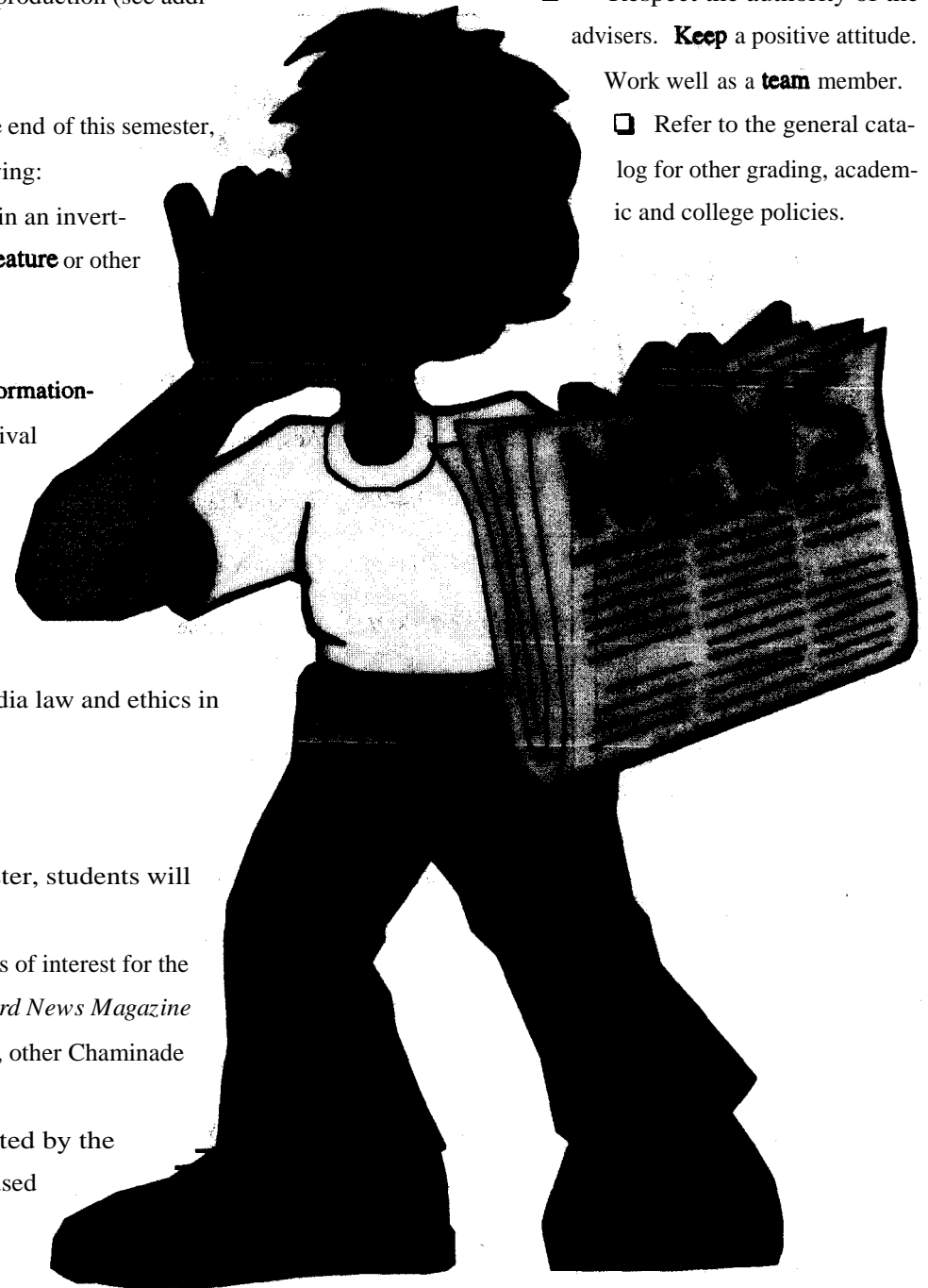
U Interviews **must** be conducted ethically and **courteously**.

□ Group editing must be done constructively.

□ Respect the authority of the advisers. **Keep** a positive attitude.

Work well as a **team** member.

□ Refer to the general catalog for other grading, academic and college policies.



**A**

90-100 POINTS

**B**

80-89 POINTS

**C**

70-79 POINTS

**D**

60-69 POINTS

**F**

≤59 POINTS

# How you'll earn your grade

	ASSIGNMENT	POINTS POSSIBLE	POINTS EARNED
	AP Exams	(30)	
	1. AP Midterm	15	
	2. AP Final	15	
	Articles	(60)	
	February A	10	
	February B	10	
	March A	10	
	March B	10	
	April / May A	10	
	April / May B	10	
	Attitude / Teamwork (determined by peers)	10	
	Deductions (Attendance)		
	TOTAL POINTS	100	

DOWN  
WITH  
DOWN  
PAYMENTS

MEMO:

Staff:

Ad Coordinator:

Production Manager:



- ☒ write one main article
- ☒ write one main article
- ☒ write secondary article or secure new ad
- ☒ get two new ads per issue

☒ oversee production and business

☒ edit staff articles and pages

# Semester Schedule

WEEK	DATE	ACTIVITIES
	1/14-18	<b>Introductions</b> ; review <b>journalistic</b> writing basics, <b>newsworthiness</b> , story types, etc.; assignments for February issue
2	1/23-25	Discussion of editing, AP style, media law / ethics, etc.
	1/28-2/1	Ads, draft deadlines
	2/4-2/8	Editing / layouts
	2/11-2/15	February <b>issue</b> to <b>printers</b> ; assignments for March issue
6	2/18-2/22	Draft deadline
7	2/25-3/1	Ad deadline
8	3/4-3/8	Editing / <b>layouts</b>
	3/11-3/15	<b>March</b> issue to printers; assignments for April / May issue
10	3/18-3/22	***AP <b>MIDTERM</b> ***
11	4/1-4/5	Ads, <b>draft</b> deadlines
12	4/8-4/12	Editing / layouts
13	4/15-4/19	April / May issue to printers
14	4/22-4/26	April / May issue <b>distributed</b>
15	4/29-5/3	Clean up
16	5/6	***AP <b>FINAL</b> ***

