

F D'00
PM

Communications 372 (01)

T 5:45-8:45

Fall 2000

Instructor: Koreen Nakahodo

Office Hours: TR 9:30-11:00, or by appointment

e-mail: oreenn@yahoo.com

Office Number: 735-4863

Course Description

The course is designed to provide the study and practice of theories in writing feature articles and columns for special departments including sports, travel, entertainment, and religion among others.

Course Objectives

By the end of the semester, students are expected to:

- provide an understanding of the feature writing process;
- develop interviewing skills and techniques;
- develop grammatical and stylistic accuracy;
- complete a portfolio of written work.

Required Texts

A grammar manual is required for this course

Required Extras

Access to a computer, word processor, or typewriter (all papers must be typed).

Student Responsibilities

Class Attendance

Attendance and punctuality are mandatory.

Excused absences must be documented, signed, and dated by a physician and approved by the instructor.

Unexcused absences will result in a grade deduction for the course. Your final grade may be deducted by 2% for each unexcused absence. Long term absences may result in a failing grade for the course.

Excessive tardiness may result in a grade deduction from your final grade. A student is considered tardy if he/she is more than 10 minutes late for class. Students more than 15 minutes late to class will be marked as absent for the day.

All students must *sign* in on the class sign in sheet at the beginning of class to be considered present.

Late Work

Late papers will receive a grade deduction. All late papers will be reduced by one letter grade for each day that the paper is late. Papers over one week late will receive a (0).

Class Behavior

In class you are free to express your opinions with respect to the other members of the class. Member; who do not comply with theses guidelines will be asked to leave the classroom and will be marked as absent (unexcused) for the day. Students are asked to turn off all electronic devices (cell phones) before entering the classroom. Talking on the phone during lectures or class discussions is unacceptable. Students will be asked to leave the class and will be marked as absent (unexcused) for the day.

Plagiarism

Plagiarism is offering the work of another as one's own; it is unacceptable. Any student caught plagiarizing will receive a '0' for that paper.

Grading Breakdown

Assignments (1-6)	60%
Assignment 7	30%
Final Portfolio	10%

Grading Scale

'A'	Outstanding scholarship and an unusual degree of intellectual initiative.
'B'	Superior work done in a consistent and intellectual manner.
'C'	Average grade indicating competent grasp of subject matter.
'D'	Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work.
'F'	Failed to grasp minimum subject matter; no credit given.

A passing grade for this course is a 'C'

Papers

All take home papers must be typed, double spaced, with one-inch margins. Students must use 12pt font.