

# 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 Fridays from 12:30 p.m. to 1:20 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 learning outcomes (CLOs)

1. Demonstrate effective newswriting skills by producing clear, accurate, and engaging stories (news, features and columns) for publication while using proper attribution, quotations, and professional journalistic style.
2. Apply newsgathering and critical thinking skills by identifying newsworthy topics, developing story ideas, and gathering information through observation, research, interviews, and thoughtful questioning.
3. Practice ethical and professional journalism by adhering to journalistic ethics, laws, regulations, deadlines, word limits, and professional standards in both classroom and real-world settings.
4. Communicate with diverse audiences using modern media by understanding the role of social media and digital platforms to effectively share news and engage audiences while cultivating curiosity and a broad perspective on the world.

## Program Learning Outcomes (PLOs)

Upon completion of the B.A. undergraduate program in Communication, students will be able to:

1. Communicate effectively, persuasively and ethically using oral, written, and technological platforms in interpersonal, small group, public, intercultural, and technological settings.
2. Apply the principles and laws of freedom of speech and press, including the right to monitor and criticize power, in order to promote service, justice and peace.
3. Actualize professional ethical principles in the pursuit of truth, accuracy, and diversity.
4. Locate, evaluate, incorporate, and properly cite multiple resources in visual and oral performances, papers, and communication campaigns.

## Text

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

## In-class expectations and Attendance

Students are expected to be in the classroom with their computers open to the course-related websites and prepared to discuss that day's lesson at the start of class. Most assignments are due by the start of class, so please ensure your work has been submitted. Walking in late is disruptive and disrespectful to the professor and your fellow classmates and will be documented and penalized accordingly.

During class, students are expected to take notes and actively participate in the discussion. Students should honor diverse perspectives, though disagreements are allowed (and expected) as long as they are handled respectfully.

Your final grade will be severely hurt if you miss class. Attendance for this class is **MANDATORY**. In-class assignments and quizzes cannot be made up if missed for a non-excused reason.

If you cannot attend a class, please email the instructor about anything you might have missed. If you miss a class due to an emergency (medical or family), speak with the instructor about making up the quiz and/or assignments.

#### Quick Reference — Absence Thresholds:

|                                       |                                                                                                                                                                                     |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excused Absence</b>                | Missing class for a documented school-sponsored reason, an illness or a family emergency                                                                                            |
| <b>Unexcused Absence</b>              | Any absence not pre-approved or documented                                                                                                                                          |
| <b>Warning Threshold</b>              | After 2 unexcused absences, the student will be notified.                                                                                                                           |
| <b>Grade Penalty</b>                  | More than 2 unexcused absences will result in a penalty of the final grade being lowered by one grade letter.                                                                       |
| <b>Course Failure</b>                 | More than 4 unexcused absences will result in an F for a final grade.                                                                                                               |
| <b>Late Arrival / Early Departure</b> | Arriving more than 5 minutes late constitutes a tardy. 3 tardies = 1 unexcused absence. Leaving more than 5 minutes early constitutes a penalty. 3 penalties = 1 unexcused absence. |

#### 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.

#### Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a university official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

For the most up to date information, please refer to the [Academic Honesty Policy](#) on the Chaminade University Catalog website.

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.

Communication Department policy requires that, on the first offense, plagiarized assignments will be given an automatic 0 and the student’s final grade will be reduced by one letter grade. A second offense will result in an automatic failure of the class.

## Generative Artificial Intelligence use policy

Students must ensure all submitted work genuinely reflects their knowledge and effort. Using AI to produce or significantly complete graded assignments, exams or other academic tasks – defined as use that substitutes for or substantially replaces a student's own analysis, reasoning or written expression – without explicit instructor approval is considered academic misconduct and will be dealt with according to the university's Academic Honesty Policy.

If an instructor has reasonable grounds to question whether submitted work genuinely reflects a student's own knowledge, authorship, or mastery of course material — or whether it meets the course's expectations for AI use — the instructor may require the student to provide additional or alternative evidence of authorship and content mastery. Such evidence may include drafts, notes, revision history, source materials, process explanations, oral discussion, in class work, or completion of an alternative assessment. A student's refusal or inability to provide such evidence may be considered, along with other available information, in evaluating whether the work meets course requirements and stated learning outcomes. See the catalog section Student Use of Artificial Intelligence in Academic Work for further information.

Generative AI is artificial intelligence that can create new content like text, images, video, audio and code. The use of generative AI tools like ChatGPT, Claude, Google Gemini, Grammarly AI, to create work that is not your own **will be considered cheating that will result in a 0 on the assignment**.

Generative AI can be used as a tool to help gather information, assess arguments and provide feedback but should never be a substitute for your own thinking, creative work and voice.

Acceptable uses of AI include:

- brainstorming ideas for assignments or projects
- generating outlines or organizational structures
- improving grammar, spelling, and clarity of your writing.
- receiving feedback on drafts.
- research assistance, provided all facts and sources are independently verified.

AI may not be used to:

- generate assignments (or even pieces of those assignments) that you submit as your own work.
- fabricate citations, research, interviews, or production data.
- replace the critical thinking, observation, or creative decision-making expected in this course.

Students remain fully responsible for the accuracy, originality, and integrity of all submitted work. The majority of every assignment should demonstrate your own work, thinking, and creative decision-making. The purpose of this policy is not to discourage the use of emerging technologies but to help guide students in understanding how to ethically use these resources while developing the critical thinking, analytical, and creative skills that are essential to communication.

## 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 social media pages by publishing updates on a daily basis. We will use the social media pages 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: Eiben127!

Chaminade Silversword (Facebook page)

CUHSilverswords808

Image.net

Login: cuhnewspress

Password: silversword1

Instagram: thecuhsilversword

Password: GoSwords808!

### **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
- 112.5 hours – out of class (~7.5 hours/week) working on stories (interviewing, researching, transcribing, writing, editing, posting to social media)

**TOTAL = 182.5 hours**

### **GRADING:**

|                                                                          |            |
|--------------------------------------------------------------------------|------------|
| Class participation (including social networking posts and peer editing) | 200 points |
| Writing assignments                                                      | 800 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. 17:** Introductions. Write biographies and take mug shots for website and post. Top 10 listicle due on Wednesday, Aug. 19.

**Wednesday, Aug. 19:** Brainstorm news stories for publication. Peer edit rough draft of Top 10 listicles.

### WEEK 2:

**Monday, Aug. 24:** Publish first listicle. Work on stories. Start working on second story.

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

### WEEK 3:

**Monday, Aug. 31:** Writing news stories.

**Wednesday, Sept. 2:** Work on stories.

### WEEK 5:

**Monday, Sept. 14:** Work on stories.

**Wednesday, Sept. 16:** Work on stories.

### WEEK 7:

**Monday, Sept. 28:** Work on stories.

**Wednesday, Sept. 30:** Deadline for fourth story.

### WEEK 9: WELLNESS WEEK

**Monday, Oct. 12:** INDIGENOUS PEOPLES' DAY

**Wednesday, Oct. 14:** TBA

### WEEK 11:

**Monday, Oct. 26:** Work on stories.

**Wednesday, Oct. 28:** Deadline for sixth story.

### WEEK 13:

**Monday, Nov. 9:** Deadline for seventh story.

**Wednesday, Nov. 11:** VETERANS' DAY – No school

### WEEK 15:

**Monday, Nov. 23:** Work on stories.

**Wednesday, Nov. 25:** Publish ninth story.

### WEEK 4:

**Monday, Sept. 7:** LABOR DAY – No school

**Wednesday, Sept. 9:** Deadline for second story.

### WEEK 6:

**Monday, Sept. 21:** Deadline for third story.

**Wednesday, Oct. 23:** Work on stories.

### WEEK 8:

**Monday, Oct. 5:** Work on stories.

**Wednesday, Oct. 7:** Work on stories.

### WEEK 10:

**Monday, Oct. 19:** Deadline for fifth story.

**Wednesday, Oct. 21:** Work on stories.

### WEEK 12:

**Monday, Nov. 2:** Work on stories.

**Wednesday, Nov. 4:** Work on stories.

### WEEK 14:

**Monday, Nov. 16:** Deadline for eighth story.

**Wednesday, Nov. 18:** Work on stories.

### WEEK 16:

**Monday, Nov. 30:** Work on stories.

**Wednesday, Dec. 2:** Publish 10th story.

All stories must be scheduled to be published by 6 p.m. on Wednesday, Dec. 2.

*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:<br>Initial Deadline:<br>Comments:  | Story submitted: |
| <hr/>                                       |                  |
| STORY 2:<br>Initial Deadline:<br>Comments:  | Story submitted: |
| <hr/>                                       |                  |
| STORY 3:<br>Initial Deadline:<br>Comments:  | Story submitted: |
| <hr/>                                       |                  |
| STORY 4:<br>Initial Deadline:<br>Comments:  | Story submitted: |
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| STORY 5:<br>Initial Deadline:<br>Comments:  | Story submitted: |
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| STORY 6:<br>Initial Deadline:<br>Comments:  | Story submitted: |
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| STORY 7:<br>Initial Deadline:<br>Comments:  | Story submitted: |
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| STORY 8:<br>Initial Deadline:<br>Comments:  | Story submitted: |
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| STORY 9:<br>Initial Deadline:<br>Comments:  | Story submitted: |
| <hr/>                                       |                  |
| STORY 10:<br>Initial Deadline:<br>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](#).

### **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>)

### **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.