

COMMUNICATION 371/371L: CHAMINADE SILVERSWORD

Chaminade University | Mondays and Wednesdays 3:30 p.m.–6:20 p.m. | Eiben Hall 127A

Instructor: Kim Baxter (she/her)

Email: kimberlee.baxter@chaminade.edu. You can expect an initial response within 24 hours.

Office Hours: Mondays, Fridays 11:30 a.m.-1:30 p.m. or by appointment

Course description

This class will help you enhance and build on your skills of gathering and writing news and feature stories. From discussing ethical issues within journalism to writing on deadline, this course is structured to help you become better thinkers, observers and writers.

Course objectives

**To write clear, accurate news stories for publication

**To understand ethical codes, laws and regulations that govern journalism

**To work independently on deadline and within word limits, maintaining a level of professionalism in the classroom and in the field

**To understand social networking and to use it effectively to reach a larger audience

Text

** "The Associated Press Stylebook," current edition (or use the online version at www.apstylebook.com)

Attendance

Attendance for this class is **MANDATORY**. In-class work includes activities – peer editing, brainstorming story ideas, etc. – that cannot be made up out of class. If you have two unexcused absences, your final grade will drop at least one letter. Four unexcused absences will result in a final grade that is two letters below what you would have received.

Classes may be missed for a family or medical emergency. You may email the professor to discuss missing class for these reasons.

Deadlines

Deadlines are critical in the media. Barring an emergency, late papers and assignments are not acceptable and your grade will suffer for them. I understand there are often extenuating circumstances. If you are going to miss a deadline, contact me *before* the deadline. You may discuss any deadlines with me and I may alter the deadline if the circumstances warrant it.

Format for assignments

Please include your name, date and title of assignment at the beginning of the assignment. All assignments should be typed and double-spaced and submitted with no grammatical errors or typos.

Publishing

We will work together to publish news and sports stories, features, columns (editorials), photos and videos for the Chaminade Silversword student newspaper, which will be published at **thesilversword.com**. Your work is expected to be professional, polished and representative of the school, the student body and yourself.

You will be expected to write at least **10 publishable, polished, professor-approved stories** in the semester. (There are 15 weeks in the semester.) You will need to write at least 10 stories to pass the class. Of those 10 stories, only five may be columns/editorials.

You will also be expected to maintain the Silversword's Facebook page by publishing updates on a daily basis. We will use the Facebook page to publish breaking news as well.

Website: thesilversword.com

Username: chaminade

Password: GoSwords808

Website: facebook.com/chaminade.newspress

Username: Chaminade Newspress is the business page to post on (Silversword is the personal page)

Login: cuhnewspress@gmail.com

Password: CUHSilverswords808

Email: cuhnewspress@gmail.com
Password: Waiialae808!

Instagram: @thecuhsilversword
Password: Eiben127A!

Image.net
Login: cuhnewspress

Password: silversword1

Credit-hour policy

COM 371/371L is a four-credit-hour course requiring at least **180 hours** of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about:

****76.5 hours** in class (27 in-person class sessions)

****200 hours** creating 10 published stories (each story requires 10 hours of research, working with sources, interview, transcribing, writing, editing, photography)

****25 hours** posting on social media (five hours per week and you'll be responsible for five weeks each)

TOTAL: 201.5

Academic integrity

Fabrication, plagiarism and cheating will not be tolerated. Identify yourself properly to new sources as a Chaminade University student. Collaboration on individual assignments or extensive rewriting done by a classmate will be considered cheating. Lifting information from the Internet or any other published work without attribution is also considered plagiarism.

Fabrication, plagiarism and cheating will result in an automatic 0 for that assignment, and there is the possibility of harsher penalties for final grade in the class.

GRADING

This class is unique in that every single writing assignment is not graded. Your grade for your writing assignments are assessed as a totality of your body of work, which will be determined by:

****strong ledes and nut grafs**

****good transitions that create a nice, smooth flow to the story**

****using strong quotes and using them in the places that make sense in the story**

****creating strong endings using either a kicker, looking to the future or a summary**

****thorough reporting that leaves no holes or questions unanswered**

****finding good, knowledgeable and a variety of sources**

****writing strong headlines and social media blurbs to accompany the stories**

Your grade for your participation will depend on your:

****peer editing other classmates' work with good feedback**

****providing good discussion points (in Canvas) on classmates' work once it has been published**

****actively participating in brainstorming sessions for story ideas**

****helping others with social media posts or photographs when needed**

****pointing out errors on social media and in published stories so that they can be corrected in the proper manner**

Your attendance for COM 371/471 and 371/471L is **mandatory**. Attendance for class also includes timely attendance. You will show up on time and ready to work. If you have two unexcused absences, your final grade will drop at least one letter. Four unexcused absences will result in a final grade that is two letters below what you would have received.

Your grade will be assessed out of 1,000 points:

Class participation (including social networking posts and peer editing)	200 points
Attendance	200 points
Writing assignments	600 points
TOTAL:	1,000 points

All grades will be determined using the following points scale:

900 – 1,000 points : A | 800 – 899 points : B | 700 – 799 points : C | 600 – 699 points : D | Less than 600 points : F

An **A** story is a story that is publishable with very little edits or fixes.

A **B** story is a story that needs some work to be considered ready for publication.

A **C** story needs major work to be ready for publication.

A **D** story needs significant work to be ready for publication and is full of errors (spelling, grammatical, AP).

An **F** story has major fact errors and errors (AP, spelling, grammatical) and must be restarted.

SCHEDULE OF ACTIVITIES

WEEK 1:

Monday, Jan. 8: Introductions. Write biographies and take mugshots for website and post. Top 10 listicle due on Friday, Jan. 12.

Friday, Jan. 12: Brainstorm news stories for publication. Peer edit rough draft of Top 10 listicles.

WEEK 2:

Monday, Jan. 15: MLK Day ... NO CLASS

Friday, Jan. 19: Publish first listicle. Work on stories. Start working on second story.

WEEK 3:

Monday, Jan. 22: Work on second story.

Friday, Jan. 26: Work on second story.

WEEK 4:

Monday, Jan. 29: Deadline for second story.

Friday, Feb. 2: Work on stories.

WEEK 5:

Monday, Feb. 5: Work on stories.

Friday, Feb. 9: Deadline for third story.

WEEK 6:

Monday, Feb. 12: Work on stories.

Friday, Feb. 16: Work on stories.

WEEK 7:

Monday, Feb. 19: Presidents' Day ... NO CLASS

Friday, Feb. 23: Deadline for fourth story.

WEEK 8:

Monday, Feb. 26: Work on stories.

Friday, March 1: Work on stories.

WEEK 9:

Monday, March 4: Deadline for fifth story.

Friday, March 8: Work on stories.

WEEK 10:

Monday, March 11: Work on stories.

Friday, March 15: Deadline for sixth story.

WEEK 11: SPRING BREAK

Monday, March 18: No class

Friday, March 22: No class

WEEK 12:

Monday, March 25: Deadline for seventh story.

Friday, March 29: Good Friday ... NO CLASS

WEEK 13:

Monday, April 1: Work on stories.

Friday, April 5: Deadline for eighth story.

WEEK 14:

Monday, April 8: Work on stories.

Friday, April 12: Work on stories.

WEEK 15:

Monday, April 15: Deadline for ninth story.

Friday, April 19: Work on stories.

WEEK 16:

Monday, April 22: Work on stories.

Friday, April 26: Deadline for 10th story. **All stories must be published by 6 p.m. on Friday, April 26.**

STORY 1:

Initial Deadline:

Story submitted:

Comments:

STORY 2:

Initial Deadline:

Story submitted:

Comments:

STORY 3:

Initial Deadline:

Story submitted:

Comments:

STORY 4:

Initial Deadline:

Story submitted:

Comments:

STORY 5:

Initial Deadline:

Story submitted:

Comments:

STORY 6:

Initial Deadline:

Story submitted:

Comments:

STORY 7:

Initial Deadline:

Story submitted:

Comments:

STORY 8:

Initial Deadline:

Story submitted:

Comments:

STORY 9:

Initial Deadline:

Story submitted:

Comments:

STORY 10:

Initial Deadline:

Story submitted:

Comments:

Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school.

Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in Canvas Students
- Live chat with Canvas Support for students
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this video to get you started
- Online tutorials: click on "Students" role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: cstechsupport@chaminade.edu or call (808) 735-4855

Tutoring and Writing Services

Chaminade offers free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (include, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors.

Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe.

Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

Course Expectations

Your final grade will be based on your performance on exams and quizzes, speech assignments, class participation, professionalism, and attendance.

- Active student participation in all required discussions and weekly assignments is required.
- Honest communication with me personally or via e-mail is expected if any unexpected changes occur in your life.

Note: In case of class cancellation, you will be notified via Canvas and your Chaminade email.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to attend regularly all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make an arrangement to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the [Student Handbook](https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf) (<https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>)

General Student Rights (Student Handbook, page 6)

1. Students have the right to pursue educational, recreational, social, cultural, and residential activities within the basic philosophies, goals, and guidelines of Chaminade University.
2. Students have the right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, gender, sexual orientation, skin color, ethnic or racial background, national origin, age, physical or mental challenges, marital status, change in marital status, pregnancy, or parenthood.
3. Students have the right to pursue educational endeavors free of harassment of any kind.
4. Students have the right to organize and join associations to promote interests held in common with other students within the limits of university policy and our Catholic, Marianist values.
5. Students have the right to services of the faculty, staff, and administrative officers of Chaminade University.
6. Students have the right to fair and impartial academic evaluations.
7. Students have the right to have the university maintain and protect the confidential status of their education, student conduct, and health records (for exceptions, see Privacy & Confidentiality in the DISCRIMINATION AND HARASSMENT PROCEDURES AND RESOURCE GUIDE)
8. Students have the right to a clean environment, reasonable access to facilities provided by the university, and freedom to read and study without undue interference, unreasonable noise, and other distractions.
9. Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.