

# COMMUNICATION 371/471: CHAMINADE SILVERSWORD

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

**Instructor:** Kim Baxter

**E-mail:** kimberlee.baxter@chaminade.edu. You can expect an initial response within 24 hours.

**Office Hours:** Mondays and Wednesdays from 1 p.m. to 2:30 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 attribute information and handle quotations properly
- \*\*To gather information for new stories through observation, research and interviews
- \*\*To develop story ideas using a variety of approaches
- \*\*To understand ethical codes, laws and regulations that govern journalism
- \*\*To judge what is news
- \*\*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
- \*\*To ask questions, to have a curious mind, to see the world differently

## Text

- \*\* “The Associated Press Stylebook,” current edition (or use the online version at [www.apstylebook.com](http://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

Login: [cuhnewspress@gmail.com](mailto:cuhnewspress@gmail.com)

Password: CUHSilverswords808

[cuhnewspress@gmail.com](mailto:cuhnewspress@gmail.com)

Password: CUHSilversword808

Chaminade Silversword (Facebook page)

CUHSilverswords808

Image.net

Login: cuhnewspress

Password: silversword1

Instagram: thecuhsilversword

Password: CUHSwords808!

## 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.

## Student Conduct Code

Chaminade has strict campus policies related to drug and alcohol use, smoking, weapons, sexual harassment and sexual assault, academic honesty, nondiscrimination and family privacy. In addition, disruptive behavior in all campus environments will not be tolerated. Familiarize yourself with the Student Conduct Code listed in the Course Catalog.

## Course assessment

With the goal of continuing to improve the quality of educational services offered to students, Chaminade University conducts assessments of student achievement of course, program, and institutional learning outcomes. Student work is used anonymously as the basis of these assessments, and the work you do in this course may be used in these assessment efforts.

### **Credit-hour policy**

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

- 70 hours – in class
- 110 hours – out of class (7/week) working on stories (interviewing, researching, transcribing, writing, editing, posting to social media)

**TOTAL = 180 hours**

### **GRADING:**

Class participation (including social networking posts and peer editing)	200 points
Attendance (no unexcused absences)	400 points
Writing assignments	400 points

**TOTAL: 1,000 points**

### **BREAKDOWN:**

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

*Please note: This syllabus is not set in stone and is subject to change. It is imperative you attend class as changes will often be announced in class. Please contact the professor with any questions.*

## SCHEDULE OF ACTIVITIES

### WEEK 1:

**Monday, Aug. 25:** Introductions. Write biographies and take mug shots for website and post. Top 10 listicle due on Wednesday, Aug. 27.

**Wednesday, Aug. 27:** Brainstorm news stories for publication. Peer edit rough draft of Top 10 listicles.

### WEEK 2:

**Monday, Sept. 1:** Labor Day – no school

**Wednesday, Sept. 3:** Publish first listicle. Work on stories. Start working on second story.

### WEEK 3:

**Monday, Sept. 8:** Review: Writing news stories.

**Wednesday, Sept. 10:** Work on stories.

### WEEK 4:

**Monday, Sept. 15:** Deadline for second story.

**Wednesday, Sept. 17:** Work on stories.

### WEEK 5:

**Monday, Sept. 22:** Work on stories.

**Wednesday, Sept. 24:** Work on stories.

### WEEK 6:

**Monday, Sept. 29:** Deadline for third story.

**Wednesday, Oct. 1:** Work on stories.

### WEEK 7:

**Monday, Oct. 6:** Work on stories.

**Wednesday, Oct. 8:** Deadline for fourth story.

### WEEK 8:

**Monday, Oct. 13:** Indigenous People's Day – no school

**Wednesday, Oct. 15:** Work on stories.

### WEEK 9:

**Monday, Oct. 20:** Deadline for fifth story.

**Wednesday, Oct. 22:** Work on stories.

### WEEK 10:

**Monday, Oct. 27:** Work on stories.

**Wednesday, Oct. 29:** Deadline for sixth story.

### WEEK 11:

**Monday, Nov. 3:** Work on stories.

**Wednesday, Nov. 5:** Deadline for seventh story.

### WEEK 12:

**Monday, Nov. 10:** Work on stories.

**Wednesday, Nov. 12:** Work on stories.

### WEEK 13:

**Monday, Nov. 17:** Deadline for eighth story.

**Wednesday, Nov. 19:** Work on stories.

### WEEK 14:

**Monday, Nov. 24:** Deadline for ninth story.

**Wednesday, Nov. 26:** Work on stories.

### WEEK 15:

**Monday, Dec. 1:** Work on stories.

**Wednesday, Dec. 3:** Publish 10th story.

All stories must be scheduled to be published by 6 p.m. on Wednesday, Dec. 3.

*Please note: This syllabus is not set in stone and is subject to change. It is imperative you attend class as changes will often be announced in class. Please contact the professor with any questions.*

STORY 1:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 2:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 3:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 4:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 5:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 6:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 7:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 8:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 9:  
Initial Deadline:  
Comments:

Story submitted:

---

STORY 10:  
Initial Deadline:  
Comments:

Story submitted:

### **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](mailto: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](mailto: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.

- The average student can expect to spend approximately 6-9 hours per week preparing for this class.
- 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**

Chaminade University of Honolulu offers accommodations for all actively enrolled students with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (2008).

Students are responsible for contacting Kokua Ike: Center for Student Learning to schedule an appointment. Verification of their disability will be requested through appropriate documentation and once received it will take up to approximately 2–3 weeks to review them. Appropriate paperwork will be completed by the student before notification will be sent out to their instructors. Accommodation paperwork will not be automatically sent out to instructors each semester, as the student is responsible to notify Kokua Ike via email at [ada@chaminade.edu](mailto:ada@chaminade.edu) each semester if changes or notifications are needed.

## **Title IX and Nondiscrimination Statement**

Chaminade University of Honolulu is committed to providing a learning, working and living environment that promotes the dignity of all people, inclusivity and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking. As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator.

## **Nondiscrimination Policy & Notice of Nondiscrimination**

Chaminade University of Honolulu does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment. Inquiries about Title IX may be referred to the University's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both and contact information may be found at the [Chaminade University Title IX Office Contact Information and Confidential Resources website](#). On-campus Confidential Resources may also be found here at [CAMPUS CONFIDENTIAL RESOURCES](#).

The University's Nondiscrimination Policy and Grievance Procedures can be located on the University webpage at: <https://chaminade.edu/compliance/title-ix-nondiscrimination-policies-procedures/>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the [Campus Incident Report form](#). Chaminade University of Honolulu prohibits sex discrimination in any education program or activity that it operates. The NOTICE of NONDISCRIMINATION can be found here: [Notice of Nondiscrimination](#).

## **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 regularly attend 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>)

### **Hazing Prevention Resources and Athlete Helpline**

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy: <https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/> | <https://hazingpreventionnetwork.org/how-to-report-hazing/>

**Basic Needs Resources:** <https://chaminade.edu/basic-needs/>

### **CUH Alert Emergency Notification**

To get the latest emergency communication from Chaminade University, students' cell numbers will be connected to Chaminade's emergency notification text system. When you log in to the Chaminade portal, you will be asked to provide some emergency contact information. If you provide a cellphone number, you will receive a text from our emergency notification system asking you to confirm your number. You must respond to that message to complete your registration and get emergency notifications on your phone.